



## **Coordinator, Conference Center**

YMCA - Chicago, IL

GENERAL FUNCTIONS

The Coordinator, Conference Center is responsible for coordinating, scheduling and planning the usage and services of the conference center facility at the YMCA of the USA. This position is responsible for the effective and efficient use of the conference center facilities to ensure satisfactory service delivery to the center's clients and visitors. This position also serves as the first point of contact and greets and assists all visitors of YMCA of the USA.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Associate's degree or equivalent experience is required. Bachelor's degree is preferred  
Minimum 2 years of experience providing conference service support for meetings and events is required; meetings support experience at a hotel or conference center is strongly preferred

Minimum 2 years of data entry and registration software experience is required  
Knowledge of health, safety and emergency procedures is required  
Excellent customer service skills along with a client service mindset is required  
Ability to stay calm, composed and professional, especially during stressful time periods with multiple interruptions, and to maintain effective relationships with staff, guests and vendors is required

Excellent verbal, written and interpersonal communication skills are required  
Intermediate computer and Microsoft Office skills are required  
Demonstrated organizational skills with strong attention to detail and the ability to multi-task in managing the logistical details of events is required  
Ability to push and lift 30 pounds is required in order to move wheeled desks, chairs and supplies is required

Ability to multi-task and meet deadlines is required  
Food and beverage vendor management experience is preferred  
Experience utilizing conference center/meeting room reservation systems is preferred  
Commitment to the YMCA character development values of caring, honesty, respect and responsibility is required

Apply online at

[http://www.indeed.com/viewjob?jk=6ef643ac33303ed5&q=YMCA&l=chicago&tk=19540shg307816j9&from=ja&alid=326bd0f70f861499&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://www.indeed.com/viewjob?jk=6ef643ac33303ed5&q=YMCA&l=chicago&tk=19540shg307816j9&from=ja&alid=326bd0f70f861499&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

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## **The Assistant Teacher**

Job ID 2014-6426

Center Jeanne Kenney YMCA Day Care Center Children Services

# Positions 1

City Chicago

Type Regular Full-Time

Hours per Week 40

Variable Schedule 8:30am - 5:30pm (may vary)

**Job Summary:** Under the direct supervision of the Child Care Site Director, the Assistant Teacher assists the Teacher to provide a safe, structure, and nurturing learning environment for each enrolled child.

**Scope of Responsibilities:** Assist the Teacher to plan and implement developmentally and educationally appropriate experiences for children based upon individual and group needs, within the guidelines of the identified curriculum; assist in the evaluation and reporting on each child's progress through observation recordings, early childhood screenings, and developmental assessments; assist in the maintenance of educational records on each child as required; assist in implementing activities and modeling behavior that is reflective of N.A.E.Y.C. and Head Start performance standards; encourage and support parent development through classroom volunteerism, home centered activities, home visits, parent/teacher conferences, and participation in parent development activities and meetings; observe and respect issues of confidentiality, ethics and best practices of the Early Childhood profession, and mandatory reporting guidelines of the Abuse and Neglect Child Reporting Act; maintain required program records in conformance with YMCA procedures, funding source and program performance standards, and applicable licensing and accreditation standards.

**Requirements:** Associate Degree in Child Development - Early Childhood Education or Associate Degree in related field w/min. of 30 college credit hours in E.C.E. Experience in effective teacher-child interactions (CLASS). Experience in implementation of early childhood curriculum (Creative Curriculum) and developmentally appropriate practice for the specific age group. Experience in child observation, assessment and documenting child's skills, growth and development. 2 years of Head Start classroom experience in a NAEYC accredited or Head Start classroom

**Options:** We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply online at <https://careers-ymcachicago.icims.com/jobs/6426/assistant-teacher--head-start/job?mode=job&iis=Job+Board+-+indeed.com&iisn=Indeed.com&mobile=false&width=960&height=500&bga=true&ndsRedirect=false>

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**Job Title: Building/Grounds Maintenance Worker**

