



ALLEERTON

PARK & RETREAT CENTER



Position Announcement

Title: 3rd Shift Security Extra Help

Location: Allerton Park & Retreat Center, 515 Old Timber Rd., Monticello, IL 61856

Position Description: The duties of this position will include these duties along other related duties not listed:

- Offer excellent customer care to our guests when they are lodging by answering the phone on the 3rd shift, offer solutions to their needs, anticipate their needs such as prepare hot coffee in the Solarium, make sure that the common space is tidy and picked up so their experience is positive, checking the hallway in the middle of the night & logging any feedback.
- Offer added security to the park when guest are not lodging by locking up gates, making a rounds in the park when requested, reporting any incidences to the proper supervisor or authority, creating any written reports that are helpful to supervisors or other staff members
- Setting project lists, after training is complete, establishing goals with specific timelines for mansion projects, communicating clearly & often with your supervisor those goals and timelines, and documenting in a clear written manner the components of each project.
- Must be computer literate and have the ability to train and implement the reservation system for guest lodging
- "Projects around the Mansion" may include but are not limited to:
 - Dusting the common areas
 - Using the scrubber machine on the tile floor in hallways
 - Cleaning windows / Polishing furniture/ stocking bathrooms / oversee bathrooms
 - Moving items around in mansion such as plants, some furniture, closing & opening blinds/
 - Sorting through outdated files, organizing spaces such as closets, etc.
 - Caring for indoor plants such as watering, trimming, moving as needed

Qualifications: Applicants should have a high school diploma or GED. Applicants should have a valid drivers license. Position will require working outdoors under potentially adverse conditions. Successful applicants must have good interpersonal skills, the ability to work independently and in a team situation.

Requirements: Successful applicants will be:

- Work ~37.5 hrs./week 11pm-7am with weekends/holidays
- Able to responsibly operate power equipment.
- Have a valid driver license and provide own transportation to work site
- Flexible and able to work in a fast paced work environment
- Able to lift and carry ~70 pounds and perform rigorous physical activity
- Dependable

Salary: ~\$11.84/hour

Contact: Derek Peterson, depetrsn@illinois.edu 217-333-3287

To Apply: Send a letter of interest and resume to: depetrsn@illinois.edu