

Village of Alsip

FULL TIME SUMMER HELPERS WANTED

Great Opportunity for high school graduates and college students' home for the summer!

Job Title: Summer Helpers (Monday-Friday/Day Shift/40 Hours per week.

Department: Building Department

Pay: 15.00/hour (Monday-Friday/Day Shift/40 Hours per week.

Applicants must be a minimum of 18 years old

DUTIES AND RESPONSIBILITIES (Building Department – Maintenance and clerical positions available)

- Perform general maintenance duties for Village owned properties.
- Perform data entry or scanning tasks.
- Assist department operators in completing daily assignments.
- Some tasks may require use of powered & non-powered hand tools.
- Clean and maintain village hall facilities and grounds.
- May perform other duties of similar complexity in any department as assigned.

POSITION REQUIREMENTS

- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools and/or materials used.
- Requires the ability to perform extensive manual labor under unfavorable weather conditions for extended periods.
- Requires the ability to apply principles and systems. Ability to interpret instructions in written, oral, diagrammatic or schedule form.

- Ability to read, write, understand and communicate in English (All Positions)

Please apply online – Village of Alsip Website

If you have any questions, please contact HR Manager (Anthony Fasano) at 708-385-6902 EXY
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