Agency: Military Affairs, Department of

Closing Date/Time: Mon. 11/10/14 12:00 AM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Bid ID#: 15-018

**Minimum Requirements:**

Requires knowledge, skills and mental development equivalent to the completion of high school; plus one year of maintenance work experience preferably associated with the building/mechanical trades and/or heavy equipment operation; working knowledge of construction and maintenance tools, equipment and materials; elementary knowledge of one or more of the building and mechanical trades; ability to use power tools, operate heavy equipment and perform semi-skilled manual work in a safe manner; ability to follow oral or written instructions including blueprints and other diagrams; ability to lift and carry 80 pounds. i.e., heavy boxes, supplies, etc; ability to move heavy furniture and equipment; requires being on feet for long periods of time; ability to climb stairs and ladders to change light bulbs, paint, etc.; requires being on hands and knees for extended periods of time to scrub floors and perform landscaping duties; ability to withstand extreme temperature changes to shovel and/or plow snow, mow lawns and perform external maintenance; requires exposure to a variety of chemical cleaning agents. Requires possession of appropriate driver's license.

**Work Hours & Location/Agency Contact:**

POSITION LOCATION: Joliet Armory

2900 W. Jefferson St, Joliet IL 60435

WORK SHIFT: Monday – Friday, 8:00AM – 4:30PM

BARGAINING UNIT: RC-042

FOR ADDITIONAL INFORMATION, CONTACT Ruth Moenck, 217-761-3633

**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: Executive Secretary II - Opt 2**

Agency: Human Services

Closing Date/Time: Fri. 10/31/14 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

\$43,764.00 - \$64,104.00 annually

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: CF014

Bid ID#: 10-92-73592

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Region 2 Regional Administrator, serves as administrative secretary; performs highly responsible secretarial and clerical administrative functions; independently carries out a variety of assignments; reviews all outgoing correspondence for compliance with office policies and procedures; performs sensitive liaison work with local office managers and professional staff; screens calls and greets visitors and refers appropriately; verifies timely completion of assignments.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of two years secretarial or business college and two years secretarial experience, or completion of high school and four years secretarial experience; requires ability to type accurately at 55 wpm. Requires extensive knowledge of computer program applications, including Microsoft Word and Excel.

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

Will County Office 45 E Webster St Joliet, IL

How to Apply: Please submit applications to:

Hillary Vassmer / Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762

FAX: 217-524-3826

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 2 - Typing

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### **Full Time Employee**

Payless Shoes - Chicago, IL

Our teams are built on:

Passion- for customers, for fashion, and for results

People Orientation- build a winning team by selecting talent, coaching and leading Associates to achieve their goals

Positive Attitude- creates a fun shopping experience and workplace with energy, enthusiasm and confidence

Productivity- directs the efforts of Associates while achieving Store goals for sales, profit and inventory control

Principled- accountable for doing what's right for our customers and associates

Do you have what it takes to join our team?

Associates must be at least 18 years old with a high school diploma or GED. A four year college degree or attending College is preferred.

2 years of previous retail experience is required.

Ability to make decisions quickly will be critical to success in this role.

You must have a passion for our products and meeting our customer's needs.

Proven team work and verbal communication skills are critical to this role.

Basic math skills are also required.

You must be able to process shipment and lift up to 40 lbs.

With us you will experience:

An inclusive environment that embraces and celebrates the diversity in thought, experience, knowledge and background of its people.

An inspiring, innovative environment that's as fast-paced as it is fun.

Opportunities to learn and grow your career.

Reward and recognition with frequent contest opportunities to be identified as a top performer.

The chances to demonstrate your capabilities, give it your all, and be recognized and rewarded.

A company that cares about our People and our Planet by giving back through eco-conscious product and facilities. We are taking big step to reduce our footprint.

