



Job Opportunities Fall 2022 (Part-time/Seasonal)



EastSide Centre - Manager on Duty

EastSide Centre is accepting applications for Manager on Duty. Work hours for this position are directly tied to the facility event calendar and are subject to change. Weekend and evening availability are required. 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. Background check, drug screen and valid Illinois Driver's License required. Applications are available at EastSide Centre – 1 EastSide Dr., or can be downloaded online at: <https://www.eastsidecentre.com/work-with-us/>. EOE.

EastSide Centre – Front Desk Customer Service Representative

EastSide Centre is accepting applications for evening and weekend Front Desk staff. This is a part-time position. The Front Desk Customer Service Representative is responsible for answering questions from members, guests, and taking phone calls. Must greet all members and guests and check them in when entering the facility. Cash register duties and some other daily clerical operations apply. Applications are available at EastSide Centre – 1 EastSide Dr., or can be downloaded online at: <https://www.eastsidecentre.com/work-with-us/>. EOE.