

VILLAGE OF LANSING, IL

Seasonal Venues – Contractual Services

The Village seeks to contract with individuals or entities to provide the following services at Fox Pointe and the Historic Ford Hangar.

TITLE: Village Event Bartender

REPORTS TO: Director of Venue Operations or designated supervisor

RANGE OF PAY: \$75 - \$100 per event

DATE REVISED: 2/5/2026

BACKGROUND: The Village of Lansing, Illinois owns and operates three entertainment venues. Two of these venues (Fox Pointe and the Historic Ford Hangar) host both public and private events where quality bar service is often an essential aspect of the guest experience.

EVENT DATES: Both Fox Pointe and the Ford Hangar host events from May 1 through October 31. Events are held on weekdays and weekends, and hours of operation vary.

GENERAL QUALIFICATIONS:

- Demonstrate knowledge of and skill in ability to safely and effectively operate standard beverage service equipment
- Adaptability
- Decision-making
- Customer service
- Oral communication
- Planning, problem solving, and teamwork
- Self-motivated
- High energy Level
- Multi-tasking

TECHNICAL QUALIFICATIONS:

- Applicants must be at least 21 years of age to apply.
- High school diploma/GED is required.
- Minimum two (2) years of bar or restaurant experience to include drink preparation.
- Current BASSET beverage service certification or other certification as required by federal/state/local law.
- Familiar with point-of-sale computers and software

GENERAL FUNCTION:

Services focus on enhancing the guest experience by assisting with preparation, event-in-progress, and closing procedures for events held at the Village of Lansing entertainment and event venues.

SPECIFIC DUTIES/RESPONSIBILITIES:

- Provide a friendly customer service experience to all guests.
- Serve drinks while maintaining a clean and sanitary bar area.
- Prepare and maintain ingredients by following recipes.
- Adhere to proper alcohol handling, sanitation, and safety procedures, and maintain appropriate dating, labeling, and rotation of all beverage items.
- Contribute to daily, holiday, and theme drink menus in collaboration with supervisor.
- Ensure smooth operation of bar services during absence of supervisor.
- Complete cleaning according to daily and weekly schedules, including dishwashing as needed.
- Assist with orienting new employees to their work area.
- Listen to customer complaints and suggestions and resolve complaints.
- Instruct personnel in use of new equipment and cleaning methods and provide efficient and effective methods of maintaining work area.
- Participate in and/or contribute to programs, committees, or projects designed to improve quality of service and employee productivity.

To receive consideration, please complete the employment application found at the link below, save it as a .pdf or MS Word document, and send it to Delores White at dwhite@villageoflansing.org and Ken Reynolds at kreynolds@villageoflansing.org.

[Click here for job application link](#)

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