Apply online at <http://www.indeed.com/cmp/Payless-Shoes/jobs/Full-Time-Employee-46d4772e828961f2>

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### **Security/Front Desk**

Job Number: 025131

Location: 1111 Ontario Street

Oak Park, IL 60302

Job Type: Full Time

VISA Sponsorship: no

Number of Openings: 1

Brookdale Plaza Oak Park - 1111 Ontario St. Oak Park, IL 60302

Key responsibilities include:

- \* Greeting all visitors entering facility in a courteous, warm, and professional manner
- \* Promoting a positive image of the community and serving as ambassador of community to visitors
- \* Receiving incoming phone calls and directing to proper residents and staff
- \* Receiving all mail for community and residents and sorting and delivering to mail locations appropriately
- \* May check visitors into guest suites and ensure that questions are answered and access is granted
- \* May call for transportation as requested by residents
- \* May routinely perform basic typing, filing, and clerical work as requested
- \* Responding appropriately to resident emergencies by calling or contacting appropriate internal and external parties
- \* May assist Executive Director in community admissions and discharges
- \* May take prospective residents and/or their families on tours of the community when marketing and administrative personnel are not available

We seek the following qualifications:

- \* Must have a High School Diploma or GED
- \* 1 year of experience working as a receptionist or building security
- \* Must have excellent communication and customer service skills
- \* Computer skills a must
- \* Must have flexibility with schedule and be available to work various days and shifts
- \* Must enjoy working with the senior population

HOW TO APPLY:

To find the job on brookdalecareers.com use the "Search By Keyword" function to find job number 025131 or apply via the following link:

<http://career.staffingsoft.com/careers/careers.aspx?x=013&d=1&j=82313>

Please note, on the job information page click on the "Apply to this Job" button. A Profile login and password is required.

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## **Addiction Counselor**

The Salvation Army - Metropolitan Division

Provides direct service to clients within clinic policies and programs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Walk-in or referred clients are evaluated; Recommendations are made to the Review Board based on evaluations. Responsibility is assumed for didactic presentation to patient-groups regarding alcohol, alcoholism/drug addiction and different aspects of this problem; other therapeutic group activities are ran as well. Counseling of assigned clients individually and/or in-group is provided using proven techniques and skills. Treatment plans are developed for all assigned clients. Progress of each case and group activity is reported to supervisor. Staff meetings and clinic projects are attended. Presentations of client's issues are given in the Review Board and notes are taken on assigned day. Records are kept, statistics reported and Utilization Review/Quality Assurance related tasks are performed. All other duties as assigned.

### **EDUCATION/EXPERIENCE**

Bachelor's Degree with a CADC certification or Masters in Social Work required. Two years' paid experience in counseling alcoholic/drug addicted clients.

### **COMPETENCIES**

**AFFECTIVE:** A commitment to the mission of The Salvation Army and an appreciation of faith based service organizations.

**BEHAVIORAL:** An interpersonal style that is service oriented as well as anticipates and responds to the needs of clients. A flexible style that also displays a willingness to learn. Able to work as a team member as well as independently. An excellent attention to detail, procedures, processes and policies. A communication and management style that exhibits the principals and values of the Army as well as fosters team relationships and effectively communicates information. A demonstrated ability to manage projects, priorities and programs in a constantly changing environment.

**COGNITIVE:** Must be able to provide individual counseling group counseling to clients as well as assessment. Ability to work cooperatively with supervisor, other clinical staff and support staff. Must have a strong sense of integrity and be able to work with confidential material. A "hands-on" knowledge of how to effectively work with diversity in the workplace. Well organized, attentive to time management and able to establish a separation of work and personal boundaries.

Part time position send resume to [tanisha\\_taylor@usc.salvationarmy.org](mailto:tanisha_taylor@usc.salvationarmy.org)

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### **Food Service Team Member**

Store Hourly Jobs

Date: 10/25/2014

Location: Chicago, IL

Job Number: 4112064

Description: Deliver a fast, fun and friendly Food Service experience. |Prepare a fresh, quality product every day. |Follow Food Safety standards and maintain a clean dining area. |Offer guests great-looking food presentation. |

Requirements: Maximize sales by producing the right menu items at the right time. |Partner with Food Team members to keep menu items stocked. |Rotate menu items as necessary for maximum freshness. |Read and follow directions on labels, menus and recipes |Cross train and work in other areas of store as needed. |Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. |Competitive pay. | Flexible scheduling.

