



Title: Part-Time Office Custodian
Salary Grade: Hourly Rate
Department: Finance and Administration
Reports to: Operations Manager
Date Prepared: March 2013

Background:

The Garfield Park Conservatory Alliance (GPCA) is a community oriented non-profit organization involved in a unique partnership with the Chicago Park District and its historic plant conservatory. The GPCA Finance and Administration Department supports the mission of the Garfield Park Conservatory Alliance by providing financial and administrative support to the organization and its partners.

The Part-Time Office Custodian position is part-time. Primary responsibilities are to 1) Maintain the cleanliness of staff offices at the Conservatory 2) follow the Lead Custodian in keeping other Conservatory areas clean as needed; 3) follow the Lead Custodian in the set-up of tables and chairs for meetings and events as needed;

Position Responsibilities:

Custodial Duties

- Perform both routine and specially-requested cleaning duties, mainly in staff office areas
- Perform specific cleaning tasks requested by the Lead Custodian and/or Operations Manager

Monitoring Duties

- Alert Lead Custodian and/or Operations Manager of any issues or needs
- Assist with on-the-job training of any new custodial staff, including temporary staff brought in for special events

Set-Up Duties

- Perform set-up duties in Conservatory rooms according to set-up requests
- Share information about set-up requests with other custodial staff

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Set-Up Duties

➤ Perform set-up duties in Conservatory rooms according to set-up requests ➤ Share information about set-up requests with other custodial staff



Qualifications:

Must be knowledgeable in custodial techniques, supplies and equipment. Must be able to move and lift at least 50 pounds. Must be able to perform manual duties and stay on feet for long periods of time. Minimum two years custodial experience. Must have customer service experience. High School Diploma or equivalent desired. Must possess strong communication skills. Experience working in a museum or park setting is desired.

Submit resume and references by mail or e-mail to:

GPCA, 300 N Central Park Ave, Chicago, IL 60624; or kschultz@garfieldpark.org

NO PHONE CALLS PLEASE

All resumes must be received by April 18, 2013

Garfield Park Conservatory Alliance is an Equal Opportunity Employer

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