



Man-Tra-Con Corporation is working with a local employer to fill the following position:

Job Title: Building Supervisor/Custodian (EP-061423-01)

Location: Carbondale, Illinois

Salary: TBD, depending on experience

Job Description

The Carbondale Parks District is seeking candidates for a part-time Building Supervisor/Custodian position. Under the direction of the Office and Customer Service Manager and the Recreation Superintendent, the staff person will maintain the cleanliness of the Lakeland Facility (925 S. Giant City Road) and the grounds. This position reports to the Office and Customer Service Manager. The position of Building Supervisor is a part-time position and is paid every two weeks at an agreed salary. The position is classified as a non-exempt hourly employee status and will work 15-20 hours per week. No overtime (over 40 hours per week) is allowed in this position.

Essential Functions:

- Maintain the cleanliness of the facility
- Tend to any minor repairs within the facility
- Regularly clean the floors and semi-annually do a deep cleaning of the carpets
- Always dress in work appropriate attire
- Clean restrooms & ensure that paper products are fully stocked
- Take out trash from each room, daily
- Set-up/tear down tables & chairs used in the gym when rentals take place
- Sanitize high-touch surfaces throughout the workday

Marginal Functions:

- Inform supervisor of any recommendations for improvements to the facility, rooms, equipment, and supplies.
- Perform all other duties as assigned by the Office and Customer Service Manager

Environmental Considerations:

May be exposed to outside elements when completing tasks on the exterior of the facility. Most activities are performed indoors. These conditions include lighting and temperature.

Cognitive Considerations:

- Ability to carry out instructions and with minimal supervision
- Ability to complete various forms of communication related to the operation of the facility in a clear and concise manner
- Must have the capability to decipher instructions, schedules, room setups, and emergency plans, and act to complete them correctly and in a timely fashion.
- Must have the ability to execute good judgment and utilize problem- solving skills when necessary.

Psychological Considerations:

- May experience added stress and pressure in situations of an emergency or during busy times in the facility with multiple functions being required at one time
- Ability to handle multiple tasks at one time, prioritize the tasks, and complete them in a timely fashion.
- Ability to think independently and determine what tasks must be completed.
- Physiological Considerations:
 - Must have the ability to lift and maneuver tables, chairs, and other equipment over 25-50 pounds
 - Required to work outside, such as shoveling and salting the facility walks in the winter, taking out garbage year round
 - Unloading supplies from cars and transporting them into the building, or cleaning up the grounds of the facility.

Requirements

- Must be at least 18 years old or older
- Ability to lift at least fifty pounds
- Must be comfortable working with all types of cleaning materials
- Must have availability during open business hours
- Must have at least graduated from High School

How To Apply

This employment opportunity is available at no cost to you! To apply, send your resume to EmilyPerks@mantracon.org

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