



ALLERTON

PARK & RETREAT CENTER



Position Announcement

Title: Second Shift Security (Extra Help)

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

Position Description:

This position is responsible for providing security for all Allerton property by reporting vandalism/theft, turning off lights, locking doors/gates, etc. In addition, this position will: provide janitorial services to maintain the appearance of all employee and public facilities; perform outside operational tasks (i.e., removal of snow/debris from roads and walkways, loading and maintaining wood burners, checking water tower and waste water pumps, watering greenhouse plants, etc.); assist with guest services; collect and distribute mail; record traffic counts; help maintain Allerton vehicles and equipment; collect waste and recycling; and other duties as assigned.

Qualifications:

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

Requirements:

- Able to primarily work second shift, including weekends/holidays
- Able to responsibly operate power equipment
- Have a valid driver's license
- 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: ~\$10.84/hour

Contact: Stephanie Shonkwiler 217-333-3287

To Apply: Send a letter of interest and resume to: poague@uiuc.edu