

HUMAN RESOURCES DIVISION
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**150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158**

EMPLOYMENT OPPORTUNITIES

JOB POSTING #: 47-18
POSTED: 10/03/2018, 8:00 a.m.
EXPIRATION: until filled
TITLE: Floor Machine Operator/Custodian (Position Code #7120)
SALARY: \$14.87/hour (part-time approx. 25 hrs/week)
DEPARTMENT: Public Works
DIVISION: Building and Grounds

GENERAL PURPOSE

Performs a variety of skilled and unskilled tasks in the custodian care and maintenance of City buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Vacuums, shampoos, steam cleans, strips, waxes, polishes, and buffs floors and carpet;
Cleans and dusts floors, furniture, fixtures window sills, walls, doors, pictures, etc.;
Empties and relines wastebaskets, ash cans, receptacles, cigarette urns, towel and sanitary disposal receptacles, etc;
Cleans and sanitizes restrooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc;
Washes windows, walls, metal and woodwork;
Sweeps and mops floors steps, stairways, sidewalks, etc;
Picks up litter from around buildings and grounds;
Keeps lockers and service closets in a clean and orderly condition;
Fills toilet tissue, soap, towel and other dispensers;
Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS

Completion of standard high school courses or GED equivalent;
Any combination of experience and training which demonstrates the knowledge and experience to perform the work.
Knowledge and experience in the methods, materials and equipment used in custodial work;
Some knowledge of first aid and applicable safety precautions;
Skill in operation of listed tools and equipment;
Ability to work independently and to complete daily activities according to work schedule;
Ability to lift heavy objects, walk and stand for long periods of time;
Ability to communicate orally and in writing and carry out verbal and/or written instructions;

Ability to use equipment and tools properly and safely;
Ability to establish effective working relationships;
Must have no criminal history record;
Must be able to work evenings and weekends.

TOOLS AND EQUIPMENT USED

Floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, broom, dusting equipment and any other equipment that may come into common use or be necessary to perform need tasks.

A full job description is available in Human Resources upon request.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER