

Atlanta Memorial Park District

Custodian/Caretaker – Job Description by duty or property

***Note:** The person or persons currently being sought for this position would have all of the following responsibilities and would be required to live in the apartment in the upstairs of the Atlanta Memorial Community House.*

Properties owned by the Park District for which the Custodian is responsible to care for (hereinafter referred to as “Property”):

- Buildings: Community House, Barn, Band Stand, Pavilion, North Barn
- Atlanta Memorial Community House lawn (corner of Race and Sixth Streets)
- Atlanta Park, Barn and Bandstand lawn
- Tennis court and lawn (corner of Vine & Sixth Streets)
- Xenia Park lawn (corner of Vine & Arch Streets).
- Lots and Barn at the NE corner of Vine St. and NE Eighth St.
- All Playground equipment, park benches, trash containers, etc.
- Building contents owned by the Park District

Caretaker of the Buildings (Listed as “Property” above):

1. Care for, clean and provide all day to day repairs and maintenance of the above buildings, as would be normally and customarily required of an individual taking care of such property, including, but not limited to: regular interior painting, replacing lights, cleaning and waxing all floors in the Atlanta Memorial Community House, washing windows, general cleaning and minor repairs requiring non-skilled labor. In the event there are necessary repairs which require professional work, the Employee shall notify the Park District, in advance, of the necessity of such repairs. If, in the opinion of the Park District, such repairs are required, they shall be done only with the approval of the Park District, unless such repairs are of an emergency nature, in which case the prior approval of the Park District Board of Commissioners President shall be obtained by the Employee before incurring any expense in the name of the Park District.
2. Account for all property belonging to the Park District and report any and all losses or thefts of property immediately to the Park District.
3. Refrain and prohibit anyone from borrowing any Park District property without the express written consent of the Park District.
4. If the employee deems it necessary to obtain any assistance of extra labor to perform his duties hereunder, he shall, at his expense, as his sole responsibility including any liability for such assistance, hire and pay for any help he deems appropriate from the amounts paid hereunder by Park District to Employee. If any such assistance is arranged by Employee, anyone he hires to assist him, shall be his employee, and he shall have all responsibility for such employee, including any liability for workman's compensation insurance.
5. In the event the Employee should be absent from his employment for any reason, he shall obtain the assistance of an individual, at his expense, to perform his duties during such absence and shall also be responsible for such individual or individuals as his

employees, including any and all responsibility or liability for workman's compensation insurance.

6. Move and arrange the furniture in Atlanta Memorial Community House as needed for the convenience and satisfaction of those reserving and using the facility.
7. Be present when activities are being conducted on Park District property, as requested by the Park District, and/or when deemed prudent and in the best interest of the Park District.
8. Collect any rents or fees established by the Park District from organizations, groups or individuals using the Atlanta Memorial Community House, facilities and equipment and furnish a monthly report at the regular meeting of the Park District Board of Commissioners of all such funds collected, setting forth, at a minimum a list of all organizations, groups or individuals using the Park District facilities and the rents collected and shall turn over such amounts collected to the Park District.
9. Take any and all steps necessary to maintain orderly conduct in the Atlanta Memorial Community House, including seeking the assistance of local law enforcement officials, if necessary.
10. Obey all rules and regulations of the Park District, a copy of such rules and regulations have been previously provided to Employee.
11. Schedule and coordinate all requests from organizations, groups or individuals to use the Park District facilities. A schedule, or calendar, of all events shall be maintained and provided to the Park District Board of Commissioners at their monthly meeting, or as requested.
12. Perform such other duties and responsibilities as directed by the Park District from time to time in order to carry out the intentions of this Agreement.
13. Meet with the Park District Board of Commissioners at their monthly meeting on the 4th Monday of the month at 7:00 p.m. at the Atlanta Memorial Community House.

