



FT Server Assistant - Waldorf Astoria Chicago

Work Locations: Illinois- Chicago

Date Posted: 10/23/15 1:00 AM

Company Name: Waldorf Astoria™ Hotels & Resorts

A Busperson with Waldorf Astoria Hotels and Suites is responsible for setting and clearing dining tables and stocking service stations in the hotels continuing effort to deliver outstanding guest service and financial profitability.

If you understand the value of providing guests with an exceptional environment and personalized attention, you may be just the person we are looking for to work as a Team Member with Waldorf Astoria Hotels & Resorts.

What will I be doing?

As a Busperson, you would be responsible for setting and clearing dining tables and stocking service stations in the hotels continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

Set and prepare tables for dining, including, but not limited to, folding napkins, cleaning and placing tableware, serving water, etc.

Ensure tableware is in good and working condition and report any defects for repair

Stock, maintain and clean designated food station(s)

Assist food server(s) with table service, including, but not limited to, serving beverages, breads, etc.

Retrieve and transport dirty tableware to dishwashing area

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

Apply online at

<http://www.hcareers.com/seeker/search/view?jobAdId=32BD580493B6983F&type=partner&source=indeedorganic>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Accountant Advanced

Agency: Human Services
Closing Date/Time: Mon. 11/02/15 11:59 PM Central Time
Salary: \$4,059.00 - \$5,503.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10-44-ICRE-93250

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Business Administrator of the Illinois Center for Rehabilitation and Education - Roosevelt/Wood (ICRE-R and ICRE-Wood) independently performs advanced accounting activities for the business functions of both state schools, maintenance of account books for both State General Revenue Funds and Vocational Rehabilitation Funds, including the preparation of accounting statements and reports, through the implementation of approved accounting methods and techniques.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in business administration and accounting. Requires two years of professional experience in accounting, budgetary planning and control or public accounting

Work Hours & Location/Agency Contact: 8:00 am - 4:30 pm
IDHS/DRS/ICRE-Roosevelt
1950 W. Roosevelt Rd.
Chicago, IL 60608

ATTN: Benjamin Davis
312/433-3147 - Voice
312/433-3056 - 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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Administrative Assistant I - Opt J3

Agency: Juvenile Justice

Closing Date/Time: Tue. 11/03/15 3:30 PM Central Time

Salary: \$4,159.00 - \$6,500.00 monthly

\$49,908.00 - \$78,000.00 annually

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: IDJJ-27-15-15-0436

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 one year of professional experience in a public or private organization, or completion of an agency approved professional management training program.

Work Hours & Location/Agency Contact: Work Hours:

8:00am - 4:00pm, Monday through Friday (Saturday/Sunday off)

Work Location: Illinois Youth Center - St. Charles

3825 Campton Hills Road, St. Charles, IL 60175

Agency Contact:

Susan A. Swegle, SPHR, M.S.

Human Resources Representative

Illinois Youth Center - St. Charles

3825 Campton Hills Road, St. Charles, IL 60175

630-584-0506 630-584-1014 (fax)

susan.swegle@doc.illinois.gov

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option J3 - Dept Of Juvenile Justice

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Carpenter

Agency: Central Management Services
Closing Date/Time: Tue. 11/03/15 5:00 PM Central Time
Salary: \$35.84 - \$37.27 hourly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: PR000
Bid ID#: CMS 11373

Minimum Requirements:

Requires knowledge; skill and mental development equivalent to completion of eight years of elementary school. Requires experience necessary to qualify as a skilled carpenter. Requires working knowledge of the tools, materials, methods and standard practices of the trade. Requires skill in the use of tools and machines of the trade. Requires ability to read, interpret and work from plans, simple drawings or sketches. Requires ability to follow written and oral instructions and ability to make simple arithmetical computations and bulk estimates of materials needed. Requires ability to lift up to 100 lbs. Requires the ability to perform carpentry repairs and installations. Requires valid, appropriate driver's license and/or the ability to travel.

Work Hours & Location/Agency Contact:

Work Hours: 8:00 A.M. – 4:30 P.M.; ½ hour unpaid lunch
Work Location: Central Management Services
Property Management/Facilities Management/Northern Region
Shapiro Developmental Center
100 East Jeffery Street, Kankakee, IL (Kankakee County)
Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239, 217-782-9925 Fax
You will be contacted if chosen for an interview.

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Tue. 11/03/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1533052-334907

Minimum Requirements:

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact: Work Hrs: Monday-Friday 8:30 AM to 5:00 PM

Location: DCFS Waukegan Office, 500 N. Green Bay Road, Waukegan, IL 60085

Supervisor: J. Bayer

SUBMIT BIDS TO: Lora Busse-Fleck

DCFS Aurora Regional Office, 8 E. Galena Blvd, Aurora, IL 60506

Phone: 630.801.3575 Fax: 630.801.3530 Email: Lora.Busse-Fleck@illinois.gov

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Admissions Registrar

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

The Admitting Registrar processes all patients that enter the Hospital for all services. This task consists of interviewing the patient and/or family member(s). The Registrar will also obtain the patient's demographic and financial information and enter this information accurately into the Hospital's computer system.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Medical terminology and/or coding certificate

Type 45 wpm

Minimum of 2 years of admission registrar experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Clinical Dietitian

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Assess the patients' nutritional status for maintenance or intervention. Coordinates, plans, and counsels patients and their families in nutritional principals, food plans, and patterns of food selection that are tailored to the individual's lifestyle. Develops patient educational material for distribution. Conducts meal rounds at meal time to assess acceptance of meals and to handle any problems with the meal service.

Full Time – 8 a.m.-4 p.m. Required to work every other weekend

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Nutrition or related field.

Registered and Licensed Illinois Dietitian.

Minimum 2 year hospital dietitian experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Cook

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 1 year of food service experience

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Custodian

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

The Custodian 1 is responsible for cleanliness and sanitation of assigned areas. S/he is responsible for the care and maintenance of equipment, furniture and fixtures.

S/he performs routine cleaning tasks of repetitive nature following established schedules and using prescribed methods. The Custodian 1 works semi-independently under limited supervision.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED or combination of education, knowledge, skills, mental development, and relevant experience that enables performance of all aspects of the position.

Minimum of 2 years of hospital custodial experience is required.

Excellent verbal and interpersonal skills are essential.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Dental Clinic Front Desk Coordinator

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic.

The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary. The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls. .

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling.

Knowledgeable of Microsoft software products.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Building Engineer/Maintenance Assistant

Property Management Company, Chicago, IL - Chicago, IL

\$30,000 a year

Hiring engineering/maintenance person for small office property in the Loop.

M-F 40/hours per week.

General maintenance relative to daily operations of a commercial office building.

Change light bulbs, ballasts, locks.

Assist with maintaining HVAC equipment, general plumbing and electrical knowledge helpful.

General clean up of interior and exterior grounds of the property.

Painting, drywall repairs, move furniture, etc.

Good customer service skills required to work with the tenants of the building, outside contractors and building staff.

Works directly with Chief Engineer and Property Manager.

Good opportunity to train under an experienced Chief Engineer.

Must be able to travel to the Loop during snow season and after hours emergency situations as needed.

Non-union salary \$30-40K/year, PTO, health+& 401K offered.

Salary: \$30,000.00 /year

Required experience:

2+ years experience.: 2 years

Apply online at <http://www.indeed.com/cmp/Ansonia-Property-Management/jobs/Building-Engineer-Maintenance-Assistant-e3519305d8bcb9e2?q=drywall>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Title: Helper/Janitor C - Temp.

Location: Parkway Gardens-75479

City: Chicago

Metro Area: Chicago/Gary/Kenosha

State: IL

Postal Code: 60637

Functional Area: Maintenance

Requisition Number: 575120

First Open Date: 10/23/2015

Business Unit: Related Management

Description:

Industry leader, Related Management, has a great career opportunity for a skilled, dedicated Temporary Helper/Janitor for 694 unit Section 8 / Tax Credit residential property in Chicago, IL. For 40 years as an employer of choice and an owner manager of over 90% of our portfolio, Related has technology that puts us ahead of the competition; and training and support systems that are unmatched. We deliver an exceptional level of respect-based customer service, a commitment to sustainable practices, including the largest smoke free residential initiative in the industry; and a focus on value enhancement that are unparalleled. We have a growing portfolio of real estate assets which are located in over 15 states. This makes us one of the largest and most diversified privately owned property management firms in the United States. Responsibilities include interior and exterior cleanliness of the building; painting, trash removal, assisting in the renovation of vacant units, landscaping, snow removal, light maintenance and special projects as assigned. Position requires being on call as scheduled by the Maintenance Supervisor. Qualifications include the ability to follow through and carry out work orders, hard-working and energetic, possess strong people skills, and be willing to be part of a great team. Tell us why you should be the next important member of our team who will help us deliver outstanding customer service in all areas of building maintenance and operations. Related Management has set an exceptional performance benchmark for the responsive and professional management of both affordable and market rate communities. Our philosophy of management is anchored in the respect we have for the needs of our employees, our residents and our investors. We realize that to meet the needs of any of these we must address the needs of all three. Equal Opportunity Employer. We do not discriminate on the basis of disability.

Apply online at

https://www.peopleanswers.com/pa/testExternalPortalPositionDetails.do?companyId=432&cjbc=496329&positionPositionTypeId=319258&companyGeographyId=125977&languageId=1&src=962938&job=802075%3A1-125977&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Food Service Worker

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day.

Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Security Officer

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions. Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required. (Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital
326 West 64th Street
Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Mental Health Worker

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

The Mental Health Worker completes delegated aspects of the patient admission/transfer and/or discharge process. S/he observes patient behaviors, symptoms, and problems and reports findings.

The Mental Health Worker completes and maintains patient records; assures environment is safe and sanitary; and assists in medical and psychiatric emergencies. S/he provides direct patient care including: assisting with ADLs, 1:1 observation, escorting patients on/off unit, taking vital signs, and assisting in milieu management. The Crisis Worker also obtains intake information needed to facilitate disposition of patients requiring a higher level of care.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of experience in the mental health field required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Patient Care Technician

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Perform various direct patient care activities under the supervision of a Registered Nurse.

Collect and assist with blood specimens, weighing, bathing, toileting and feeding.

Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Seasonal Administrative Support Team Associate Part Time Macy's Water Tower Place

Location: Chicago, Illinois
Job Category: Stores
Requisition ID: 71240368

Essential Functions:

Coordinate distribution of all incoming communications (including faxes, e-mails, memos, letters, newsletters, and phone calls) whether from customers, employees, management, or the general public. Maintain a professional attitude with sincerity and enthusiasm reflecting Macy's commitment to our customer. Coordinate all functions of the hiring process including prescreening applicants, correspondence with applicants, and scheduling interviews with store management. Balance vault and store checkbook and perform other cash functions on a daily basis. Act as liaison for district HR office to help resolve HR issues. Regular, dependable attendance and punctuality

Education/Experience: High School Diploma or equivalent. Some college is desirable. Minimum of two years administrative experience.

Communication Skills: Effective written and verbal skills, ability to interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals. Excellent written and verbal communication skills.
Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator.

Other skills: Typing minimum of 60wpm. Working knowledge of Microsoft Word, PowerPoint, Excel, Exchange, and Lotus Notes. Able to handle multiple tasks simultaneously. Self-motivated. Excellent organizational, prioritization, and time management skills. Ability to collaborate and function as a member of a team. Must possess a strong sense of urgency. Should be comfortable with the use of computers and frequent use of RF equipment.

Work Hours: Flexible with scheduling and available to work retail hours, which may include day, evening, weekends, and/or holidays.

This job description is not all inclusive. Macy's Inc. reserves the right to amend this job description at any time. Macy's Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/Seasonal-Administrative-Support-Team-Associate-Part-Time-Macys-Water-Tower-Place/Chicago/Illinois/71240368>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Macy's Water Tower Place, Chicago, IL: Sales Supervisor

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71239516

Overview:

As a Sales Supervisor, you will support My Macy's and drive sales for a specific selling area in partnership with a Sales Manager.

You will be responsible for assisting the Sales Manager by supervising all daily selling activities and leading a selling team in your selling area.

Responsibilities include, assisting in the selling process; driving customer service through coaching and monitoring selling behaviors; teaching product knowledge and communicating policies and procedures.

This position leads to placement as a Sales Manager.

Skills Summary:

Demonstrated leadership/supervisory skills
Ability to empower and develop a team

Ability to collaborate and function as a member of a team
Ability to execute plans and strategies
Strong leadership, interpersonal and communication skills

Strong organizational skills and the ability to adapt quickly to changing priorities
Ability to anticipate and solve problems, act decisively and persist in the face of obstacles
Commitment to exemplifying the highest integrity and professional business standards

This job description is not all inclusive. Macy's Inc. reserves the right to amend this job description at any time. Macy's Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/Macys-Water-Tower-Place-Chicago-IL-Sales-Supervisor/Chicago/Illinois/71239516>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Seasonal Busperson Part Time Macy's State Street

Location: Chicago, Illinois

Job Category: Restaurant/Food Service

Requisition ID: 71240584

Qualifications: Education/Experience:

No specific educational accomplishment is necessary. Previous restaurant/hospitality experience is preferred but not required. Health department license or certification and/or alcohol certification as required by state or local requirement. Per state law, a Food Handler's certificate may be required for all food service employees who prepare, store or serve food at restaurants, coffee bars or any other food service establishment.

Communication Skills: Ability to read, write, and interpret instructional documents such as safety rules, reports, and procedure manuals. Excellent written and verbal communication skills. Ability to communicate in Spanish is preferred but not required.

Mathematical Skills:

Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator. Must be able to make change using American monetary units.

Reasoning Ability: Must be able to work independently with minimal supervision. Must be able to follow instructions.

Physical Demands:

This position involves regular walking, standing, hearing and talking. May occasionally involve stooping, kneeling, or crouching. Must be able to move and/or lift at least 30 lbs. Involves close vision, color vision, depth perception, and focus adjustment.

Other skills: Must possess excellent customer service skills. Must be able to work effectively in a fast-paced environment. Must meet any state and or local age requirements for serving alcoholic beverages.

Work Hours:

Ability to work a flexible schedule based on department and store/company needs.

Working Conditions:

Reasonable accommodations have been made to enable individuals with disabilities to perform essential job functions. Work generally occurs in an office environment with moderate temperature and noise level.

Apply online at <http://www.macysjobs.com/Search/JobDetail/Seasonal-Busperson-Part-Time-Macys-State-Street/Chicago/Illinois/71240584>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Construction Laborer

royalcraft home remodelers - Downers Grove, IL
\$15 an hour

Willing to be trained as lead carpenter helper, be trained to learn all facets of construction ,remodeling, framing, trim carpentry, drywall, electric, flooring ,etc. Must be physically capable of lifting ,have transportation.(polish speaking a plus)

Job Type: Full-time

Salary: \$15.00 /hour

Required experience: some construction experience : 1 year

Required license or certification: yes

Required education: High school or equivalent

Apply online at <http://www.indeed.com/cmp/royalcraft-home-remodelers/jobs/Construction-Laborer-9eee2d41a152bdaa?q=construction>

Part Time Sales Associate

Armani Exchange - Chicago, IL

Who We Are:

Armani Exchange is the youthful label created in 1991 by iconic Italian designer Giorgio Armani, offering Men's and Women's clothing and accessories that are inspired by the designer's codes of style. Armani Exchange captures the heritage of the Armani brand through a modern sensibility.

Who We Are Looking For:

We are looking for energetic and passionate sales associates to join our team. If you are passionate and have an eye for fashion then you're our ideal candidate. Go to Armaniexchange.com/careers and apply for the Shops at North Bridge location!

Maybe you already have the perfect job and are looking for some extra cash during the holidays? We also have seasonal positions available as well!

Job Type: Part-time

Apply online at <http://www.indeed.com/cmp/Armani-Exchange/jobs/Part-Time-Sales-Associate-56a91129bc9dbaa9?q=construction>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others