



Job Opportunities 2023 (Full-Time)



EastSide Centre – Grounds Manager

The Full-Time Grounds Manager reports directly to the Director of Tourism/EastSide Centre. Under his/her supervision, the Grounds Manager performs a variety of duties including planning, managing, and supervising athletic fields, EastSide grounds, City landscape maintenance, and all part-time subordinate grounds staff for EastSide Centre. The Grounds Manager will contribute to supervising grounds and landscape areas at RiverFront Park, the Levee District/downtown area and other City Grounds areas as needed. Will coordinate Festival of Lights events/activities as assigned and help with Winter Wonderland set up and tear down throughout the fall/winter months. Will coordinate snow removal at EastSide Centre and other City facilities that apply. The Grounds Manager position will supervise, schedule, and manage part-time staff members on complex grounds and ensure all event/tournament calendars are up to date and followed. The EastSide Grounds Manager is responsible for managing all athletic fields and facilities, EastSide Grounds staff vehicles, tractors, gators, and turf equipment, and irrigation systems within the 100+ acre campus.

EastSide Centre – Assistant Operations Manager

EastSide Centre and the City of East Peoria is seeking a Full-Time Assistant Operations Manager. The Assistant Manager works directly under the Operations Manager and Director of Tourism and acts as the direct liaison between the public and the facility during high traffic times. The Assistant Operations Manager serves as the Person in Charge while working at the facility as well as the head Concessions Manager. Work hours are directly tied to the event calendar of the facility and overall Tourism and Special Events Department and are subject to change. Evening, weekend, and some Holiday availability are required.

This full-time position will serve as a Manager on Duty and will supervise tournaments, special events, rentals, part-time employees and assist with day-to-day operations as directed. Will manage concessions inventory reports, ordering, stocking, cash handling, and food prep for all concession stands/events.

The Assistant Operations Manager is a proactive, strategic thinker whose skills contribute to the efficient operation of the EastSide Centre Concessions and Operations. He/she will provide overall leadership and direction to part-time staff both inside the facility and the concessions. Will implement strategies to increase efficiency, maintain quality, and ensure continuous improvement. This manager has the ability to lead and grow operations.

In the off season the Facility and Concessions Manager will assist with Festival of Lights duties as needed. Including but not limited to managing FOL part-time staff, working special events and winter wonderland drive-through display.

This position requires obtaining a Food Service Sanitation Manager Certificate from the Tazewell County Health Department and completing BASSET training for alcohol sales for the state of Illinois for managing the concession stands within first 90 days of employment.

City of East Peoria – Grounds Manager

The Full-Time City Grounds Manager reports directly to the Director of Tourism/EastSide Centre. Under his/her supervision, the City Grounds Manager performs a variety of duties including planning, managing, and supervising City grounds, landscape maintenance, and all part-time subordinate grounds staff for the City mowing/landscape team. The City Grounds Manager will supervise grounds and landscape areas at RiverFront Park, the Levee District/downtown area and other City Grounds areas as directed. The City Grounds Manager oversees more than 50 total properties throughout East Peoria City limits. The Manager will coordinate Festival of Lights events/activities as assigned and help with Winter Wonderland set up and tear down throughout the fall/winter months. Will coordinate snow removal at EastSide Centre and other City facilities that apply. The City Grounds Manager position will supervise, schedule, and manage part-time staff members on City properties and ensure all special event calendars are up to date and followed. This Manager will provide back up to other Grounds Management positions as needed within the Department of Tourism. The City Grounds Manager is responsible for managing all designated City properties, grounds staff vehicles, tractors, trailers, backhoe, snow removal equipment, and Festival of Lights buildings and equipment.

Full job descriptions for these positions can be found at <https://www.cityofeastpeoria.com/Jobs.aspx> or emailed upon request.