

**House Janitor Assistant Supervisor
Office of the Clerk of the Illinois House of Representatives**

The Illinois House of Representatives seeks an individual to fill the position of House Janitor Assistant Supervisor. This position will be located in Springfield, Illinois.

The primary responsibilities of this position include:

- Assist supervising a crew of 10-12 janitors to ensure all House-controlled areas are clean daily;
- Ensure janitors are following recycling and cleaning protocols;
- Coordinate and setup special events on the House floor and committee rooms;
- Coordinate the moving of office furniture and the loading and unloading of delivery trucks;
- Coordinate office moves for members and legislative assistants each biennium;
- Ensure the House Floor is clean every day;
- Be present in the House chamber during session;
- Order all supplies and equipment for the janitors to ensure the proper stocking of inventory;
- Request work orders when needed and oversee that the work is done by others;
- Assist with property control issues and surplus furniture.

Minimum Qualifications:

- High school degree or equivalent;
- Ability to lift 50 to 100 pounds, and push or pull a cart holding 200 to 300 pounds;
- Ability to lift and clean above head, climb stairs, and carry items upstairs;
- Ability to stand for long periods of time and walking for long stretches and distances;
- Ability to work on wet, slick, and dusty environments, and on a stool or ladder;
- Ability to navigate the Capitol Complex and transport materials between offices;
- Prior building maintenance, cleaning, and General Assembly experience preferred.

Salary Range:

- \$40,000 minimum, compensation based on experience;
- Health, dental, vision, prescription, behavioral health, and life insurance, for details visit: <https://www2.illinois.gov/cms/benefits/StateEmployee/Pages/StateInsuranceProgram.aspx>;
- Participation in State Employees' Retirement System; Tier 2 unless previously employed under Tier1;
- Optional participation in health savings account and deferred compensation programs;
- Competitive vacation, sick, and personal time.

Qualified applicants should submit an application and contact information for three references to:

John Hollman
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Office of the Clerk
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