Apply online at <http://jobs.target.com/us/united-states/store-hourly/jobid6367024-food-service-team-member?apstr=26src%3DJB-10182>

### **Food Service Worker**

Location: Chicago, IL

Benefits: Medical, Dental, employer paid Life/LTD/ADD, generous 401k employer match, PTO

Employment Type: Full Time

Description: Make a difference! Join a reputable, first rate child welfare agency serving at-risk youth and their families through residential treatment, education, foster care and older adolescent programs. Food Service Worker reports to Food Service Supervisor. Assists supervisor in all aspects of food service program for Lawrence Hall Youth Services including prep work, cooking, bending, stooping, lifting and carrying supplies.

#### **QUALIFICATIONS:**

Must be 21 years of age

High school diploma or equivalent

At least one (1) year experience in food service functions

Current Food Service Sanitation (state and city) certification

Equal Opportunity Employer M/F/D/V

NO PHONE CALLS PLEASE!!

Apply online at <http://lawrencehall.iapplicants.com/ViewJob-399821.html>

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**Job Title: Food Service Team Member FT - Mariano's**

**Qualifications/Requirements:**

Our store presents shoppers with a delicious assortment of prepared foods to take home or eat in-store from authentic gelato and stone-fired pizza to fried chicken meals and Panini sandwiches.

Food Service Team Members will have experience preparing and serving coffee, gelato, deep fried desserts, pizza, hot and cold sandwiches, rotisserie and fried chicken, and/or grilled meats.

You would have a working knowledge of equipment, and safety and sanitation regulations.

You will also have the ability to maintain clean and sanitized work stations, actively engage customers through your friendly and hospitable demeanor and create an exciting and inviting selling environment.

**External**

**Job Description:**

Our store presents shoppers with a delicious assortment of prepared foods to take home or eat in-store from authentic gelato and stone-fired pizza to fried chicken meals and Panini sandwiches.

Food Service Team Members will have experience preparing and serving coffee, gelato, deep fried desserts, pizza, hot and cold sandwiches, rotisserie and fried chicken, and/or grilled meats.

You would have a working knowledge of equipment, and safety and sanitation regulations.

You will also have the ability to maintain clean and sanitized work stations, actively engage customers through your friendly and hospitable demeanor and create an exciting and inviting selling environment.

Apply online at

<https://www1.apply2jobs.com/Roundys/HVExt/index.cfm?fuseaction=mHvexternal.showPositionDetails&PID=971&sid=88>

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### **ADMINISTRATIVE SECRETARY**

Facility: Loyola University Medical Center  
Location: MAYWOOD, IL  
Department OBSTETRICS & GYNECOLOGY  
Schedule: Full Time  
Shift: Days  
Hours: 8:30-5:00

#### Job Details:

High School Diploma/GED

**Position Summary:** Perform varied secretarial duties to relieve supervisor of clerical and routine administrative responsibilities and to maintain an efficient and effective office operation. Sets priorities with direction from supervisor. Typically supports a director, administrative director or associate/assistant vice president OR has a dual role supporting a department plus a specific administrator. **Position Requirements:** Minimum Education: Required: High School Diploma plus training acquired through work experience or education Preferred: Administrative or technical background acquired through completion of 2 - 3 years of college Minimum Experience: Required: 3-5 years of previous job-related experience Preferred: 6-10 years of previous job-related experience

