

# DOWNTOWN VISIONS SAFETY AMBASSADOR

## Goal:

The goal of the Safety Division of Downtown Visions is to erase the negative perception of Downtown Wilmington and to make the workers, residents and visitors feel safe and secure in the Downtown area. The Safety Division is also responsible for conducting checks of lots and garages in order to prevent the incidents of theft and malicious damage. Downtown Safety Ambassadors act as the Eyes and the Ears for the Wilmington Police Department with the intent of making Downtown Wilmington a safe place to live, work and enjoy.

## Job description:

### DOWNTOWN SAFETY AMBASSADOR:

A Downtown Ambassador is the good will ambassador and must always be aware that they represent Downtown visions. They are the initial contact with the community and as such have the following responsibilities:

- Appear for roll call **ON TIME** and prepared for duty
- Properly maintain and care for uniforms, equipment and employee handbook
- Maintain professional appearance including uniform and personal hygiene
- Maintain professional demeanor on the radio
- Be capable and willing to walk and spend extended periods of time on foot
- Be capable and willing to ride a bicycle for patrols
- Responsible to remain on their district unless directed otherwise by superiors
- Call in all checks of parking facilities (lots and garages) on their district
- Provide citizen / visitor escorts with a pleasant and professional demeanor
- Display a professional, pleasant and helpful attitude towards the public
- Assist co-workers with job duties, questions and any other appropriate assistance
- Help to keeping respective locker room neat
- Assist in maintaining a clean kitchen and office area
- Take proper care of all company equipment
- Refrain from verbal conflicts with citizens and/or co-workers
- Refrain from use of rude or insulting language
- Develop geographic knowledge of Downtown Business Improvement District
- Conduct checks on businesses in district to make merchants feels comfortable
- Act as the eyes and ears for the Wilmington Police Department
- Respond to calls for service when dispatched by communications
- Submit written documentation when directed by a Supervisor
- Perform any special function as determined by Management
- Proper utilization of "Pipe Device" to ensure employee accountability

I have read the above job description of the position of Downtown Visions Safety Ambassador and I understand and agree that should I be hired by Downtown Visions that I will comply and perform each of the listed duties to the best of my ability. Failure to do so may result in my termination of my employment with Downtown Visions.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# DOWNTOWN VISIONS CLEANING AMBASSADOR

## Goal:

The goal of the Safety Division of Downtown Visions is to erase the negative perception of Downtown Wilmington to make those who work, reside and visit feel safe and secure in the Downtown area. The Cleaning Division is also responsible for maintaining the appearance of the Downtown streets, performing weed abatement, graffiti removal, and other assigned cleaning duties as needed.

## Job description:

### DOWNTOWN CLEANING AMBASSADOR:

- Act as a goodwill ambassador, with a friendly demeanor and neat appearance.
- A Downtown Cleaning Ambassador is not only responsible for picking up the trash on the ground, but the entire BID, to include stickers, posters, etc.
- Report any broken sidewalks, curbs or brick pavers to your supervisor(s).
- Maintain a neat and clean uniform (at the beginning of the tour)
- No beards allowed, mustaches must be neatly trimmed.
- Report to Street supervisor for duty before, during AND at the end of the work day.
- Required to be on your feet at least eight to nine hours a Day.
- Each Downtown Cleaning Ambassador must master the use of the mechanical sweeper, (GREEN MACHINE), within ninety days of hire.
- The Green Machine will be used every day, unless weather dictates otherwise.
- When Green Machine can not be used, a BARREL. BROOM and DUST PAN will be used to clean the sidewalks, door ways, curb lines, flower and tree beds in the B.I.D.
- Each Downtown Cleaning Ambassador is responsible for the daily cleaning and fueling of the Green Machine assigned to them.
- Each Downtown Cleaning Ambassador must report any problem they encounter in the operation of the machine assigned to them to their supervisor IMMEDIATELY.
- Ensure that all proper forms are complete for any machine or vehicle they use.
- Utilize a radio in order to communicate with Supervisors and Central base as needed.
- Proper radio etiquette is required by each Downtown Cleaning Ambassador.
- Daily removal of all pedestrian trash and rubbish from the sidewalks and curb line. This is primarily done with a mechanical sweeper, however broom, barrel and dust pans are also used.
- Weed abatement and leaf removal are done during the appropriate seasons.
- Maintain the cleanliness of our Headquarters.

