



MATTESON

Municipal Center

4900 Village Commons
Matteson, IL 60443
708-283-4900
Fax: 708-748-5196
www.villageofmatteson.org

Administration

Village Administrator
708-283-4917
Office of the Village Clerk
708-283-4914

Community Development

Building Services
708-481-8313
Fax: 708-748-2326
Planning & Zoning
708-283-4944

Economic Development

708-283-4779

Finance

708-283-4900

Fire Department

3445 211th Street
708-748-5129
Fax: 708-283-6606
Fire Prevention Bureau
708-748-5129
Fax: 708-283-6606

Human Resources

708-283-4949

Police Department

20500 S. Cicero Ave.
Administrative Division
708-748-4085
Fax: 708-748-7364
Non-Emergency
708-748-1564

Public Works

21146 Tower Ave.
708-748-1411
Fax: 708-503-3120
Water Billing Services
708-283-4790

Recreational Services

20642 Matteson Ave.
708-441-4500
Fax: 708-441-4259

Part-Time Building Attendants

Matteson Community Center (20642 Matteson Avenue)

The Matteson Community Center is seeking Part-time Building Attendants (BAs) to work 15-20 hours per week.

BAs are responsible for general supervision of facility, monitoring activities, assisting the public, room setups, and the daily cleanliness of the Center.

You must be 21 years of age and have relevant experience working with the public. The position pays \$14.00/hour.

There is flexible scheduling, but the desired candidate must be available to work all shifts including evenings and weekends.

To apply to this posting, complete the Application for Employment beginning on the next page. A complete job description follows the application. Completed applications should be submitted to the address below. Applications will be accepted until position filled.

Human Resources Department
Village of Matteson Village Hall
4900 Village Commons
Matteson, IL 60443 **or**

jlperry@villageofmatteson.org



MATTESON

COMPLETING JOB APPLICATION FORM

1. In order to be considered for any open position, an Application For Employment form must be completed. The application begins on the next page and if applicable, the job description will follow the application. A resume can be included as supplemental information.
 - You must complete all pages of the application.
 - You must complete a separate application form each time you apply for a position.
 - You must sign your application form and date it. Your signature cannot be made electronically by computer unless you have a digital signature certificate (Adobe software).
2. All application forms and resumes are required to be received in our office no later than 4:00 p.m. on the official closing date for the position unless otherwise specified. Some positions will remain open until the position is filled.
 - You may mail these documents to our office or deliver them in person to Village of Matteson, Human Resources Department, 4900 Village Commons, Matteson, IL 60443.
 - You may also submit your application and supporting documents via e-mail to jlperry@villageofmatteson.org (the application and documents must be saved to a file and attached before sending).
3. All employment offers are contingent upon the applicant passing a pre-employment physical and drug test. *As specified in the job description:*
 - Applicants selected for certain positions will be subject to a criminal, credit and driving background check.
 - Applicants selected for certain positions will have a residency requirement.
4. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required from those applicants who are hired.
5. Reasonable accommodations shall be made during the employment process for qualified applicants with disabilities. When the Village is made aware of the need for such accommodations, you may be required to provide written verification from a doctor, rehabilitation counselor or other authorized person confirming your disability and indicating a reasonable accommodation.

If you have questions about the position you are applying for, or about the application or selection process, please contact our office directly at (708) 283-4949.

Thank you for your interest in employment opportunities with the Village of Matteson.

Revised: 12/10/2019

Application For Employment

Village of Matteson
4900 Village Commons
Matteson, Illinois 60443

In accordance with applicable laws, applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, ancestry, unfavorable discharge from the military, or the presence of a non-job-related medical condition or handicap.

NAME _____
Last First Middle

ADDRESS _____
Number Street City State Zip

TELEPHONE Daytime: _____
Area _____
Evening: _____
Area _____

E-MAIL: _____

APPLICANT ACKNOWLEDGEMENT

I certify that information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation of fact, as stated or implied, given in my application, interview(s), or other employment form will be sufficient reason not to hire me and may result in my discharge if I am hired.

I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that I waive any rights I may have to receive notice from any persons listed on this application regarding the release of information relating to this application for employment with the Village of Matteson.

I understand that the Village is in no way obligated to provide employment and that I am in no way obligated to accept employment with the Village. Nothing in this application is intended to create any contract of employment, expressed or implied, or to create any rights in the nature of a contract of employment. This application does not bind either party for a specific period of time regarding employment.

If I am hired, nothing shall restrict my right as an employee to terminate my employment at any time, nor shall anything restrict the right of the Village to terminate my employment at any time at the option of the Village.

I also understand that, if hired, I am required to abide by all rules and regulations of the Village. The Village policies and procedures relating to conditions of employment are subject to modification by the Village without notice.

