



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, 6 months to one-year prior experience and/or training. A valid driver's license.

Supervision:

The Housekeeping Personnel is directly responsible to the Chain of Command and the Executive Director

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Safety and Security** – Use good safety awareness, judgment, and follow policies; report potentially unsafe conditions; use equipment following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- **Attendance/Punctuality** – Demonstrate consistent attendance and on-time arrival.
- **Dependability** – Follow instructions, respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notifies appropriate person.
- **Professionalism** – Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.
- **Interpersonal Skills** – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; maintain a positive attitude; and be receptive to constructive feedback.
- **Teamwork** – Promote and support work teams; put success of team above

own interests; and support everyone's efforts to succeed.

- Planning/Organizing – Prioritize and plan work activities; and use time efficiently.
- Judgment – Exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.
- Problem Solving – Identify and resolve problems in a timely manner; and develop alternative solutions.
- Oral Communication – Listen and get clarification; and respond well to questions.
- Technical Skills – Pursue training and development opportunities; strive to continuously build knowledge and skills; and share expertise with others.
- Organizational Support – Follow policies and procedures.

Essential Functions:

1. Make sure that all cabins are cleaned and re stocked after use, with special attention given to the cabin check-out list.
2. Operations of park vehicles.
3. Responsible for cleaning and/or restocking shelters and the shower house/bathrooms as scheduled
4. Basic care of the campground if directed
5. Must clean the office on a regular basis including (i.e., dusting, vacuuming, mopping, trash, bathrooms, windows, and restocking on a weekly basis.)
6. The conference room should be thoroughly cleaned on the day of the Committee and Monthly Board Meetings.
7. Responsible for maintaining inventory of required supplies and reporting to the Office to purchase supplies.
8. Notify Maintenance concerning any repairs needed to buildings, corrects unsafe conditions and/or reports them to the Maintenance Supervisor.
9. Promptly reports any work-related or patron injuries to supervisor
10. Must make sure that cleaning vehicle is kept organized and fueled as needed.
11. Observe and obey all “Safety Rules and Regulations” and strive to be an essential member of the Safety Team.
12. Must be able to use personal protective equipment based on the job which may include but not limited to: Safety goggles, Earplugs, work shoes, protective gloves, helmets, respirators.
13. Any other functions that may be required by the supervisor.
14. Be willing and able to assist other Park Departments as the need arises.
15. Attend Safety Committee Meetings when schedule allows.

16. All other duties as assigned.

Physical, Psychological, Physiological Environment, Cognitive Considerations:

- Must work closely with co-workers.
- Employee will frequently stand, walk, use hands, climb, balance; stoop, kneel, crouch or crawl, and climb stairs.
- Vision abilities for this job include close vision, distance vision, depth perception and ability to adjust focus.
- 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).
- May be required to lift 15-50 lbs. Any objects that need to be lifted over 50lbs will require staff assistance.
- Workers are regularly exposed to summer heat and winter cold.
- 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.