I have read the above job description of the position of Downtown Visions Cleaning Ambassador and I understand and agree that should I be hired by Downtown Visions that I will comply and perform each of the listed duties to the best of my ability. Failure to do so may result in my termination of my employment with Downtown Visions.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**DOWNTOWN VISIONS  
APPLICATION FOR EMPLOYMENT**

DATE \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME TELEPHONE (INCLUDE AREA CODE) \_\_\_\_\_ CELL PHONE (INCLUDE AREA CODE) \_\_\_\_\_

HAVE YOU EVER APPLIED FOR EMPLOYMENT OR PREVIOUSLY EMPLOYED BY OUR COMPANY  YES  NO. IF YES, MONTH / YEAR \_\_\_\_\_

PART TIME  FULL TIME AVAILABLE HOURS \_\_\_\_\_

POSITION DESIRED \_\_\_\_\_

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES?  YES  NO

WHEN COULD YOU BEGIN WORK? \_\_\_\_\_

**EDUCATION**

NAME OF HIGH SCHOOL \_\_\_\_\_ CITY / STATE \_\_\_\_\_ GRADE COMPLETED \_\_\_\_\_ CURRICULUM \_\_\_\_\_

COLLEGE / BUS OR TRADE SCHOOL \_\_\_\_\_ CITY / STATE \_\_\_\_\_ GRADE COMPLETED \_\_\_\_\_ CURRICULUM \_\_\_\_\_

GRADUATE / PROFESSIONAL \_\_\_\_\_ CITY / STATE \_\_\_\_\_ GRADE COMPLETED \_\_\_\_\_ CURRICULUM \_\_\_\_\_

**MILITARY**

DID YOU SERVE IN THE U.S. ARMED FORCES?  YES  NO IF YES, WHAT BRANCH \_\_\_\_\_

DESCRIBE ANY TRAINING RECEIVED RELEVANT TO THE POSITION FOR WHICH YOU ARE APPLYING \_\_\_\_\_

**EMPLOYMENT HISTORY**

PLEASE GIVE ACCURATE, COMPLETE FULL TIME AND PART TIME EMPLOYMENT RECORD. START WITH YOUR PRESENT OR MOST RECENT EMPLOYER

COMPANY NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMPLOYMENT DATES (MO/YR - START TO FINISH) \_\_\_\_\_

SUPERVISOR (NAME & TITLE) \_\_\_\_\_ PAY RATE (START TO FINISH) \_\_\_\_\_

JOB TITLE / DESCRIPTION OF DUTIES \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMPLOYMENT DATES (MO/YR - START TO FINISH) \_\_\_\_\_

SUPERVISOR (NAME & TITLE) \_\_\_\_\_ PAY RATE (START TO FINISH) \_\_\_\_\_

JOB TITLE / DESCRIPTION OF DUTIES \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ EMPLOYMENT DATES (MO/YR – START TO FINISH) \_\_\_\_\_  
 SUPERVISOR (NAME & TITLE) \_\_\_\_\_ PAY RATE (START TO FINISH) \_\_\_\_\_  
 JOB TITLE / DESCRIPTION OF DUTIES \_\_\_\_\_  
 REASON FOR LEAVING \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ EMPLOYMENT DATES (MO/YR – START TO FINISH) \_\_\_\_\_  
 SUPERVISOR (NAME & TITLE) \_\_\_\_\_ PAY RATE (START TO FINISH) \_\_\_\_\_  
 JOB TITLE / DESCRIPTION OF DUTIES \_\_\_\_\_  
 REASON FOR LEAVING \_\_\_\_\_