**Position Responsibilities:** ADMINISTRATIVE SUPPORT - Answers and screens phone calls, takes messages and makes appropriate referrals. COMMUNICATION - Composes effective correspondence, announcements, training materials, narrative summaries and reports, proposals and recommendations and other written materials. AD HOC PROJECTS & EVENT PLANNING - Completes various projects as needed or as directed by administrator by proficiently researching and gathering information from internal, external and internet sources. RECORD KEEPING - Creates and maintains accurate filing system and records of departmental activities/projects. TRAINING/MENTORING - Acts as a mentor and trainer to junior level support staff. BUDGET, INVENTORIES & EQUIPMENT - Ensures department expenses are charged appropriately. MISC DUTIES - Assists director with miscellaneous support tasks such as ensuring division call calendar is created and distributed to all clinic contacts, communicating calendar adjustments to appropriate clinical contacts, completing letters to referring physicians, and copying letters to the EMR.

Apply online at

[https://www.healthcaresource.com/thregion4/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=999419&source=Indeed.com](https://www.healthcaresource.com/thregion4/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=999419&source=Indeed.com)

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**Title: Assistant Cook**

Location: Smith Village  
2320 West 113th Place  
Chicago, IL 60643

Requirements: Restaurant or food service experience a plus.  
Candidate must be a team player, have appositve outlook and excellent problem solving skills. Excellent attendance. Maintains a neat, professional appearance.

Job Description: Assists with preparation of food in accordance with standardized recipes and therapeutic diets as well as distribution, storage and sanitation. Follows established safety, security and sanitation precautions. Maintains production and temperature records accurately and consistently. Assists with daily scheduled cleaning duties as required.

Apply online at [http://www.smithseniorliving.org/job-listings.cfm?jid=561&utm\\_source=Indeed&utm\\_medium=organic&utm\\_campaign=Indeed](http://www.smithseniorliving.org/job-listings.cfm?jid=561&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed)

**Thursday Bartender**

Mad River Bar and Grille  
2909 N Sheffield Ave., Chicago, IL  
Lakeview, Lincoln Park  
Job ID: 8807527  
Job Type: Part Time  
Shift Type: Night  
Experience: No Experience  
No walkins or phone calls will be considered. Please apply online

Job Description: We are currently looking for bartenders to work our Thursday nights for us. We need hungry staff who love to make money. Ideal candidate loves to work and has a strong social network to bring out friends. There will be opportunities to work weekend shifts as well for the right candidate. We have amazing drink specials as well as Live Band Karaoke every Thursday. Looking to interview and hire ASAP

**Requirements & Skills:**

Must be 21+  
Available on Thursday nights

Apply online at <http://www.shiftgig.com/job/chicago/il/bartender-job-openings-at-mad-river-bar-and-grille-8807527>

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### **Del Frisco's Double Eagle Steak House**

58 E Oak St Chicago, IL  
Near North Side, Gold Coast

Job ID: 8807225

Job Type: Full Time

Shift Type: Morning, Night

Compensation: N/A

Experience: 1-3 Years

No walkins or phone calls will be considered. Please apply online

Largest and most upscale Steakhouse in Chicago!

#### Job Description

Looking for individuals who want to work in an exciting and fast paced environment while providing great hospitality and service in Chicago's largest and most upscale steakhouse, located in the exclusive Gold Coast. Please respond via email or apply on our website at [www.delfriscos.com](http://www.delfriscos.com)

#### **Time to deliver!**

Vines on Clark

3554 N Clark St Chicago, IL

Wrigleyville, Lakeview

Job ID: 8806551

Job Type: Part Time

Shift Type: Afternoon, Night

Compensation: \$8.25/hr + tips

Experience: 1-3 Years

References: Preferred

No walkins or phone calls will be considered. Please apply online

#### Job Description

Vines on Clark is looking for a part time delivery driver for the winter! The hours will be Monday 6p-10p, Thursday & Friday 6p-10p, and Saturday & Sunday 12pm-10pm.

#### Requirements & Skills

Must have valid driver's license and car insurance

Apply online at <http://www.shiftgig.com/job/chicago/il/delivery-job-openings-at-vines-clark-8806551>

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**Now Hiring - Bus Person/Runner/Packer**

Lao Sze Chuan on Magnificent Mile  
520 North Michigan Avenue, Chicago, IL  
Streeterville

Job ID: 8807061

Job Type: Full Time

Shift Type: Morning, Afternoon, Night

Compensation: N/A

Experience: < 1 Year

References: Preferred

No walkins or phone calls will be considered. Please apply online

**Job Description**

We are excited to open the flagship Lao Sze Chuan on the Magnificent Mile. We are looking for exceptional individuals who would like to be part of an energetic, fun restaurant environment.

Lao Sze Chuan is an authentic Chinese restaurant that has been expanding throughout Chicago and beyond. As the largest brand of the Tony Gourmet Group, Lao Sze Chuan has established it's genuine cuisine to local and international patrons.

Now interviewing for the following position:  
Busser/Runner/Packer - Full Time/Part Time

Applicants must:

Have a strong positive attitude and be self-motivated

Be detail and service oriented

Be able to work all shifts needed/available weekends

Maintain a professional appearance

Interviews are by appointment only.

Requirements & Skills:

Able to work some nights and some weekends, able to lift at least 25 pounds.

Apply online at <http://www.shiftgig.com/job/chicago/il/bus-person-job-openings-at-lao-sze-chuan-magnificent-mile-8807061>

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### **Breakfast Attendant**

Location: Holiday Inn Countryside Conference Center

Job Code: 416

# of Openings: 1

Description: A position in one of Ultima Hospitality's hotels can be a fun and rewarding career! Ultima Hospitality is rooted in a core set of values; these values are evident in all that we do. As an associate on our team, our expectation is that you demonstrate these core values throughout your day and use them as a guide in your decision making process.

Integrity: adherence to moral and ethical principles; soundness of moral character and honesty in all that you do

Accountability: being accountable, liable, or answerable for personal actions & decisions

Performance: completion of tasks with the highest level of achievement

Passion: powerful or compelling emotion or feeling toward what you do that exudes in your daily work, dedication

### Breakfast Attendant

The Breakfast Attendant role is an extremely important role within the hotel. This role requires someone not afraid of working early morning hours. This position cooks basic breakfast items (eggs, toast, etc.), helps to serve guests breakfast, keeps the breakfast area stocked and clean and sets up and tears down the breakfast area each day. This role requires someone with superior customer service skills and the ability to make conversation with hotel guests, enhancing their overall stay at the hotel. This is a part-time position that just works the breakfast period.

### Qualifications

Superior Communication Skills; Basic cooking skills/knowledge

Professional, Warm Demeanor

Demonstrated ability to multi-task, manage time and work well under pressure

High School Diploma (or equivalent education/experience)

Ability to stand for long periods of time

Ability to lift, pull and bend continuously throughout a shift

Previous hotel experience helpful, but not required

Hospitality is a 24/7 industry therefore, candidates should be able to work weekends and holidays as needed.

EOE - M/F/D/V/SO

Apply online at

<http://ch.tbe.taleo.net/CH02/ats/careers/requisition.jsp?org=ULTIMAHOSPITALITY&cw=1&rid=648&source=Indeed.com>

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**Job Title: Staff Assistant**

Job Code: 4872382

Location: Chicago, IL

Hines is a privately owned real estate firm involved in real estate investment, development and property management worldwide.

Hines is one of the largest real estate organizations in the world.

Hines seeks a Staff Assistant to perform a variety of clerical and administrative duties.

Responsibilities include, but are not limited to:  
greet visitors; process mail; answer phones; general correspondence; filing; schedule appointments; order office supplies; fax and copy documents.

Minimum Requirements include:

- High school diploma or equivalent from an accredited institution
- Two or more years clerical or administrative experience in a professional office environment
- Intermediate knowledge of Microsoft Office

Bring your experience and drive to Hines and build a career with a global firm that has provided superior quality, service and value to its clients and investors for more than 50 years.

We offer a competitive salary and provide our employees with a variety of outstanding benefits, programs and services. If you are looking for a career with a leader in the real estate industry and meet the above requirements, please apply online below.

No calls or e-mails from third parties at this time, please.

Hines' success depends on our ability to fully capitalize on the knowledge, skills and experience of all of our employees.

We are an equal opportunity employer and support workforce diversity.

Apply online at

[http://hines.hodesiq.com/job\\_detail.asp?JobID=4872382&User\\_ID=&emid=3640](http://hines.hodesiq.com/job_detail.asp?JobID=4872382&User_ID=&emid=3640)

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## School Security

Position Objective: Maintain a safe environment for children, visitors and employees and to safeguard the property against theft, fire and vandalism.

### Responsibilities:

Patrol the premises to prevent and detect signs of intrusion and ensure security of doors, windows and gates. Answer alarms and investigate disturbances. Monitor and authorize entrance and departure of children and parents, employees, visitors, and other persons to guard against theft. Monitor and direct traffic for drop-off and pick-up times ensuring the efficient movement of cars so that children can enter and depart the building efficiently. Report irregularities, such as equipment or property damage, including security systems, tampering or theft, presence of unauthorized persons, or unusual occurrences. Monitor controls that regulate building systems, such as air conditioning, furnace, or boiler and report problems to maintenance.

Call police or fire department in cases of emergency. Warn persons of rule infractions or violations, and apprehend or evict violators from premises. Prevent passage of prohibited articles into restricted areas. Assist maintenance staff with tasks such as table and chair set up and break down, delivering packages or boxes, moving furniture etc. Answer telephone calls during non-business hours or when switchboard is closed. Take messages, answer questions, and provide information. Escort staff to their vehicles when requested.

### Qualifications:

Professional appearance. Prior security or military experience preferred. Excellent communications skills a must. Must be able to see, hear, speak and write clearly in order to communicate with children and parents, employees, and visitors. Must be able to climb stairs, push, pull, carry, lift up to 50lbs, twist, turn, bend, stand and walk for long periods of time.

Education: High School Diploma or GED required.

Submit cover letter and resume to:

Craig Maki, Chief Operating Officer  
[Cmaki@christopherhouse.org](mailto:Cmaki@christopherhouse.org)

Christopher House is an Equal Opportunity Employer.

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## **Transport Driver-1404037**

Company: Dr. Pepper

### Description

The Transport Driver is responsible for providing unfailing support to Sales and Operations by assuring that the Distribution Centers always have the merchandise to support the Company's ability to meet or exceed our customers' needs.

Shift and Schedule : Full Time Permanent Position

Monday-Friday (flexibility to work overtime is required)

Start Time will fall between 2:00 pm & 6:00 pm (will know schedule in advance)

Pay Rate: Starting Rate is \$20.45/hr, plus Shift Differential

Route: Between Northlake, Harvey, Rockford and Alsip, IL Warehouses

### Position Responsibilities

Perform routine vehicle inspection and operates vehicle in a safe and efficient manner.

Notify Route Manager of any mechanical problems or issues that occur on vendors, or any changes in account status (i.e. new ownership, account closed, etc).

Operate bulk vehicle in the delivery of full Dr Pepper Snapple Group brands and picks up empty product transport containers or pallets in assigned warehouses.

Exhibit thorough communication with the dispatch team and Transport manager.

### Qualifications

High school diploma or general equivalency diploma (GED); 21 years of age or older  
2 years delivery and face to face customer interaction experience

Valid Commercial Driver's License (CDL A) and driver's license

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. Equal Opportunity Employer. M/F/D/V

Job: Operations

Primary Location: United States-Illinois-Northlake

Organization: Supply Chain

Schedule: Full-time

Apply online at

<https://dpsg.taleo.net/careersection/2/jobdetail.ftl?job=1404037&src=JB-10200>

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## **Vehicle Return Associate in Chicago Illinois United States**

Then, Avis Budget Group is the place for you!

In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

To begin, you'll need the following: High school diploma or equivalent At least 1 year of prior Customer Service experience Good communication skills Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must! Willingness to learn and help others Motivation and dependability

Compensation & Benefits: \* We provide you: \* Competitive pay \* Medical, Dental, Vision & 401K \* Full training to learn the business and enhance your professional skills \* Paid vacations, car rental discounts & much more!

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Avis Budget Car Rental, LLC or any of its employing companies or brands, including Avis, Budget, Budget Truck or AB Car Rental Services.

Job Title: Vehicle Return Associate

Requisition Number: 231965

City: Chicago

State: IL

Country: US

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-return-associate/2B421841F8184B3AA8504A1E5676018B/job/>

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## **Seasonal Sales and Stock Associates (124-296)**

The Land of Nod - Chicago, IL

The Land of "what" you ask? The Land of Nod. You've probably already met our parents, Crate & Barrel, but now it's time to take a seat with us at the kids table. Founded in 1996, The Land of Nod is a leading children's retailer, specializing in furniture, bedding, home décor, and toys for kids - and people who used to be kids. We pride ourselves in offering a unique but classic take on children's products as well as amazing customer service and an inspiring in-store experience.

The Land of Nod is looking for seasonal sales and back of house associates for our North and Clybourn store located in Chicago, IL. Ideal candidates would work 15-30 hours a week and have night and weekend availability.

### Job Description:

Seasonal Sales and Stock associates are responsible for ensuring a positive customer experience by developing strong product knowledge and selling skills. Ideal candidates have strong inter-personal skills and are friendly and energetic. Associates are expected to be able to multi-task and work well in a team environment.

Associates will need to be able to accurately process POS transactions, maintain a clean and organized sales floor, work a flexible schedule, stand for extended periods of time and safely lift boxes up to 40lbs.

### Perks:

30% discount at Land of Nod, Crate & Barrel and CB2

Excellent Starting hourly rate

The chance to work in a fun, creative and engaging environment.

For more information about the company, find us on Instagram or Twitter @thelandofnod. Or, stop by the store to see us in person!

### Experience

1 to 2 years prior retail experience or customer service experienced

### Apply online at:

[http://landofnod-openhire.silkroad.com/epostings/submit.cfm?fuseaction=app.dspjob&jobid=124&company\\_id=16296&jobboardid=1112](http://landofnod-openhire.silkroad.com/epostings/submit.cfm?fuseaction=app.dspjob&jobid=124&company_id=16296&jobboardid=1112)

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## **College Administrative Assistant I - Health Sciences - MAL0000418**

### Duties and Responsibilities

College Administrative Assistant I, under general supervision, performs administrative, personnel and or fiscal services in a college administrative unit; and performs related duties as required. Performs and oversees the performance of the personnel functions for the college administration. Performs calculations and compiles pertinent data required for budgetary and fiscal reports; assists in the preparation of budgets and the allocation of program funds. Maintains a liaison between administration, faculty and students. Composes correspondence and assists in the formulation of personnel practices and procedures. Reviews material, supply and equipment requisitions and prepares expense vouchers. Conducts studies to improve the efficiency of the operations within an organizational unit. May assist in the interview process of applicants for clerical staff positions. Adheres to CCC Customer Service Excellence standards. Performs related duties as required.

### Qualifications

Graduation from high school or the equivalent is required; two years of college supplemented by at least two years of progressively responsible clerical and administrative experience; or an equivalent combination of training or experience. Considerable knowledge of the principles and practices of public and business administration. Considerable knowledge of department practices and procedures. Good knowledge of general office computer software. Ability to work and interact with the general public and college personnel. Ability to plan, assign and supervise administrative and clerical tasks. Good organizational skills. Good verbal and written communication skills.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer. Thank you for your interest in CCC!

Job: Administrative Assistants  
Primary Location: Malcolm X College  
Employee Type: Full Time | Regular  
Union Code: 1708Unit1  
Job Posting: Oct 22, 2014, 5:18:29 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl?job=60960>

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