



## **HICKORY HILLS PARK DISTRICT JOB DESCRIPTION**

**Job Title:** Building Attendant  
**Position Type:** Part Time  
**FLSA Classification:** Non-exempt  
**Reports to:** Superintendent of Recreation  
**Job Location:** Krueger Park Recreation Center

### **Job Summary:**

- The Building Attendant is responsible for maintaining a clean, safe, and welcoming environment at the Krueger Park Recreation Center. This position primarily works evening and weekend shifts and is responsible for facility cleaning, room setups and breakdowns for programs and rentals, monitoring building use, and assisting patrons as needed. The Building Attendant plays a key role in ensuring the facility is prepared for daily operations and properly secured at closing. Must be at least 18 years of age.
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### **Qualifications:**

- Must be at least 18 years of age
- Ability to work independently with minimal supervision
- Strong customer service and communication skills
- Employment contingent upon passing a criminal background check

### **Essential functions:**

- Perform custodial duties including sweeping, mopping, vacuuming, disinfecting surfaces, and restroom sanitation
- Empty trash and recycling containers throughout the facility
- Clean locker rooms, program rooms, fitness areas, and common spaces
- Set up and take down tables, chairs, and equipment according to rental diagrams and program needs
- Ensure rooms are ready prior to rental or program start times
- Monitor building activity and enforce facility rules and policies
- Provide assistance to renters, participants, and guests in a professional manner
- Complete accident/incident reports as required

- Secure facility at closing including locking doors and setting alarms
- Report maintenance concerns or safety issues to supervisor

**Marginal functions:**

- Perform job duties in compliance with Park District policies and procedures
- Adhere to Park District dress code
- Attend staff meetings or trainings when required
- Assist with minor maintenance tasks as assigned

**Physical considerations:**

- Ability to lift up to 50 lbs.
- Frequent standing, walking, bending, lifting, pushing, and pulling
- Ability to move tables, chairs, and equipment safely

**Environmental considerations:**

- Work is primarily indoors but may require brief outdoor activity
- May be exposed to cleaning chemicals
- Evening and weekend hours required

**Recommendations for accommodation:**

- Situations requiring accommodation would need to be analyzed on a case-by-case basis to ensure appropriate support is provided.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

**Affirmative Action**

The Hickory Hills Park District is an Equal Opportunity Employer. We evaluate applicants without regard to age, national origin, race, color, religion, sex, sexual orientation, gender identity, disability, pregnancy, veteran status, or any other characteristic protected by law.