Forest Preserve District of DuPage County
JOB DESCRIPTION

Job Title: Golf Custodial Ent	**Job Code: 005F**
Business Unit: Business Enterprises	**FLSA Status: Non-Exempt**
Manager Title: Clubhouse Business Manager	**Last Date Reviewed: August 9, 2021**

Job Purpose

This position involves the performance of cleaning and minor maintenance/repairs of golf course buildings and equipment using proper methods, materials, and equipment. The direction is received from a supervisor in the department.

Essential Duties and Responsibilities

- **Maintain entry areas and sidewalks. Assist in cleaning kitchen equipment and operating dish machine. Clean tables and counters. Ensure kitchen and dining areas are clean and sanitary.**
- **Wash windows; change light bulbs; empty waste cans; polish furniture; dust woodwork, furniture, shelving, etc.; hang pictures; clean sink-traps; sweep; vacuum floors; maintain loading areas by cleaning concrete surface and trash receptacles.**
- **Notify supervisor of issues for work orders. Report inventory of custodial and miscellaneous supplies.**
- **Clean, sanitize, and deodorize restrooms and replenish supplies.**
- **Prepare rooms for functions according to event plans. Move building furniture and equipment.**
- **Assist staff in setting and clearing tables, and bringing food items, service wares, and supplies to kitchen from coolers and stockroom. May receive stock item deliveries from vendors.**
- **Maintain inventory levels of allotted food and beverage products daily.**
- **Pick up trash and dispose of recycling. Place all trash and recycling in appropriate receptacles and dumpsters.**
- **May conduct cleaning inspections at assigned building(s).**
- **Perform other duties as assigned.**

Education and Experience Required

Additional Information: Must be 18 years of age or older at time of hire.

Hours: June – November; Actual schedule of work is on an as-needed basis. Scheduled days and hours may vary and pause from time to time or recur at regular intervals based on events and business operation needs. Scheduled days may include weekends and holidays, based on customer traffic and business needs.

Location of Work: The District operates multiple locations. Depending on business needs, work may involve assignments or responsibilities at other golf courses or facilities within the District.

Related Experience: One(1) year experience as a custodian/bus-boy in a bar, restaurant, or hospitality industry at a high-volume establishment; or equivalent combination of training and experience.

Special training or other license, certification,etc.: Illinois Food Handler Training and Certification within 30 days of employment; must have a valid Driver's License.

Skills in: Performing routine cleaning and maintenance tasks; operating dish machine, power washers, sweepers, and related equipment; managing multiple tasks and deadlines; understanding and following verbal and written instructions; establishing and maintaining effective relationships; communicating effectively; maintaining simple inventory records and writing maintenance reports

Knowledge of: Cleaning and maintenance methods, materials, and equipment; occupational hazards and necessary safety precautions.

Onboarding/Training Requirements: Criminal Background Check
Driver's License Check
National Sex Offender Registry Check
CPR/1st Aid Training

Physical Demands (Indicate the amount of time spent performing the following activities.)

Activity	None	Under 30%	30% to 60%	Over 60%
Stand				**X**
Walk				**X**
Sit				**X**
Use hands to finger, handle or feel			**X**	
Reach with hands and arms				**X**
Climb or balance		**X**		
Stoop, kneel, crouch, or crawl		**X**		
Talk or hear				**X**
Taste or smell		**X**		

Check the highest work level required to perform related to lifting or pulling/pushing

	Sedentary		Light		Medium		Heavy		Very Heavy	
Maximums	10 lbs.		20 lbs.		50 lbs.	**X**	100 lbs.		Over 100 lbs.	
Frequency	Small		10 lbs.	**X**	25 lbs.		50 lbs.		Over 50 lbs.	

Describe below the specific duties that require the physical demands checked above.

	Work is primarily sedentary in nature.
X	Other (describe)
Describe:	Ability to bend and lift/move items weighing up to 50 lbs. Ability to walk up and down stairs with items weighing up to 25 lbs. Work performed indoors and outdoors in all types of weather conditions in a golf setting. Must be able to stand for the length of a shift.

Does the position require personal protective equipment (e.g. safety glasses, steel toe shoes, respirators, etc.)?

	Not Applicable
X	Other (describe)
Describe:	Slip resistant footwear when working in bar and kitchen areas. Hair pulled back/tucked when serving food and beverages.

Disclaimer: This description is not designed to contain a comprehensive listing of all activities, duties, or responsibilities required of the job.