



## **JOB POSTING**

### **Custodial Services Assistant**

The Housing Authority of the City of Bloomington seeks applicants for the position of Custodial Services Assistant (CSA). The Maintenance Department is responsible for the upkeep of approximately 600 units of public housing at nine sites in Bloomington. This full-time position is responsible for cleaning, painting, non-skilled maintenance, general labor, and yard work. The person serving in this position will need to show leadership abilities and may be required to oversee different small projects. Light plastering and hook-up and disconnecting of stoves shall be added to CSA responsibilities after being properly trained.

The position requires a high school diploma/GED with vocational training in construction and/or maintenance. One year of experience in building maintenance or related work is preferred. The CSA may be required to work independently, taking responsibility for various assigned duties.

Must be able to maintain effective working relationships with other staff, tenants, and other business contacts. Demonstrated ability to deal effectively with situations requiring tact and diplomacy, yet firmness is essential. A valid Illinois driver's license is required.

The starting hourly probationary rate for the Custodial Services Assistant position is \$20.71/hr. Once the probationary period (minimum of 6 months) is over the hourly rate increases to \$22.71/hr. A comprehensive benefits package including health insurance and employer-funded retirement plan is also offered. Working hours are Monday through Friday from 7:30am to 4:30pm with an hour lunch during the probationary period, then may change to Monday through Friday from 7:00am to 3:00pm with a half hour lunch.

Qualified candidates for the Custodial Services Assistant position should submit a resume and cover letter to Kristine Glover, Director of Finance and Administration, 104 E. Wood Street, Bloomington, IL 61701 or via email at [kristineg@bloomingtonha.com](mailto:kristineg@bloomingtonha.com). Resumes will continue to be accepted until the position is filled. The Housing Authority of the City of Bloomington is an equal opportunity employer (EOE).