

"LITCHFIELD AREA JOB POSTINGS"

4/23/2026

Compliments of Your Litchfield Job Center

"It is amazing what you can accomplish if you don't care who gets the credit." – Harry Truman

We are looking to hire a Guest Services Supervisor to join our Christian Oriented Team! Full Time Position with Benefits

Before guests arrive, our Guest Services Team is responsible for setting up all meeting spaces to the specifications of our groups (which will require a high level of physical labor and lifting), ensure all spaces are clean, and will set up, operate, install, and troubleshoot Audio/Visual equipment. While our guests are on the grounds, our Guest Services Team is the main contact for the leadership of each group to talk with regarding anything they may need, problems they may be experiencing, and they will offer solutions in every situation. Our Guest Services Supervisor must be willing to work in all departments when needed, be willing to get their hands dirty, be organized, and to manage themselves and a small team well. The ideal candidate will offer stellar guest service, provide pleasant hospitality experiences to all guests, and be energized by working in a Christian Team oriented environment.

**If you want to Serve in Christian Ministry,
we want to meet you!**

Responsibilities:

- Set up, operate, install, and troubleshoot Audio/Visual equipment to ensure events run smoothly.
- Clean and set up meeting spaces for guests; this will require a high level of physical labor and lifting.
- Oversee check-in and check-out procedures, including financial transactions.
- Actively listen to and resolve complaints.
- Any and all other duties as assigned.

Job Qualifications/Skills:

- Computer experience and knowledge in Microsoft Office programs.
- Attention to detail.
- Ability to handle multiple tasks and cope with interruption.
- Communicate clearly to convey information to guests and/or coworkers.
- Strong human relation and interpersonal skills - ability to work harmoniously with different personality types.
- Excellent problem-solving and multitasking skills.
- Ability to Work Flexible Hours, including nights and weekends.
- Must have a Valid Driver's License.
- Must be able to lift/move 60 lbs unaided.

Salary will be Based on Experience and Qualifications

**To apply for this position,
please text "apply" to 217-717-4690
OR Visit our Website:**

www.lakewilliamson.org/aboutus/employment

We are looking to hire a Maintenance Worker to join our Team! Full Time Position with Benefits

Our maintenance workers help keep our facility in great order by maintaining 435 acres, multiple buildings and rental properties, vehicles, lawn mowers, and swimming pools. The ideal candidate will have demonstrated knowledge and skill in general building maintenance, carpentry, electrical, lighting, plumbing, painting, vehicle repair and upkeep are preferred skills.

- Must be at least 18 years old.
- Must have strong teamwork skills and the ability to work well with others.
- Must possess a strong work ethic and the ability to multi-task.
- Must have a valid driver's license.
- Must possess the physical dexterity to operate hand tools and motor vehicles.
- Must be mechanically inclined and skilled.

While performing the duties of this job, the employee will regularly move about our facility where standing, sitting, bending, and lifting to 75 lbs. will be required. Must be willing to come to work as scheduled and perform all job duties as assigned.

**To apply for this position,
please text "apply" to 217-717-4690
OR Visit our Website:**

www.lakewilliamson.org/aboutus/employment

We are looking for a Full Time Cook to Join Our Team! Full Time Position with Benefits

The Cook will serve under the Food Services Manager by helping prepare meals and supervise staff. Duties will include prepping meals by measuring and mixing ingredients, cooking meals, checking ingredients for freshness, and ensuring that the kitchen and equipment are properly cleaned and maintained. To be successful in this job, you will need thorough experience with hot and cold food preparation and work well under pressure and within the time limits. The ideal candidate will have prior experience in a related position and have a strong desire to work with our Food Service Manager to lead and inspire our dining room staff. Hours vary based on when meals need to be served and usually include nights and weekends. The ideal candidate will have a good working knowledge of accepted sanitation standards and health codes, the ability to use slicers, mixers, grinders, and food processors. Must possess or be willing to obtain a Food Safety Manager Certification.

**To apply for this position,
please text "apply" to 217-717-4690
OR Visit our Website:**

www.lakewilliamson.org/aboutus/employment

**We are looking for a Maintenance Worker /
Willing to Crossover to our
Food Services Team to Cook as Needed!
Full Time Position with Benefits**

Our maintenance workers help keep our facility in great order by maintaining 435 acres, multiple buildings and rental properties, vehicles, lawn mowers, and swimming pools. The ideal candidate will have demonstrated knowledge and skill in general building maintenance, carpentry, electrical, lighting, plumbing, painting, vehicle repair and upkeep are preferred skills.

- Must be at least 18 years old.
- Must have strong teamwork skills and the ability to work well with others.
- Must possess a strong work ethic and the ability to multi-task.
- Must have a valid driver's license.
- Must possess the physical dexterity to operate hand tools and motor vehicles.
- Must be mechanically inclined and skilled.
- A background in Food Services and/or the willingness to learn is required.
- Must be Willing to Crossover to our Food Services Team as Needed.
- Must possess or be willing to obtain a Food Safety Manager Certification.

While performing the duties of this job, the employee will regularly move about our facility where standing, sitting, bending, and lifting to 75 lbs. will be required. Must be willing to come to work as scheduled and perform all job duties as assigned.

**To apply for this position,
please text "apply" to 217-717-4690**

OR Visit our Website:

www.lakewilliamson.org/aboutus/employment

VACANCY NOTICE

Hillsboro Community Unit School District #3

Position: (2) Part-Time Teachers Aide - Coffeen Early Childhood Center
License: Current Para Professional Certification or willingness to obtain certification with district assistance.

