



Clark County Park District
20482 N. Park Entrance Road, Marshall, IL 62441

Housekeeping Personnel

Summary:

The Housekeeping Personnel is responsible for care and cleaning of all Park facilities and buildings. You work independently and have a varied work pace depending on the time of year. You are required to take all safety precautions with regard to the use of necessary personal protective equipment. As a precautionary measure, proper dress and foot protection is mandatory. Weekend and Holiday availability is required.

Qualifications:

- High school diploma or equivalent preferred but not mandatory.
- Valid Illinois Driver's License.
- Ability to work with others on a team and with Special Events as needed.

Supervision:

The Housekeeping Personnel is directly responsible to the Maintenance Supervisor and the Executive Director.

Essential Functions:

1. Make sure that all cabins are cleaned after use, with special attention given to the cabin check-out list.
2. Operations of park vehicles.
3. Responsible for cleaning and power washing all restrooms, shelters and the shower house.
4. Basic care of the campground.
5. Must clean the office on a regular basis including (i.e. dusting, vacuuming, trash, bathrooms, windows, and washing dishes on a daily basis.)
6. The office should be thoroughly cleaned on the day of the monthly Board Meeting.
7. The gatehouse should be maintained on a regular basis (i.e. carpet cleaned and windows washed.)
8. Responsible for maintaining inventory of required supplies and reporting to the Office Manager to purchase supplies.
9. Must sure that cleaning wagons are kept organized and proper staff is notified when fuel is needed.

10. Observe and obey all "Safety Rules and Regulations", and strive to be an essential member of the Safety Team.
11. Any other functions that may be required by the supervisor.
12. Be willing and able to assist other Park Departments as the need arises.
13. Attend Safety Committee Meetings when schedule allows.
14. All other duties as assigned.

Psychological, Physiological Environment, Cognitive Considerations:

- Must work closely with co-workers.
- Must work in public areas, and be responsible for the safety of the public and oneself.
- Worker is exposed to a variety of chemicals (i.e. cleaning supplies, pest sprays, bleach).
- Work must be able to stand for long periods, bend and kneel, and climb stairs.
- May be required to lift 15-20 lbs.
- Workers are regularly exposed to extreme heat.
- Must be able to work Shift Work.
- Workers must be self-starters and capable of working without constant supervision.
- Must be able to work weekends and holidays.