



Municipal Center

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

Administration

Village Administrator
708-283-4911
Office of the Village Clerk
708-283-4914

Community Affairs Dept.

708-283-4777

Community Development

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

Economic Development

708-964-2000

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.
Parks Maintenance
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 Ave)

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 \$11.00/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 Employment Application beginning on the next page. A complete position description follows the application. Applications will be accepted until position filled.