



ALLERTON PARK & RETREAT CENTER



Position Announcement

Title: General Service Job Description 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 by providing general custodial services duties for Retreat Center Buildings, Guest Rooms, Offices, Dining Rooms and Washrooms.
- .. These responsibilities include, but are not limited to: Sweeping, mopping, dusting rooms, watering flowers, cleaning washrooms, doors and windows, emptying waste cans, and other duties as assigned.

Qualifications: Applicants should have a high school diploma or GED. Applicants should have a valid drivers license. Position will require working some nights and most weekends. Successful applicants must have good interpersonal skills, the ability to work independently and in a team situation.

Requirements: Successful applicants will be:

- Should be able to work up to 37.5 hrs./week 7am-11pm with weekends/holidays
- Able to responsibly operate a motor vehicle
- Have a valid driver license and provide own transportation to work site
- Flexible and able to work in a fast paced work environment
- Lifting is required
- Dependable

Salary: \$10.84/hour

Contact: Stephanie Shonkwiller, poague@illinois.edu

To Apply: Send a letter of interest and resume to: Stephanie at poague@illinois.edu