

Human Resources Center of Edgar and Clark Counties  
**JOB POSTING (Open to External or Internal Applicants)**

**POSITION:** Rest Area Worker- (1 Part Time Female needed)      **DEPARTMENT/PROGRAM:** Rest Area

**LOCATION:** Cumberland Road Rest Area; I-70 West Bound Rest Area near Marshall, IL  
**RATIONALE:** The Rest Area Worker shall perform janitorial and grounds maintenance activities, be responsible for learning and implementing basic work habits and skills, and follow direction of Rest Area Coordinator. Rest Area Workers must complete janitorial, grounds keeping, and other tasks as assigned for the Rest Area contractual agreement with the State of Illinois.

**IMMEDIATE SUPERVISOR:** Rest Area Coordinator  
**POSITIONS SUPERVISED:** None

**DESIRABLE QUALIFICATIONS:**

1. Willingness to learn or alter job habits and skills
2. Ability to work and direct individuals who have disabilities
3. Knowledge of custodial/grounds maintenance procedures
4. Dependable transportation
5. DSP credentialed (Direct Support Person)
6. High School diploma or equivalent
7. Ability to obtain CPR and First Aid Certification

**MINIMUM QUALIFICATIONS:**

1. Ability to pass pre-employment drug testing
2. Ability to pass pre-employment background checks with no disqualifying convictions as stated in the IL Health Care Worker Background Check Act or have a waiver of the disqualifying conviction

**PAY GRADE LEVEL:** I

**EXEMPT/NON-EXEMPT STATUS:** Non-Exempt/ Hourly

**PHYSICAL REQUIREMENTS:**

1. Walk/stand up to 100% of the time.
2. Lift, push, pull and carry up to 50 pounds, 76-100% of the time.
3. Reaching in front of body up to 75% of the time.
4. Bending, 11-40% of the time.
5. Climbing ladder, 11-40% of the time.
6. Simultaneous use of hand, wrist, and fingers, 41-75% of the time.
7. Talking 76-100% of the time.
8. Hearing for ordinary conversation 76-100% of the time.
9. Visual acuity for 20" or less, 76-100% of the time.

**JOB HAZARDS:**

1. Ergonomics: This job may involve repetitive motion and/or keyboard related activities. Ergonomic procedures are required.
2. Chemical Exposure: This job may involve use of hazardous chemicals. Safe handling procedures are required.

**HOURS PER WEEK:** less than 20 hours per week      **DATE AVAILABLE:** 2/22/21

**HOW TO BECOME AN APPLICANT:** Reasonable accommodations will be made for applicants who need them, contact Jonathan Burns to request them.

**Internal Applicants** must submit a letter of interest while the posting is still active at:

<http://www.hrcec.org/index.php/employment-new/job-openings>

**External Applicants:** **1.** Must submit a completed application to Jonathan Burns (via fax, E-mail, mail, or in person), **2.** meet the minimum qualifications for the position, **3.** Application must state specific position(s) applying for, and **3.** Application must be received while there is an active posting at: <http://www.hrcec.org/index.php/employment-new/job-openings>

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