



Job Description- Custodian

Location: APC of Morgan Park

Address: 11401 S. Vincennes, Chicago, IL 60643

Reports to: Business Manager and Facility Manager

Number of hours: Starting at 16 hours per week with a 90-day probation, when completed, there is opportunity for long term employment

Work Hours: Flexible

Start Date: Starting Immediately

Summary:

Highly skilled and regarded custodian with a reputation for thoroughness in cleaning and maintaining buildings and grounds. Custodian should be respected by administrators, faculty, staff, and management. Must always display a positive attitude and personable demeanor.,

Duties and Responsibilities:

- Clean by sanitizing, dusting, sweeping, mopping, washing, vacuuming, polishing, brushing, waxing, stripping, buffing, or scrubbing all surfaces of furniture, furnishings, floors, walls, and any other surfaces
- Restock supplies, where necessary
- Request and store cleaning supplies and materials and provide routine maintenance on cleaning tools and equipment
- Clear and clean waste containers and dispose of trash properly
- Move furniture and equipment as requested by Business Manager and Facility Manager
- Report any repairs needed to furniture, fixtures, or facilities
- Provide support to, and work with, other team members
- Ensure all doors in assigned work area are locked at the completion of shift
- Perform minor repairs, such as changing light bulbs, etc. when requested
- Setup, take down, and store chairs and tables for meetings, rentals, and church functions
- Perform other related duties as required

Required Skills and Qualifications:

- Ability to stand and walk for long periods
- Ability to lift and move over 50 pounds
- Knowledge of different cleaning products and tools
- Time-management and multitasking abilities
- Physical strength and stamina
- Organizational skills
- Good verbal communication and interpersonal skills
- Ability to work with minimal supervision
- Clean background check

Please forward resume and cover letter: apcmorganparkevents@gmail.com