Job Description: Working with PreK age children in the classroom
Hours: 7:45 - 11:45 a.m.

Salary: Per Teacher's Aide Contract Salary Schedule

<https://www.hillsboroschools.net/Page/7425>

Start Date: August 2026

Submit Application/Resume/Transcripts/Certificates/Letters to: Marci Gutierrez, Principal, Coffeen Early Childhood Center, 200 School St., Coffeen, IL 62017; E-mail to: mgutierrez@hillsboroschools.net; Phone: (217) 532-7822

Due By: April 30, 2026

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or handicap.

VACANCY NOTICE

Hillsboro Community Unit School District #3

Position: High School Girls' Golf Coach

Qualifications: ISE certification or IHSA approved coaching certification.
Description: Organize and manage practices and competitions; establish and present schedules, rosters, and records in a timely fashion; conduct and supervise fund-raising activities and training camps; promote athleticism and sportsmanship; promote and grow the program; adhere to all ISHA and District rules and guidelines.

Salary: Per Teacher's Salary Schedule B: <https://www.hillsboroschools.net/school-board/exclusive-bargaining-contracts/2024-2026-huea-contract>

How to Apply: Please email a letter of interest, district application (see website), resume, 3 letters of reference, and transcripts to blipe@hillsboroschools.net or mail to Blake Lipe, Principal, Hillsboro High School, 522 E. Tremont St., Hillsboro, IL 62049; Phone: (217) 532-2841.

Application Due Date: April 29, 2026

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or handicap.

Employment

WANTED: Painter and/or carpenter for work on older house.
949-244-8128

Employment

CHILDCARE WORKER looking for punctual and dependable individuals who love working with children. Professionalism and attention to detail is a must. CDA or Early Childhood Education preferred but not required.
Meghan 217-532-4327

**The Village of Irving is seeking a
Part-Time Chief of Police**
For more information, please call
Lori Murray @ (217) 533-4601

Job Search Links

- [America's Job Bank](#)
- [America's Jobs On The Internet](#)
- [CareerBuilder Network](#)
- [Chicago Jobs](#)
- [Federal Jobs Digest](#)
- [Illinois Job Link](#)
- [Indeed.com](#)
- [Job.com](#)

- [Jobs.Net](#)
- [Jobs Web](#)
- [Just Tech Jobs](#)
- [Law Enforcement Jobs](#)
- [Law Enforcement Civilian Jobs](#)
- [Quintessential Careers](#)
- [Snagajob.com](#)
- [Trucking Jobs](#)
- [USA Jobs](#)
- [Work 4 Illinois Employment Opportunities](#)

Staffing Services

StaffQuick: (Temporary Staffing)

- 217-324-5700
- www.staffquickjobs.com/contact-litchfield-il
- 102 E. Columbian Blvd. - Litchfield, IL 62056

Prologistix: (Logistics Staffing)

- 217-463-1900
- www.prologistix.com/locations/litchfield-illinois-domestic/30046-7691
- 725 McKinley Ave. – Litchfield, IL 62056

Express: (Staffing Agency – Full Time, Part Time or Temporary)

- 217-528-3000
- www.expresspros.com/springfieldil
- 3000 Professional Drive – Springfield, IL 62703

SOCIAL SERVICES CAREER TRAINEE

Job Requisition ID: 55055

Opening Date: 04/17/2026

Closing Date: 04/30/2026

Agency: Department of Human Services

Class Title: SOCIAL SERVICES CAREER TRAINEE - 41320

Skill Option: None

Bilingual Option: None

Salary: Anticipated Salary: (Eff 7/1/26) \$4,747-\$6,446/month (\$56,964-\$77,352/year)

Job Type: Salaried

Category: Full Time

County: Macoupin

Number of Vacancies: 5

Bargaining Unit Code: RC062 Technical Employees, AFSCME

Merit Comp Code:

SOCIAL SERVICES CAREER TRAINEE

Job Requisition ID: 55084

Opening Date: 04/15/2026

Closing Date: 04/28/2026

Agency: Department of Human Services

Class Title: SOCIAL SERVICES CAREER TRAINEE - 41320

Skill Option: None

Bilingual Option: None

Salary: Anticipated Salary: (Eff 7/1/26) \$4,747-\$6,446/month (\$56,964-\$77,352/year)

Job Type: Salaried

Category: Full Time

County: Morgan

Number of Vacancies: 8

Bargaining Unit Code: RC062 Technical Employees, AFSCME

Merit Comp Code:

MEAT & POULTRY INSP TRAINEE

Job Requisition ID: 55098

Opening Date: 04/17/2026

Closing Date: 04/30/2026

Agency: Department of Agriculture

Class Title: MEAT & POULTRY INSP TRAINEE - 26075

Skill Option: None

Bilingual Option: None

Salary: Anticipated Starting Salary (Effective 7/1/26) \$4373 a month; Full Range \$4373 - \$5703 a month

Job Type: Salaried

Category: Full Time

County: Macoupin; Greene; Jersey; Madison; Montgomery; Morgan

Number of Vacancies: 1

Bargaining Unit Code: RC029 Paraprofessional Investigatory & Law Enforcement Employees, Meat and Poultry Inspectors, and Meat and Poultry Inspector Trainees, IFPE. The RC-033 bargaining unit merged into RC-029 bargaining unit effective May 15, 2014.

Merit Comp Code:

Upon completion of training program, the title above leads into title below

MEAT & POULTRY INSPECTOR - CIRCUIT 5-1 (MACOUPIN CO.) Target title for posting **55098**