Signature of Applicant

Date

AN EQUAL OPPORTUNITY EMPLOYER

Revised: 12/10/2019

Position applied for? _____

Have you filed an application here before? ☐ YES ☐ NO
If YES, give date. _____

Have you ever been employed here before? ☐ YES ☐ NO
If YES, give date. _____

Are you employed now? ☐ YES ☐ NO

May we contact your present employer? ☐ YES ☐ NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *(Proof of citizenship or Immigration status will be required upon Employment.)* ☐ YES ☐ NO

On what date would you be available for work? _____

Are you available to work ☐ Full-Time ☐ Part-Time ☐ Shift Work ☐ Temporary

Can you travel if a job requires it? ☐ YES ☐ NO

Veteran of the U.S. Military Service? ☐ YES ☐ NO
If YES, Branch _____

If hired, would you be able to perform all functions and all necessary job assignments of the particular job for which you are applying? If not, please explain. ☐ YES ☐ NO

Indicate what foreign languages you speak, read and/or write. *(When related to the position sought.)*

	Fluently	Good	Fair
Speak			
Read			
Write			

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Education

	Education	High	College/University	Graduate/ Professional
School Name				
Years Completed (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities				

Honors Received:

If you have ever belonged to a professional trade, business, or civic activity or held an office in such a club or organization and you believe that your experience would be relevant to the job for which you have applied, you may describe it here. (*Where the name of the organization or club indicates your race, sex, color, religion, national origin or ancestry, please do not write down its name; instead, please describe your position in the organization.*)

Special Skills and Qualifications – Summarize special skills and qualifications acquired from employment or other experience that you feel may be helpful to us in considering your application.

Applicant Data Record

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, ancestry, unfavorable discharge from the military, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

To help us comply with government recordkeeping, reporting and other legal requirements, we request that you fill out this Applicant Data Record. An applicant's provision of this information is voluntary and is not required in order to be considered for employment at the Village of Matteson. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

PLEASE PRINT

Date _____

Position(s) Applied For _____

Referral Source:

☐ Advertisement List Which Newspaper or Website: _____

☐ Personal Contact ☐ Walk-In ☐ Employment Agency

☐ Other _____

Name _____ Phone _____
Last First Middle (Area Code) Number

Address _____
Number Street City State Zip Code

Affirmative Action Survey

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information about a handicap is voluntary.

Check One: ☐ Male ☐ Female

Check One Race/Ethnic Group:

☐ Hispanic or Latino ☐ Black or African American

☐ White ☐ Asian ☐ Native Hawaiian or Other Pacific Islander

☐ American Indian or Alaska Native ☐ Two or More Races

Check if any of the following are applicable:

☐ Vietnam Era Veteran

☐ Disabled Veteran

☐ Handicapped Individual

VILLAGE OF MATTESON POSITION DESCRIPTION

Class Title: Building Attendants - Part-time
Department: Recreational Services
Status: Non-exempt
Date: February 24, 2011

GENERAL PURPOSE

Responsible for the general supervision and cleanliness of the community center, safety of the participants, and maintaining a positive and healthy environment.

SUPERVISION RECEIVED

Works under the general supervision of the Operations Manager.

SUPERVISION EXERCISED

Community Center patrons.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General supervision of the facility to include consistent walk-throughs in the building, checking the gyms, locker rooms, bathrooms, and other rooms.

Inspect facilities and activities for safety and proper behavior.

Report and direct the correction of unsafe physical or program conditions.

Greet and assist the general public, provides information in a friendly, professional manner.

Monitor various activities in the gym as well as rentals and classes. May assist with various programs including supervision, umpiring, refereeing, scorekeeping and related activities.

Follow and enforce applicable safety rules and regulations related to the use of equipment and/or facility.

Issue and monitor the return of athletic equipment.

Set-up and break-down of nets, tables, chairs, bleachers, etc.

Responsible for the day-to-day cleanliness of the Community Center. Keeps assigned areas, equipment and supplies neat, orderly and clean.

Maintain gym floor before and after games.

Empty trash cans and mop floors as necessary or directed. Clean restrooms and replenishes supplies.

Dust furniture, clean windows, mirror, counter, bathroom, etc.

Requires some light maintenance.

Assure walkways are clear of snow and hazard free.

Compile simple written records related to assigned programs.

May handle disciplinary issues with program participants.

May assist in opening and closing of building daily.

Other duties as assigned.

PERIHIPERAL DUTIES

Provide backup to related positions.

QUALIFICATIONS

Education and Experience:

- (A) Possession of a High School Diploma or General Education Development test certificate is required (must provide proof at the time of application filing).
- (B) Must be 21 years of age.
- (C) Experience working with youth, teens and adults.

Necessary Knowledge, Skills and Abilities

- (A) Must be able to demonstrate control of participants.
- (B) Ability to work flexible schedule that includes evenings and weekend.
- (C) Must have own transportation.
- (D) Must possess good communications skills and have the ability to follow and give oral instructions.
- (E) Ability to effectively meet and deal with the public and to handle stressful situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee often works in an inside athletic facility. The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

SELECTION GUIDELINES

Formal application, evaluation of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related to or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Note: The Minimum Qualification and Knowledge, Skills and Abilities are not intended to limit the ability of a Department to require additional Qualifications or Knowledge, Skills and Abilities as may be necessary for a particular appointment. Human Resources reserves the right to administer any type of selection test to further assess applicants qualifications to perform typically required duties for this position. Notice by mail of any examination will be made to applicants after the close of the application period.

Approval:



Director – Recreational Services

Date: 2-25-11



Director – Human Resources

Date: 2-25-2011



Village Administrator

Date: 2-25-2011

Effective Date: February 24, 2011

Revisions: