



## **Breakfast Attendant**

Embassy Suites Chicago Lombard Oak Brook - Lombard, IL 60148

### Job overview

A Breakfast Attendant is responsible for providing the highest quality service possible to guests while maintaining the highest standards of cleanliness and sanitation during our Complimentary Breakfast hours of operation.

### What you will be doing

Greet and engage with guests as they arrive for breakfast, approaching all encounters in an attentive, friendly, courteous and service oriented manner.

Prepare, place, and replenish hot and cold breakfast food items and beverages throughout the duration of operating hours.

Maintain a clean dining area by continuously bussing dining tables and setting them for the next guest.

Assist the kitchen by preparing dishes and trays for dishwashing.

Ensure that all side stands are kept stocked, tidy and clean.

Perform closing side work duties and weekly cleaning projects as assigned.

Ensure that trays are retrieved from the Guest Suite floors and taken to the Dishwasher.

Respond to guest inquiries and requests, resolving issues in a friendly, timely and efficient manner.

Maintain regular attendance in compliance with standards and scheduling

Maintain high standards of personal appearance and grooming, which include wearing the proper uniform and name tag when working.

### Requirements

Available to work Weekends and Holidays as required.

### Benefits

#### 401K Program

Discounted room rates to the Hilton and Aimbridge Hospitality family of hotels

Employee Assistance Program

Opportunities for Advancement

Apply online at <http://careers.aimbridgehospitality.com/jobs/756452-breakfast-attendant?source=indeed>

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**Job Title: Security Officer**

Department: Security

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Security

Job Number: 2015-2030

Full Time

6:30a – 3:00p

**Position Highlights:**

Under the general supervision of a security supervisor, the Security Officer will provide physical protection for all Rush Medical Center patients, visitors, students and employees. The security officer will report and document all infractions of rules, regulations and policies of Rush, Federal, State and local laws and ordinances. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High School Diploma/GED.

Previous hospital security experience preferred

Valid Driver's (Illinois, Indiana, Wisconsin) license required.

Must have a prior driving record deemed acceptable to Rush based upon the results of a Motor Vehicle Report checked and conducted by Human Resources.

Must possess and be responsible for maintaining current Permanent Employee Registration Card (PERC) or, if hired Before January 2004,

Must have completed 20 hours firearm training as demonstrated through a certification of successful completion of Firearms Training Course.

Must be eligible to obtain a Firearm Control Card (FCC) within six months of employment. Illinois Firearm's

Owner's Identification Permit (FOID) required..

International Association for Healthcare Security and Safety ("IAHSS") certification required within six months of employment and maintained thereafter.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150929104413&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150929104413&)

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**Front Desk Agent (Job Number: HOT020SE)**

Work Locations: DoubleTree Guest Suites & Conf Ctr Downers Grove 2111 Butterfield Rd Downers Grove 60515

A Front Desk Clerk with Doubletree by Hilton is responsible for checking in and checking out guests in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

DoubleTree by Hilton understands that doing the little things well means everything. It all starts with a warm chocolate chip cookie welcome. And yet, the experience is far from cookie-cutter. The hotels are interesting, unique properties in great locations and serve as the antidote to impersonal vacations, meetings and events. Our guests stay with us because they know they/ElI enjoy an experience they truly value at a competitive price. At DoubleTree by Hilton, we provide the simple acts of care and thoughtfulness that make the traveler feel human again. Our hotels mark the end of travel/Es challenges and the beginning of a restful stay.

What will I be doing?

As a Front Desk Clerk, you would be responsible for assisting Guest Service Agents in checking in and checking out guests in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

Assist Guest Service Agents and Front Office leadership with the checking in and checking out of guests.

Respond to guest inquiries and in a timely, friendly and efficient manner

Provide driving and/or walking directions to guests to local destinations

Ensure a high level of product knowledge of the hotel, including, but not limited to, directions, hours of outlet operation, hotel services, hotel events and local and community events and attractions

Assist fellow team members and other departments wherever necessary to maintain positive working relationships

Provide or obtain accurate information

Apply online at

[https://hilton.taleo.net/careersection/pr\\_jobs/jobdetail.ftl?lang=en&job=643268&src=JB-11960](https://hilton.taleo.net/careersection/pr_jobs/jobdetail.ftl?lang=en&job=643268&src=JB-11960)

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## **Forklift Driver / Warehouse**

Nexus Employment Solutions Plus, Inc. -  
Chicago, IL

Nexus Employment is currently hiring for forklift drivers in the Bolingbrook, Romeoville, and Joliet Area.

We accept applications EVERY day of the week including weekends!

Days and hours to apply:  
Monday: 7:00am-4:00pm  
Tuesday: 7:00am-4:00pm  
Wednesday: 7:00am-4:00pm  
Thursday: 7:00am-4:00pm  
Friday: 7:00am-4:00pm  
Saturday: 8:00am-1:00pm  
Sunday: 8:00am-1:00pm

Please bring two forms of employment identification with you to apply

**Apply in person at our Romeoville location: 150 Anton Drive, Romeoville, IL 60446**

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## **Line Worker / General Labor / Packer**

Nexus Employment Solutions Plus, Inc. - Chicago, IL

We have jobs!

Currently hiring for 150+ production and warehouse jobs in the Joliet, Romeoville, and Bolingbrook area.

Entry level including Packers, Line Workers, General Labor & Warehouse Jobs starting now!

We accept applications EVERY day of the week including weekends!

Days and hours to apply:

Monday: 7:00am-4:00pm

Tuesday: 7:00am-4:00pm

Wednesday: 7:00am-4:00pm

Thursday: 7:00am-4:00pm

Friday: 7:00am-4:00pm

Saturday: 8:00am-1:00pm

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**Apply at our Romeoville location: 150 Anton Drive, Romeoville, IL 60446**

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**Full-Time Warehouse Associate - Lombard, IL**

Grimco

\$12 - \$15 an hour

Job Requirements – Skill Sets and Experience Necessary Include:

-1-12 Years Warehouse experience in any position. Prefer previous leadership of small team.

-Computer literate: Printing tickets, UPS Worldship, IBM's AS/400 data management system, MS Office Suite, email, internet navigation.

-Ability to lift 50+ lbs. solo regularly - both lateral and overhead.

-Ability to stand and walk for a full work day. Ability to repeatedly bend, twist, squat, kneel, and lift (both lateral and overhead).

-Ability to give direction to team, as well as delegate duties.

-Experience driving a sit-down forklift – MUST be previously certified.

-Comfortable with tools and power tools. Comfortable with taking measurements.

-Accurate in work – attention to detail. Flexible in duties.

-Safety Conscious at all times.

-Clean-cut appearance and ability to interact with individuals from all backgrounds.

-Strong work ethic – dedicated to getting the job done.

-Reliable transportation to and from work.

-Ability to take and PASS pre-employment drug screen test.

-Clean criminal and work background histories.

-Interest in growing with Grimco – potential overtime hours, and supervisory duties in the future, etc.

**NO CALLS, PLEASE.**

Hours for this role are available 9:30am– 6:30pm Mondays through Friday.

Additional hours and/or days based on demand. Hours are not flexible - schedule is set.

Pay is \$12.00-\$15.00 an hour to start, based on experience.

Reports to Chicago Territory Branch Manager, Midwest Vice President.

Apply online at <https://home.eease.adp.com/recruit2/?id=1255681&t=1>

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**Job Title: Unit Clerk - JRB 8 N**

Department: JRB 8 NORTH

Shift: 4th (Rotating)

Full/Part: Type 2 (40-64 Hrs/PP)

Specialty: Psychiatric Nursing

Job Number: 2015-1931

**Position Highlights:** The Unit Clerk performs clerical duties associated with customer service, the patient care record and electronic health record on the inpatient units. The Unit Clerk is directly responsible for the maintenance of the patient care record and its contents as well as coordinating patient activities, services and supplies from ancillary and support areas that directly relate to patient care. The Unit Clerk is also directly responsible for communication equipment. The Unit Clerk exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures. This is a part-time 20 hours per week position ROTATING between the day/evening/night and weekend shifts, Benefit-Eligible.

**Position Responsibilities:** Greet customers and answer incoming telephone calls promptly and courteously. Collaborate with Patient Placement, Patient Access, Unit Clerical Manager, and Environmental Services to ensure room readiness for patient admits or transfers. Assume accountability for the maintenance of medical records Utilize complex telecommunication systems and trouble shoot all unit based communication equipment ability to navigate systems to obtain equipment and supplies for patients, staff, and internal customers.

**Position Qualifications Include:**

High school diploma or GED equivalent required

Must have knowledge of basic computer and Windows programs

Strong problem solving and communication skills required

Able to write legibly and perform basic mathematical calculations

Able to type 25 words/minute or greater

Able to handle internal and external customer interaction with courtesy, diplomacy and discretion. Work requires the ability to move throughout the Medical Center

Work requires lifting or carrying objects up to 25 lbs.

Shifts include providing 7 days a week, 24 hours/day, coverage as necessary

Able to respond to and prioritize multiple requests and variable degrees of unpredictability

Work entails coming in contact with patient specimens during processing and transport.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=201509291045188](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=201509291045188)

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**Job Title: Administrative Assistant II - Opt J2**

Agency: Financial & Professional Regulation

Closing Date/Time: Fri. 10/09/15 5:00 PM Central Time

Salary: \$4,612.00 - \$6,990.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: DFPR 11254

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under administrative direction, serves as a staff assistant to the Chief of Investigations in the Statewide Enforcement Section. Assists in the planning, development and establishment of statewide policies and procedures. Conducts research on special projects and established policies and procedures; makes recommendations. Serves as spokesperson in confidential and controversial situations.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration Requires two years of professional experience in a public or private organization Requires travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Financial and Professional Regulation

Professional Regulation/State-wide Enforcement/Investigations

9511 W. Harrison Street, Des Plaines, IL Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702

217-558-0962 217-782-9925 Fax

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option J2 - Financial/Profess Reg

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**Job Title: Human Services Caseworker**

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,891.00 - \$5,797.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: I-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs professional casework activities in providing public assistance services available from DHS as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits.

**Minimum Requirements:**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm

**Contact:**

Employee Services, HCD  
100 South Grand Avenue East, 3rd floor  
Springfield, IL 62762

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Support Service Worker**

Agency: Human Services  
Closing Date/Time: Fri. 10/09/15 4:59 PM Central Time  
Salary: \$2,761.00 - \$3,389.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 2  
Plan/BU: RC009  
Bid ID#: 10/79-90425.90569

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision of the Dietary Manager, performs tasks in one or several areas of the Dietary Department; assists in the preparation and serving of food; distributes food to patient areas; cleans and maintains sanitation of the kitchen and related areas. Sweeps and mops; assists in cleaning dish-washing area and cleans equipment after each use.

Minimum Requirements:  
Requires knowledge, skill and mental development equivalent to completion of high school and six months experience working in a professional/hospital dietary kitchen. Requires knowledge of portion control and application to serving portions of food.

Work Hours & Location/Agency Contact:  
Dietary Department  
1 position for Days 6am-2pm Rotating days off  
1 position for Eve 11:30am-7:30pm Rotating days off

CONTACT INFORMATION: Summer Doxie  
Human Resource Office  
Chicago Read Mental Health Center  
4200 N. Oak Park Avenue Chicago, IL 60634  
fax 773-794-5583

How to Apply:  
This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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### **Cashiers Associate**

Location: Chicago, IL  
Requisition ID: 557-962626  
Posting Date: 9/25/2015  
Shift: Flexible  
Status: Regular

#### **GENERAL PURPOSE OF POSITION:**

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

#### **FOCUS OF POSITION:**

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks  
Deliver excellent customer service and demonstrate a high degree of professionalism

#### **RESPONSIBILITIES:**

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service. Maintain an awareness of all promotions and advertisements  
Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers  
Communicate customer requests to management  
Enter all media from register into the tally program  
Maintain orderly appearance of register area and supplies stocked  
Any other tasks as assigned from time to time by any manager

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://www.burlingtonstores.jobs/jobs/descriptions/cashiers-associate-chicago-illinois-job-5140420>

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## **Lay Away Runner**

Location: Chicago, IL

Requisition ID: 964523

Posting Date: 9/25/2015

Shift: Flexible

Status: Seasonal

### **GENERAL PURPOSE OF POSITION:**

The Lay Away Runner is responsible for storing and releasing layaway merchandise and overall organization of the layaway desk and storage areas.

### **FOCUS OF POSITION:**

Positively demonstrate the Company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all task  
Deliver excellent customer service and demonstrate a high degree of professionalism.

### **SKILLS & COMPETENCIES:**

Ability to provide outstanding customer service.

Ability to process information/merchandise through register system.

Ability to adjust priorities and manage time wisely in a fast-paced environment.

Ability to function effectively in a team environment.

Ability to communicate in a clear, concise, understandable manner and listen attentively to others.

Ability to reach, count, and write to accurately complete all documentation.

Ability to operate all equipment necessary to perform the job.

Ability to stand for extended periods, and to move and handle merchandise, which entails lifting, and perform all functions as set forth

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage plus an associate discount.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

<http://www.burlingtonstores.jobs/jobs/descriptions/lay-away-runner-chicago-illinois-job-5140121>

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Stock Merchandise Flow Associate  
Location: Chicago, IL  
Requisition ID: 474-963481  
Posting Date: 9/23/2015  
Shift: Flexible  
Status: Seasonal

At Burlington, we know you're looking for a unique and rewarding work experience, one where you can feel like you make a difference. When joining our stores' team, you will be making that difference to your customers, your community and your career! Each one of our associates matters and we recognize each colleague's contributions in a variety of meaningful ways. Our Stocking & Receiving associates can learn new skills and work a flexible schedule which is typically Monday through Friday early mornings.

As a Burlington Associate, you will have the opportunity to have fun and work with other dedicated team members while providing a great shopping experience to our customers! Our associates are important to us and are the reason for our success. To support our holiday business, we are looking for people to join our SEASONAL Stock & Merchandise Flow TEAM.

#### GENERAL PURPOSE OF POSITION/RESPONSIBILITIES:

As a part of our in-store operations team, a Stock & Merchandise Flow associate will process new merchandise shipments according to Company standards. Responsibilities include: ticketing, moving, conveying merchandise shipments from shipping and receiving platform to a storage or work area. In addition, this role will include timely stocking, merchandising and presentation of new stock receipts on the sales floor.

Our ideal candidates will be self-motivated, team players, who have the desire to succeed. We care about our associates, have a supportive environment that values trust and respect, offer a competitive wage plus a great associate discount! If you are interested in a seasonal opportunity in retail, come join our team. You're going to like it here!

Burlington Stores is an equal opportunity employer committed to workplace diversity.

Apply online at <http://www.burlingtonstores.jobs/jobs/descriptions/stock-merchandise-flow-associate-chicago-illinois-job-5137325>

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### **Merchandise Operations Specialist**

Location: North Riverside, IL, United States - North Riverside Mall 7507 W Cermak Rd

Job ID: 1019236

Date: September 21, 2015

The Merchandise Operations Specialist role is to create an outstanding customer experience by performing merchandise operations functions.

Customer Experience: Create a great sales experience for every customer!

Skills and Characteristics:

**Build Trust:** You demonstrate character and integrity in your actions, show the courage to do what's right for the customer, company, and your team.

**Work with Others:** You are a team player who willingly shares information, enjoys providing outstanding service, and building positive working relationships.

**Drive Results:** You use your abilities to deliver great results in sales, service, and overall customer experience.

**Organization Skills:** You thrive in environments that need order and rely on process to get things done right.

**Detail Orientation:** You strive for consistency and accuracy in achieving merchandise standards.

**Passion for Retail:** You love the retail environment. You love being on your feet, moving around, handling merchandise, and making people HAPPY!

Job Title: Merchandise Operations Specialist

Location: North Riverside, IL, United States - North Riverside Mall 7507 W Cermak Rd

Job ID: 1019236

Apply online at <http://jobs.jcp.com/jobs/4319695-merchandise-operations-specialist--586>

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## **Customer Service Specialist**

Location: North Riverside, IL, United States - North Riverside Mall 7507 W Cermak Rd

Job ID: 1000909

Date: September 21, 2015

The Customer Service Specialist role is to seek out opportunities to assist customers with service and make our sales floor look neat and organized.

### **Responsibilities**

**Assists customers:** You seek out customers and do whatever you can to make their experience great from the sales floor to the register. You listen, you help, and you make them want to come back!

**Adjusts to customer flow:** You are always on the move and available to provide assistance to customers or your co-workers.

**Maintains product presentation:** You are always making adjustments to display the latest fashion and merchandise trends after the customer has taken time to explore all of our great products!

**Replenish and restock the store:** You understand the needs of the customer. When merchandise is getting low, you know just where to get more to ensure all of our customers have the styles and sizes they need.

**Participates in a learning environment:** Absorb new information from your peers or training materials on our merchandise or business processes.

### **Skills and Characteristics**

**Build Trust:** You demonstrate character and integrity in your actions, show the courage to do what's right, and succeed in your role because you have the right skills and experiences.

**Work with Others:** You're a team player who willingly shares information, you enjoy providing outstanding service, and you build positive working relationships.

**Drive Results:** You use your abilities to deliver great results in sales, service, and overall customer experience.

**Adaptability:** You have the ability to multi task in an ever changing environment.

**Passion for Retail:** You love the retail environment. You love being on your feet, moving around, handling merchandise, and making people HAPPY!

**Job Title:** Customer Service Specialist

**Location:** North Riverside, IL, United States - North Riverside Mall 7507 W Cermak Rd

**Job ID:** 1000909

Apply online at <http://jobs.jcp.com/jobs/4315633-customer-service-specialist--1359>

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## **Hair Stylist**

Location: Chicago, IL, United States - Ford City Shopg Ctr 7601 S Cicero Ave

Job ID: 1011342

Date: September 21, 2015

Job Description

jcp salon offers industry-leading benefits:

Artistic paid training

Up to 60% commission

10% retail commission with a service

Up to \$1,000 bonus for qualified candidates

Teamwork culture

Benefits including medical\*, Dental\*, paid time off\*, 401K\* and associate discount

Client acquisition programs

Diverse career paths

\* For benefits eligible team members.

**Skill and Characteristics:**

**License-** You must maintain a current cosmetology license in the state you are applying

**People Skills** – You are engaging and have no problem striking up a conversation with complete strangers. Clients are very comfortable talking with you and building a lasting relationship! You actively look for ways to help people and satisfy their needs through your client communication and technical skills.

**Attitude** – You are a “glass half-full” type of person. You can take any situation and make it positive. You understand that attitudes and actions are vital to success. You know your emotional energy has an enormous influence on your client’s experience.

**Flexibility** – You are open minded and willing to improve your client communication and technical skills.

**Motivation** – You have an internal drive to be fantastic. You feel a real sense of accomplishment when the customer is happy and the salon looks great.

**Passion for Salon** – You love product and services. You love being on your feet, you have attention to detail on customer needs, and thrive on making people HAPPY!

Come join jcp salon because we take your career seriously! Please visit our careers page to view all openings: <http://jobs.jcp.com>

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### **Store Internship - Chicago**

Location: Chicago, IL, United States - Ford City Shopg Ctr 7601 S Cicero Ave

Job ID: 1027108

Date: September 25, 2015

Job Description

#### General Description

This 10-week program is divided into weekly assignment that build on each other as you rotate through different areas within the store. During the summer before your senior year, you will focus on strengthening and refining the core competencies needed to work in the retail industry. Your training will blend online instruction with hands-on experience along with the guidance and mentoring of your store leadership team. You'll also receive on-the-floor sales experience, training on product knowledge, and a holistic understanding of how the business works.

Think you're a fit?

- Current college junior - intern.
- A cumulative 3.0 GPA or higher.
- Confident, outgoing and thrive in a team environment.
- Open to relocation.
- Self-motivated and passionate about retail.
- Retail or customer experience required.

What's in it for you?

- Personal and professional development.
- Meaningful real-world work experience.
- Involvement in strategic business activities and decisions.
- Coaching and feedback from mentors.
- Countless networking opportunities.

Job Title: Store Internship - Chicago

Location: Chicago, IL, United States - Ford City Shopg Ctr 7601 S Cicero Ave

Job ID: 1027108

Apply online at <http://jobs.jcp.com/jobs/4254362-store-internship-chicago>

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### **Sales Manager Trainee - Chicago**

Location: Chicago, IL, United States - Ford City Shopg Ctr 7601 S Cicero Ave

Job ID: 1027090

Date: September 25, 2015

#### General Description

Training takes place in a selected JCPenney store over the course of 16 weeks and is divided into weekly assignments that build on each other. Each week you will gain exposure to key areas of store operations, including delivering exceptional customer service, leading and motivating a store team, in-store merchandising, sales support functions, sales analysis and event management. After completing the formal training program, you will have the opportunity to fine tune your management skills by running a select department within your training store with the guidance of the store's Leadership Team. After successfully demonstrating the key competencies of a JCPenney leader, you may be promoted into a key role within a store.

#### Think you're a fit?

- Must have a 4-year college degree.
- A cumulative 3.0 GPA or higher.
- Confident, outgoing and thrive in a team environment.
- Open to relocation.
- Self-motivated and passionate about retail.
- Retail or customer experience required.

#### What's in it for you?

- Personal and professional development.
- Meaningful real-world work experience.
- Involvement in strategic business activities and decisions.
- Coaching and feedback from mentors.
- Countless networking opportunities.

Job Title: Sales Manager Trainee - Chicago

Location: Chicago, IL, United States - Ford City Shopg Ctr 7601 S Cicero Ave

Job ID: 1027090

Apply online at <http://jobs.jcp.com/jobs/4254225-sales-manager-trainee-chicago>

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## **Party City Team Lead (Supervisor)**

Team Leader-60160

### **JOB SUMMARY:**

Under the supervision of the General Manager, directs Associate activity to provide efficient high quality customer service and achieve retail sales targets through a well-trained and motivated staff. Adheres to all Party City policies and procedures

### **ESSENTIAL JOB FUNCTIONS:**

Performs supervisory and administrative duties  
Performs director on duty (DOD) responsibilities as required  
Responsible for opening and closing store procedures  
Adheres to all standard operating procedures, policies and Best Methods  
Responsible for cash handling procedures including but not limited to preparing and dropping bank deposits. Authorizes register functions including post voids, returns and associate discounts. Reviews and responsible for all corporate communications applicable to their assigned zone. Assists in merchandising procedures  
Responsible for maintaining assigned zone  
Sets and maintains MPP, plan-o-grams and other merchandise directives  
Assists with execution of company data integrity process  
Delivers exceptional customer service through personal contact with customers  
Interacts with and assists customers. Processes balloon orders  
Handles Personalization Studio orders  
Supports new hire training and ongoing development of current associates  
Reviews and understands financial data to support driving profitable sales  
Assists in receiving and stocking procedures;  
Unloads merchandise from trucks  
Checks in shipments. Stages merchandise for the sales floor  
Works out merchandise  
Performs store maintenance including but not limited to taking out garbage, sweeping, cleaning bathrooms, maintaining stock room  
This job description is not all-inclusive. Additional responsibilities will be determined by the General Manager, as dictated by store needs.

**KNOWLEDGE SKILLS & ABILITIES:** Physical Requirements; Lift, push, pull 25 lbs, Frequent kneeling, bending and stooping, Climb ladders, Standing entire shift

Minimum qualifications; High School Graduate or equivalent,  
Prior supervisory experience is preferred

Apply online at

<https://recruiting.adp.com/srccar/public/RTI.home?d=PartyCityEvergreen&c=1098541>

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## Cashier

Under the direction of management, the Cashier responsibilities include customer service, product merchandising, and processing sales transactions according to established department, store, and company policies.

### Primary Duties & Responsibilities:

#### I. Responsible for customer service

Greet every customer with a smile within 10 feet of entering front door and each department.

In aisles, ask customers open-ended questions.

Measure all kids.

Show customers at least 2 different styles.

When slow, serve customers more; when busy serve more customers.

Suggest a shoe care item to every customer.

Thank and ask every customer back.

#### II. Responsible for product merchandising

Safely works shipments of new product onto shelving.

Assists in temporary promotional pricing and permanent markdown pricing of product.

Assists in transfers of merchandise in and out.

Assists in setting promotional displays and product statements.

Maintains cashier area in a neat and organized manner.

#### III. Responsible for processing sales transactions

Understands and completes all sales transactions according to policy.

Accepts customer checks in accordance with policy.

Understands and follows mismatch checking procedures.

Is aware of current promotions and in-store mic specials.

Obtains management approval and authority for all returns and exchanges.

Accounts for all invoices, checks, credit card slips and other funds at end of each shift.

Loss Prevention - Identifies fraud and other loss prevention concerns and reports them immediately to management.

Applies only authorized discounts.

#### IV. Responsible for following store policies and procedures and all management direction

Apply online at <https://mint.peopleanswers.com/pa/testPortalPositionsSelect.do>