



JOB ANNOUNCEMENT

April 22, 2024

The St. Clair County Housing Authority (SCCHA) is presently accepting applications for the following position:

POSITION: Custodian / Groundskeeper
LOCATION: Belleville Primarily, but with assignments throughout St. Clair County
SALARY: \$400.00 per week

This is a part-time (less than 20 hours per week), non-exempt position for work at multiple public housing properties through-out St. Clair County.

This is a part-time position involving demonstrated ability to keep the assigned residential multi-family buildings, laundry rooms, community centers / rooms and grounds in clean and orderly condition with good curb appeal. The custodian / groundskeeper performs cleaning duties such as sweeping / mopping floors, washing walls and cleaning glass, sanitizing bathroom fixtures and removing rubbish. Grounds-keeping duties generally involve the removal of litter and debris from the grounds (especially trash container enclosures) and emptying exterior trash cans / cigarette containers. Duties also include notifying management of need for repairs, to clear snow / ice from sidewalks, and other conditions at the properties that warrant a management / maintenance response.

The Custodian / Groundkeeper works in cooperation with the management staff to identify residents who continually contribute to the accumulation of trash on the premises and/or otherwise cause problems / concerns for the properties.

Selected applicant must have a comprehension level and writing ability that allows them to successfully perform and record their work activities and must be able to pass a post-employment offer physical exam / drug test and criminal background history.

Interested applicants **must** complete an SCCHA Application for Employment form. Applications and Job Descriptions including specific requirements and qualifications for this position are available upon request by contacting:

Shanae Golliday-Anderson, Administrative Director
St. Clair County Housing Authority
1790 South 74th Street
Belleville, Illinois 62223
Phone: 618-277-3290, extension 6980

The SCCHA reserves the right to verify application information, conduct selective interviews and make the final decision with regard to applicant's appointment to this position.

Deadline: 4:00 P.M. Monday, May 6, 2024

Approved for Posting by: _____

Larry McLean, Executive Director

This is an Equal Employment Opportunity M/F/D/V