



Village of Tinley Park - Employment Opportunity

The Village of Tinley Park is an Equal Opportunity Employer and a Drug Free workplace.

CUSTODIAN – Part time

Posted: April 5, 2019

Closing Date: Until filled

The Village of Tinley Park seeks applicants for **THREE (3) part time Custodian** position openings (two evening position openings, one mid-day opening). Both positions typically scheduled for maximum of nineteen (19) hours per week.

This position reports directly to the Public Works Facilities Foreman or Senior Custodian.

The part-time Custodian performs a variety of routine unskilled, and semi-skilled housekeeping work while maintaining Village facility in a clean and orderly fashion. Duties include cleaning all restrooms, mopping and buffing floors (experience preferred), emptying garbage from all offices and front desk areas; emptying shredders; emptying recycle bins; cleaning counter tops, window sills, window blinds, emptying all trash containers (inside and outside) and transporting to outside trash bins; transporting supplies, mail, small equipment and/or tools to/from designated Village buildings, and/or outside locations, as needed; performing other tasks as assigned by Supervisor and/or Designee.

Minimum Qualifications:

- Must possess High School diploma or GED equivalent; attach copy with application.
- Must possess the ability to understand the English Language and follow written and oral instructions.
- Must successfully complete pre-employment screening/investigation.
- Must possess a valid Driver's license; attach copy with application.
- Ability to occasionally lift or move up to fifty (50) pounds.
- Previous custodial experience **highly preferred**.

Hourly starting rate: \$12.93

Application Process:

Interested candidates may complete an Application for Employment obtained online at www.tinleypark.org or in person at the Village Hall along and above referenced documentation. **Submissions must be postmarked, e-mailed or received at the Village Hall (or in night drop) by 5:00 p.m. as soon as possible.**

Mail to: Human Resources, Village of Tinley Park, 16250 South Oak Park Avenue, Tinley Park, IL 60477.

Email to: humanresources@tinleypark.org