

Macon County Conservation District

Job Title: Custodian
Department: Program Services
Reports To: Nature Center Manager
Position Status: Non-exempt
Job Code: 482

Summary:

Under direction of the Nature Center Manager, performs custodial duties of a 24,000 square foot Nature Center, purchases supplies, cleans, performs minor repairs, and completes room set up and take down for programs.

Qualifications:

High school diploma and one year related experience and/or training. Must have a valid Illinois Driver's License. Successful completion of a background check and drug screen.

Essential Functions:

1. Performs building custodial maintenance including cleaning restrooms, vacuuming all floors, washing windows, removing trash, dusting, and other duties required to maintain the building in a clean condition. Coordinates building pest control and recycling program.
2. Monitors room use requests and specific requirements for groups using the Nature Center.
3. Prepares rooms, including set up and take down of tables, chairs, audiovisual equipment, and other items scheduled for group use.
4. Cleans rooms after each use and prepares for next use based on scheduled demand.
5. Maintains wildlife/bird feeding and watering stations located around the Nature Center.
6. Spot cleans carpet as needed on a weekly basis, wet mops tile floors on a weekly basis, and schedules and coordinates floor cleaning contractors as needed.
7. Inventories supplies and purchases equipment and supplies needed to maintain a clean building. On occasion orders bulk janitorial supplies for outlying areas.
8. Sweeps sidewalks, decks, and outside steps in the perimeter areas of the Nature Center as needed.

9. Performs other duties as required or assigned which are reasonably within the scope of the duties described above.

Marginal Functions:

1. Provides ideas about cleaning and supplying the Nature Center more efficiently.
2. Must be capable of working independently.
3. Assists staff with room set up for programs and special events.
4. Ability to work occasionally outdoors on a year round basis.
5. Weekly service and cleaning of Program Services and Administration vehicles.

Psychological Considerations:

1. Must be capable of working with staff, public, and volunteers.

Physiological Considerations:

1. Must be able to lift up to 50 pounds.
2. Ability to stand, walk, and sit.
3. Physical dexterity and fine motor skills to clean floors, windows, rest rooms, and set up and take down tables and chairs.

Environmental Considerations:

1. Exposed to all forms of weather conditions.
2. Indoor conditions include moderate noise from office machines, cleaning equipment, and visitors.

Cognitive Considerations:

1. Must be able to solve practical problems.
2. Must be able to understand written and verbal instructions.
3. Must use good safety awareness and judgment.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.