



Building Attendant Job Description

Title: Building Attendant

Employment Type: Part-time, non-exempt, hourly

Salary: \$15.00 /hour

Benefits: Activity Discounts, Fitness Center Discounts, Rental Discounts

Reports To: Inside Maintenance Supervisor

Summary

The Building Attendant is responsible for daily cleaning, maintenance, and set up and take down of activities at the Central Park Community Center and other facilities as needed.

Work pace varies depending on assigned tasks, which may involve medium to heavy physical labor. The position performs the essential functions necessary to maintain a safe, clean, and well-functioning facility.

Qualifications

Must be at least 18 years of age, and available to work evening and weekend hours.

Essential Functions

- Responsible for performing general custodial and maintenance needs of the Central Park Building and other facilities as needed.
- Responsible for removing garbage and refuse, and ensuring the facility remains clean, safe, and well-maintained at all times
- Responsible for overseeing gym equipment and supervising admittance into the building.
- Operates Park District equipment and sets up or dismantles equipment for all activities and rentals.
- Responsible for following all safety rules and regulations, ensuring that all job tasks are performed in compliance with the District's safety program.
- Responsible for the proper maintenance, safe handling, and effective use of all tools, machinery, and equipment necessary to perform job duties.
- Collaborates effectively with team members to support the continuous improvement of the Oak Forest Park District, performs duties as assigned by the supervisor, and adheres to all District policies, including the Chain of Command.
- Other duties as assigned by supervisor.

Marginal Functions

- Assisting outside maintenance workers with repair of park building, roofs, doors, windows, and electrical or plumbing work.
- Snow removal from sidewalks and stairs.

Psychological Considerations

- Worker must work closely with co-workers.
- Worker must work around general population/park patrons in public areas.
- Worker must work under supervision and direction of superiors.

Physiological Considerations

- Worker is exposed to chemicals (pesticides and cleaning materials).
- May be necessary to lift up to 50 pounds.

Environmental Considerations

- Worker is exposed to outside weather conditions 20% of the time, including extreme heat and cold, snow, rain, and ice.
- Protective clothing is required as follows:
 - Safety goggles/glasses
 - Protective gloves

Cognitive Considerations

- Worker must be able to follow directions from supervisor with safe follow through.
- Worker must use good safety awareness and judgment.