

Part Time- Seasonal Custodian

Job Classification

Non-Exempt

Pay: \$17.00/hour

Benefits: Paid time off, employee discount

Park Overview

Wildlife Prairie Park has often been referred to as a jewel in the Midwest. Located just outside of Peoria, Illinois, this 1,800-acre zoological park is home to over 180 animals representing more than 60 species native to Illinois. In addition to its wildlife and educational experiences, the Park offers a growing portfolio of unique overnight lodging accommodations and event venues designed to immerse visitors in nature. Wildlife Prairie Park is committed to delivering exceptional guest experiences that support the Park's mission of conservation, education, and recreation while driving sustainable revenue growth.

Position Summary

The Custodian is responsible for maintaining the cleanliness, readiness, and professional presentation of park buildings, public spaces, and event venues. This role supports daily operations and revenue-generating events by ensuring facilities are clean, safe, and consistently guest-ready while contributing to a high-quality hospitality experience for all visitors.

Essential Duties and Responsibilities

- Clean and service park buildings, offices, public areas, restrooms, and event venues to Wildlife Prairie Park standards.
- Perform routine custodial tasks including sweeping, mopping, vacuuming, dusting, sanitizing, and trash/recycling removal and basic plumbing.
- Clean windows, mirrors, and glass surfaces.
- Conduct routine inspections of assigned buildings and restrooms to ensure cleanliness and guest readiness.
- Restock restroom and facility supplies as needed.
- Monitor custodial supply levels and notify the Lead Custodian when inventory needs replenishment.
- Operate and maintain custodial equipment including vacuums, floor machines, and other cleaning tools, ensuring equipment is used safely and properly maintained.
- Report maintenance, repair, or safety concerns promptly to the Lead Custodian or appropriate department.

- Assist in monitoring building conditions and report facility concerns that may impact safety, cleanliness, or guest experience.
- Remove snow, debris, and hazards from building entrances and sidewalks as assigned.
- Maintain presentation standards that support positive guest impressions and repeat visitation.
- Set up and tear down banquet rooms and event spaces according to diagrams and event specifications.
- Arrange tables, chairs, linens, and equipment accurately and on time.
- Follow standardized event setup and cleaning checklists.
- Assist with timely room turns between events.
- Ensure proper cleanup, breakdown, and storage of event equipment.
- Collaborate with the Sales & Events team and custodial leadership to support successful events and client satisfaction.
- Complete assigned daily cleaning and event readiness checklists accurately and thoroughly.
- Submit completed checklists to the Lead Custodian for review and inspection sign-off.
- Follow established closing and inspection procedures to ensure tasks are fully completed.
- Communicate completion status and report deficiencies promptly.
- Follow established building closing procedures.
- Ensure assigned buildings and event spaces are properly secured, including locking doors and windows as required.
- Verify water sources are fully shut off and no fixtures are left running.
- Turn off unnecessary lights and equipment to support energy conservation and asset protection.
- Report any security or facility concerns immediately.
- Follow OSHA guidelines, PPE requirements, and safe chemical handling procedures.
- Properly label, store, and use cleaning chemicals in accordance with SDS requirements.
- Provide courteous, professional, and helpful assistance to guests when approached.
- Represent Wildlife Prairie Park in a professional and courteous manner when interacting with guests, vendors, and fellow staff members.
- Maintain awareness of guest-facing environments and proactively address or report conditions that may negatively impact the guest experience.
- Support Wildlife Prairie Park's guest-first culture by maintaining clean, welcoming, and well-presented facilities.
- Cooperate with co-workers, supervisors, volunteers, and other departments to support a team-oriented environment.
- Attend required meetings and trainings as assigned.
- Perform other duties as assigned.

Minimum Qualifications

Education and Experience

- High school diploma or equivalent required.
- Minimum of two (2) years of custodial or maintenance experience preferred.
- Prior event setup experience preferred/prior custodial with light plumbing experience preferred.
- Valid driver's license and ability to meet insurance carrier requirements.
- Ability to pass a criminal background check.

Knowledge, Skills, and Abilities

- Knowledge of safe operating procedures for custodial tools and equipment.
- Knowledge of proper chemical handling and cleaning techniques.
- Strong attention to detail and self-motivation.
- Ability to complete event setups accurately and on schedule.
- Ability to follow written and verbal instructions.
- Ability to work independently and as part of a team.
- Ability to problem solve effectively in a fast-paced environment.
- Ability to operate a two-way radio.
- Ability to work flexible hours including evenings, weekends, and second shift as needed.
- Ability to work in indoor and outdoor environments and varied weather conditions.

Physical Requirements

- Frequent bending, stooping, reaching, climbing, pushing, and lifting.
- Ability to lift and carry up to 50 pounds.
- Ability to stand and walk for extended periods.
- Ability to perform duties in varied environmental conditions.