

**VILLAGE OF LANSING, IL – FOX POINTE**  
Seasonal Venue – Contractual Services

**The Village seeks to contract with individuals or entities to provide the following services at its Fox Pointe Venue.**

**TITLE:** Fox Pointe Team Member

**REPORTS TO:** Fox Pointe Director/Logistics Coordinator

**RATE OF PAY:** \$16 per hour

**DATE REVISED:** 2/17/2021

**GENERAL QUALIFICATIONS:**

Must have excellent customer service skills and a willingness to communicate with the public in a positive manner. Be able to effectively assist and monitor guests in and around the Fox Pointe venue. Must also be able to perform light maintenance tasks related to venue cleanliness and the support of concession staff during events. Some assistance of security staff may be necessary at times.

**TECHNICAL QUALIFICATIONS:**

- *Applicants must be at least 18 years of age to apply.*
- *High school diploma/GED is required.*

**GENERAL FUNCTION:**

Services to be provided are to act as an ambassador to the venue; assisting with preparation, event-in-progress, and closing procedures for events held at the Fox Pointe entertainment venue.

## **SPECIFIC DUTIES/RESPONSIBILITIES:**

- Assist guests by providing directions and guidance in and around the venue.
- Monitor guests at entrance and exit points throughout the venue.
- Perform routine bag checks of guests at entrance points.
- Enforce rules and regulations for guest behavior during Fox Pointe events.
- Ensure the venue remains safe and clean, including light maintenance on the grounds.
- Assist all concessionaires during events.
- Restrict non-authorized personnel from entering designated stage areas.
- Conduct routine restroom inspections and supply checks during events.
- Maintain professionalism at all times
- Perform miscellaneous assignments as directed by supervisors.

To receive consideration, please submit your completed application to Fox Pointe Director Tony Troncozo at the Village of Lansing Municipal Center located at 3141 Ridge Road. Your resume may also be submitted to [ttroncozo@villageoflansing.org](mailto:ttroncozo@villageoflansing.org) as an email attachment. If submitting a resume by email, please ensure the position being applied for is included in the subject line of the email.



VILLAGE OF LANSING, IL  
 DEPARTMENT OF HUMAN RESOURCES  
 3141 RIDGE ROAD  
 LANSING, IL 60438  
 Tel: (708) 895-7176  
 Fax: (708) 895-6878

<b>POSITION FOR WHICH YOU ARE APPLYING:</b>					For Employees Only: Transfer      Reemploy	
Check <b>all</b> that you may be interested in:    Full-Time                                  Part-time                                  Job-Share:						
Last Name				First Name		Middle Initial
Mailing Address				City		County
State	Zip	Cell Telephone No.	Home Telephone No.	Business Phone No.	E-Mail Address	
Valid Driver's License		State	Expiration Date	Operators (Private vehicle) CDL (copy needed of license & medical card)		License Class _____ Endorsement _____
Yes      No						
Are you claiming Veteran's Preference? (Attach a copy of DD214 and/or service connected disability)						Yes      No
Have you ever been convicted of a felony since your 18th birthday? If you answered yes, please complete the following: (Conviction is not an automatic bar to employment. Each case is considered on its individual merits). <i>Nature of Offense                                  Name &amp; Location of Court                                  Date of Conviction</i>						<b>(Inaccurate information here will result in disqualification.)</b> Yes      No
Are any of your educational or employment records found under a different last name? If yes, please give the last name. <i>Previous Last Name</i>						
Have you ever been employed by the Village of Lansing? If yes, please give: <i>Department/Division</i>						Yes      No
Are you a former employee of the Village of Lansing? If yes please give: <i>Last Date(s) of Employment                                  Department / Division</i>						Yes      No
Have you ever been discharged or forced to resign from any position? If yes, please give employer, date and reason. <i>Employer                                  Date and Reason</i>						Yes      No
Do you have any relatives working for the Village of Lansing? If yes, please complete the following: (Continue listing relatives on a separate page if necessary) <i>Name                                  Relationship                                  Department</i>						Yes      No
If hired, are you authorized to work in the United States? For non-citizens, a copy of your authorization to work issued by the U.S. Immigration and Naturalization Service must be submitted prior to appointment.						Yes      No
Do you now hold or are you a candidate for an elective public office?						Yes      No
References						For Office Use Only: Date and Time Received
Name			Telephone Number			
Accepted by: [                                  ]						



## EMPLOYMENT HISTORY

May we contact your present employer?                      YES                      NO

<b>1</b>	Starting Date month/ day / year	Ending Date month/ day / year	Employer/Company Name and address ( <b>City and state are required</b> )
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Paid Work                      Volunteer	Hours per week	Name & Title of Immediate Supervisor	Telephone Number
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Reason for Leaving

Title of Position Held	Number & Job Title of Employees you supervised
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Describe job responsibilities in order of importance:

<b>2</b>	Starting Date month/ day / year	Ending Date month/ day / year	Employer/Company Name and address ( <b>City and state are required</b> )
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Paid Work                      Volunteer	Hours per week	Name & Title of Immediate Supervisor	Telephone Number
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Reason for Leaving

Title of Position Held	Number & Job Title of Employees you supervised
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Describe job responsibilities in order of importance:

<b>3</b>	Starting Date month/ day / year	Ending Date month/ day / year	Employer/Company Name and address ( <b>City and state are required</b> )	
	Paid Work      Volunteer	Hours per week	Name & Title of Immediate Supervisor	Telephone Number
Reason for Leaving				
Title of Position Held			Number & Job Title of Employees you supervised	
Describe job responsibilities in order of importance:				

**CONDITIONS OF EMPLOYMENT STATEMENT**

Under penalties of perjury, I declare that my answers to the questions on this application and any necessary examinations and supplements are true and give the Village of Lansing the right to investigate all information given and to secure additional appropriate information if necessary. I understand that an investigative report may be made from information obtained through personal interviews with others. I understand that this inquiry may include information as to my personal characteristics, employment verification, credential verification, personal identity verifications, reference checks, criminal records, motor vehicle records, and appropriateness for employment. In accordance with the law and my understanding of this statement, I authorize my current and former employers to give any information regarding my employment, together with all information regarding me, and hereby release from all liability or responsibility all persons, companies, or corporations furnishing such information in good faith. I also authorize the release of my scholastic ratings to the Village of Lansing by schools and other education institutions that I have attended.

I understand that the completion of this application does not assure me of a position with the Village of Lansing and does not obligate the Village of Lansing to me in any way. **I further understand that any misrepresentation herein may cause my application to be rejected, my name to be removed from the eligible register and/or subject me to dismissal.** Candidates selected for hire must pass a physical and drug screen prior to employment. I am aware that the results will be made available to the Human Resources Director or a duly authorized representative. The Village of Lansing is committed to a drug free work place to protect the safety of workers and the public and will comply with the Federal Drug Free Work Place Act.

I understand that this application, exam documents and attachments become a part of the Village of Lansing records and will not be returned, reused or copied for me once submitted. I am also aware that my application is subject to the Illinois open records law and may be released as a public document.

By my signature, I certify, authorize and acknowledge the above statements.

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Signature

Date

(Unsigned applications will not be considered)