

## **Manager on Duty – EastSide Centre**

EastSide Centre is looking to fill immediate openings for evening and weekend Managers on Duty. This position responds to visitor/guest and staff needs when necessary. Supervises events and programs of the facility. Duties include; Overseeing operations by completing interior and exterior walk throughs during the evening and at closing time, ensuring a safe and clean environment. Assist in setup/teardown of events. Assist front desk, concessions, and grounds staff when needed. Must be task and project oriented with good organizational and communication skills. Must be able to follow directions and work both individually and in a group, following all safety procedures that pertain to the duties performed. Drug screen and valid DL required. Applications are available at EastSide Centre, 1 EastSide Dr., East Peoria. Positions open until filled. EOE. For any questions about this position, please call (309) 427-7772.