Caretaker of the Parks and Grounds (Listed as “Property” above):

1. Care for, clean and provide all day to day repairs, maintenance and general upkeep of the Park District properties listed above (excluding the buildings thereon) as would be normally and customarily required of an individual taking care of such property, including but not being limited to: trimming all bushes, weed control on all property, raking or mulching leaves on all property, snow removal on the sidewalks, porches and ramps of the Atlanta Memorial Community House, keeping the flag in good repair, and minor repairs requiring non-skilled labor. In the event there are necessary repairs which require professional work, the Employee shall notify the Park District, in advance, of the necessity of such repairs. If, in the opinion of the Park District, such repairs are required, they shall be done only with the approval of the Park District, unless such repairs are of an emergency nature, in which case the prior approval of the Park District Board of Commissioners President shall be obtained by the Employee before incurring any expense in the name of the Park District.
2. Report any damaged occurring to properties and all losses or thefts of property immediately to the Park District.
3. Refrain and prohibit anyone from borrowing any Park District property without the express written consent of the Park District.
4. If the employee deems it necessary to obtain any assistance of extra labor to perform his duties hereunder, he shall, at his expense, as his sole responsibility including any liability for such assistance, hire and pay for any help he deems appropriate from the amounts

paid hereunder by Park District to Employee. If any such assistance is arranged by Employee, anyone he hires to assist him, shall be his employee, and he shall have all responsibility for such employee, including any liability for workman's compensation insurance.

5. In the event the Employee should be absent from his employment for any reason, he shall obtain the assistance of an individual, at his expense, to perform his duties during such absence and shall also be responsible for such individual or individuals as his employees, including any and all responsibility or liability for workman's compensation insurance.
6. Take any and all steps necessary to maintain orderly conduct on the listed property, including seeking the assistance of local law enforcement officials, if necessary.
7. Obey all rules and regulations of the Park District, a copy of such rules and regulations have been previously provided to Employee.
8. Perform such other duties and responsibilities as directed by the Park District from time to time in order to carry out the intentions of this Agreement.
9. Meet with the Park District Board of Commissioners at their monthly meeting on the 4th Monday of the month at 7:00 p.m. at the Atlanta Memorial Community House.

Mowing of Parks and Grounds (Listed as "Property" above):

Employee/Contractor agrees to provide mowing and lawn care services to the Park District on the following properties in the city of Atlanta, Illinois:

Employee/Contractor shall be paid a set amount of per mowing cycle. A mowing cycle shall consist of one mowing of each of the four properties. Payment shall be made monthly under the following procedure: Employee/Contractor shall mail or present a bill, of each mowing made to date, to Park District prior to or at the monthly meeting of the Park District Board of Commissioners and payment will be made at that time. The normal meeting date of the Park District Board of Commissioners is the fourth Monday of each month at 7:00 p.m. at the Atlanta Memorial Community House. Should the Park District Board of Commissioners not have a monthly meeting during the period, a bill may be mailed to the Park District or presented to the Board of Commissioners President, who will then arrange for payment.

Employee/Contractor agrees to the following regarding mowing and lawn care services:

- Employee/Contractor shall provide all equipment, fuel and labor for the grass mowing and trimming.
- Employee/Contractor shall pick up and dispose of all debris before mowing at any location.
- Mowing shall take place on an as-needed basis, but in general, properties will be mowed and maintained like residential areas with a maximum turf height of 4 inches.
- Employee/Contractor shall trim around trees, shrubs, sign posts, fencing, sidewalks, curbs and gutters, near around all dumpsters, etc. and any other part of the lawn area where the lawn mowers may not be able to reach during routine mowing. Areas to be trimmed shall be brought to the same level as the mowing level of the lawn.
- Mowing and trimming around trees shall be done in such a way as to avoid bark injury from mowers and filament line trimmers.
- Picnic tables and other items that require moving during the mowing process shall be returned to their original location after the mowing is finished.

- Clippings may be left on the lawn as long as no readily visible clumps remain on the grass surface 36 hours after mowing. Otherwise, large clumps of clippings will be distributed by mechanical blowing or collected and removed by Employee/Contractor.
- In the event damage occurs to Park District property as a result of mowing and trimming operation, Employee/Contractor shall replace or repair the damaged areas or items at no cost to the Park District. Employee/Contractor shall have authority to close the park during mowing operations. However, care shall still be taken to attempt to aim mower discharge away from people, buildings, children, vehicles and equipment.
- Employee/Contractor shall properly maintain mowing and trimming equipment so that it is not a danger to Employee/Contractor or others and so that it operates at "normal" sound levels.
- Employee/Contractor shall clean all clippings from sidewalks immediately after mowing and/or edging.
- Employee/Contractor agrees to not sub-contract the mowing and lawn care responsibilities under this agreement without the written consent of Park District. Any subcontractor, so approved, shall provide proof of liability insurance to Park District.