**REFERENCES**

LIST THREE (3) CHARACTER, PROFESSIONAL OR BUSINESS REFERENCES (NOT PREVIOUS EMPLOYERS OR RELATIVES)

NAME AND ADDRESS _____	TELEPHONE # _____
POSITION & ORGANIZATION _____	YEARS KNOWN _____
NAME AND ADDRESS _____	TELEPHONE # _____
POSITION & ORGANIZATION _____	YEARS KNOWN _____
NAME AND ADDRESS _____	TELEPHONE # _____
POSITION & ORGANIZATION _____	YEARS KNOWN _____

DO YOU HOLD A CURRENT DRIVER'S LICENSE IN GOOD STANDING?     YES     NO

IF YES, GIVE STATE \_\_\_\_\_ DRIVER'S LICENSE NUMBER \_\_\_\_\_

**PLEASE READ THE FOLLOWING PARAGRAPHS BEFORE YOU SIGN THIS APPLICATION**

**CONDITIONS OF EMPLOYMENT**    IF I AM GIVEN EMPLOYMENT NOW OR IN THE FUTURE, EITHER IN THE POSITION FOR WHICH I AM APPLYING OR IN ANY OTHER POSITION, I UNDERSTAND THAT SUCH EMPLOYMENT WILL BE FOR AN INDEFINITE PERIOD AND MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT NOTICE, AND WITHOUT ANY LIABILITY FOR SALARY OR WAGES EXCEPT THAT EARNED THROUGH THE DATE OF TERMINATION. IF I AM HIRED, I AM REQUIRED TO VERIFY THAT I AM AUTHORIZED TO WORK IN THE UNITED STATES. I MUST PRESENT THIS DOCUMENTATION WITHIN (3) DAYS OF MY EMPLOYMENT DATE.

**BACKGROUND INVESTIGATION**    I AUTHORIZE WHATEVER INQUIRIES ARE DEEMED NECESSARY TO ANY PERSON, EDUCATIONAL INSTITUTION, COMPANY OR OTHER ORGANIZATION TO VERIFY ANY OF THE INFORMATION GIVEN IN THIS EMPLOYMENT APPLICATION OR IN CONNECTION WITH IT, AND TO OTHERWISE DETERMINE MY QUALIFICATIONS AND ABILITIES; I RELEASE SUCH PERSONS, EDUCATIONAL INSTITUTIONS, COMPANIES OR OTHER ORGANIZATIONS FROM ANY LIABILITY DUE TO RESPONDING TO INQUIRES.

I ALSO UNDERSTAND THAT MY APPLICATION MAY BE REJECTED AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME FOR ANY FALSE OR INCOMPLETE STATEMENTS MADE ON THIS EMPLOYMENT APPLICATION OR FOR ANY OTHER FALSE OR INCOMPLETE INFORMATION GIVEN BY ME IN CONNECTION WITH IT.

**FINGERPRINTING**    FEDERAL LAW REGULATES THE EMPLOYMENT OF CERTAIN INDIVIDUALS IF THEY HAVE BEEN CONVICTED OF OR PLEAD GUILTY TO SPECIFIED CRIMES; HOWEVER CONVICTION OR GUILTY PLEAS WILL NOT AUTOMATICALLY BAR EMPLOYMENT. IF I AM HIRED, I MAY BE FINGERPRINTED. FINGERPRINTS THAT ARE TAKEN ARE SENT TO THE FBI FOR IDENTIFICATION AND THE FBI PROVIDES A RECORD OF ANY CRIMINAL CONVICTIONS.

HAVE YOU EVER PLEAD GUILTY TO OR CONVICTED OF ANY CRIME OTHER THAN A TRAFFIC VIOLATION?     YES     NO

IF YES, GIVE DETAILS \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_

How did you hear about this position at Downtown Visions:

Bridge Program        DTV Website        Newspaper/ad:        Referral:        Walk-In: