

DEPARTMENT OF ADMINISTRATIVE SERVICES
HUMAN RESOURCES DIVISION
PHONE: 815/724-4020
FAX: 815/724-4039



150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158

EMPLOYMENT OPPORTUNITIES

JOB POSTING #: 48-17
POSTED: 9/15/2017, 4:00 p.m.
EXPIRATION: 9/22/2017, 4:30 p.m., or until filled
TITLE: Custodian (Position Code #7125)
SALARY: \$13.73/hour (part-time approx. 25 hrs./week)
DEPARTMENT: Administrative Services
DIVISION: Building and Grounds

DUTIES:

This position performs routine duties in the cleaning and maintenance of City building and grounds. Work is assigned and checked for thoroughness by a supervisor. Examples of work performed include: sweeps and mops floors, halls and stairways; washes windows, doors and wall; dusts and polishes furniture; vacuums rugs and carpeting; collects and disposes of trash; loads and unloads cleaning supplies and equipment; and keeps records of cleaning supplies used.

POSITION REQUIREMENTS:

Some knowledge and experience in the methods, materials and equipment used in custodial work;
Ability to establish and maintain good relations with other City employees and visitors;
Good physical condition;
Completion of standard high school courses or equivalent;
Any equivalent combination of experience and training which provides the required knowledge, skills and abilities;
Performs other duties as assigned;
Must have no criminal history record;
Must be able to work varied hours;
Must have a valid Illinois Driver's license;
Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.
A full job description is available in Human Resources upon request.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER