



### **Storm Restoration Representative**

Cornerstone Exteriors - Schaumburg, IL  
Position: Storm Restoration Representative  
Full & Part Time Entry-Level Positions  
Sales & customer service  
Areas: NW Suburbs / Schaumburg

**Job Description:** Cornerstone Exteriors is currently looking to add 2-3 individuals to our team of storm restoration representatives to assist in handling the influx of insurance claims due to storm damage such as hail and wind that has recently been affecting the metropolitan area. Our company's revenue tripled from 2014 to 2015, growing to over \$5 million worth of restoration projects and insurance claim related construction, and we are expecting to continue to grow up to \$10 million for 2015 to become one of the area's fastest growing restoration companies. To handle the additional jobs our company anticipates, we need 2-3 driven, energetic, independent individuals to join our team and assist homeowners with their insurance claims, estimates and storm damage inspections.

No experience? No problem. Cornerstone Exteriors delivers the best storm restoration training program in the nation, developing fully capable, proficient representatives within 5 days. Individuals we hire receive training on the basic construction, insurance and storm damage knowledge they need in order to represent and assist homeowners through their claims, so prior experience is not necessary.

#### **Compensation & Benefits:**

Guaranteed base pay plus commission structure  
\$50 per qualified inspection (average inspection takes 45-60 minutes)  
Commissions paid on all completed claims (average of \$300-\$500 per job)  
Monthly and annual bonuses for performance

#### **Qualifications:**

Must be comfortable dealing face to face with customers  
Must have reliable transportation  
Independent nature, self-discipline, and good time management  
Sales experience is a plus, but not a necessity  
Must have a smart phone with internet

**Responsibilities & duties of the position:** Surveying storm damaged homes

Apply online at <http://www.indeed.com/cmp/Cornerstone-Exteriors/jobs/Storm-Restoration-Representative-70436c9b783fa61f?q=construction>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
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**Delivery Driver - UPS**

Employer Name: UPS  
Location: Chicago, IL  
Job Code: 539

Position Description

UPS is hiring seasonal full-time Package Delivery Drivers for the upcoming Holiday Season.

Position Description

This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

Position Requirements

Package delivery drivers must have excellent customer contact and driving skills, including the ability to operate a vehicle equipped with a standard (manual) transmission.

Candidates must be a minimum of 21 years of age.

No DUI/DWI, moving violations, accidents, suspensions, or revocations of any kind in the past 12 months. Additionally, no more than a combination of three moving violations or chargeable accidents in the past three years including DUI/DWI.

Candidates must pass a UPS driver training class.

Package delivery drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform.

A DOT physical exam is required at the end of the UPS interview process.

Location & Hours

UPS has convenient locations all across the Chicagoland area.

Full-time UPS employees work eight or more hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Apply online at

<https://chk.tbe.taleo.net/chk05/ats/careers/requisition.jsp?org=CCT&cws=48&rid=539&source=Indeed>

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### **P/T Aviation Agents at Midway Airport**

SECURITY - Chicago, IL Location: Midway International Airport

Status: Part Time, weekday & weekend availability is a must Starting Wage: \$10.00/hr

MINIMUM QUALIFICATIONS: Legally eligible to work in the United States; High School Diploma or G.E.D.; Must be able to pass a 10 year verifiable background check, including criminal, employment, education, and personal references; Must possess valid State issued Driver's License OR a valid State Issued I.D. card; Must be able to pass a Threat Assessment as administered by the Transportation Security Administration; Must be able to pass a Security Background Check as administered by U.S. Customs and Border Patrol; Must be able to pass a Security Background Check and Training as administered by the Chicago Department of Aviation; Must be able to pass all initial training classes and exams.

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

Ability to follow directions as instructed by supervisors or managers; Ability to communicate effectively in English in written, oral, or diagrammatic form; Ability to be an effective team member; Ability to maintain professional composure when dealing with unusual circumstances; Ability to adapt to changes in the external environment and organization; Ability to write logs and reports on a regular basis; Ability to provide high quality customer service; Good interpersonal skills, with the ability to interact effectively at various social levels and across diverse cultures; Ability to maintain composure in dealing with authorities, executives, clients, staff and the public, occasionally under conditions of urgency and in pressure situations;

#### **WORKING CONDITIONS (Physical/Mental Demands):**

With or without reasonable accommodation, requires the physical and mental capacity to perform effectively all essential functions. In addition to other demands, the demands of the job include: May be exposed to stressful situations, such as challenging individuals who are in or approaching an unauthorized area; May be required to work overtime with or without advanced notice; Frequent standing and walking, which may be required for long periods of time; Frequent lifting and/or moving up to 50 pounds; May be required to use vehicle in the performance of duties; Depending upon assignment may be exposed to inclement weather or be required to work in environments or under conditions that require the use of protective gear and devices and/or awareness of personal safety and safety of others; May be exposed to or required to handle sensitive and confidential information.

Required education: High school or equivalent

Apply online at <http://www.indeed.com/cmp/SECURITY/jobs/P-T-Aviation-Agent-At-Midway-Airport-f8d90e1b9f55f04e?q=construction>

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**Job Title: Financial Institutions Examiner III**

Agency: Financial & Professional Regulation  
Closing Date/Time: Wed. 11/04/15 5:00 PM Central Time  
Salary: \$5,441.00 - \$8,318.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: DFPR 11371

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, performs complex technical functions in conducting exams or financial audits of title insurance companies and title insurance agents regulated by the Title Insurance Division. Performs review, analysis and evaluations of completed exams reports.

Minimum Requirements: Must possess a Bachelors Degree or the equivalent. Must also have at least 6 years of experience auditing a financial institution or the equivalent. Must have complete and thorough knowledge of State and Federal Regulations relating to licensees regulated by the Title Insurance Division. Requires familiarity with general accepted accounting principals (GAAAP) and auditing standards, statutory accounting and financial statements, Illinois and Federal statutes including the Real Estate Settlement Procedures Act (RESPA) and Regulations.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.  
Work Location: Illinois Department of Financial & Professional Regulation  
Financial Institutions, 100 West Randolph 9th Floor, Chicago, IL Cook County  
Agency Contact: A & R Shared Services Center  
101 West Jefferson St. WIB Mail Code 5-110, Springfield, IL 62702  
217-558-0987 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).

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**Job Title: Human Services Casework Manager**

Agency: Human Services

Closing Date/Time: Fri. 11/06/15 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

\$58,476.00 - \$88,704.00 annually

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-92-93617

**Minimum Requirements:**

Requires skill, knowledge and mental development equivalent to completion of four years college with courses in social science or business. Requires two years professional supervisory experience in a public welfare agency or three years of professional experience in welfare teaching, public health or other public services or completion of an agency-sponsored management intern program. Requires extensive knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
DuPage County, 146 W Roosevelt, Villa Park, IL 60181

Bidding Contact: Lisa Horsley  
100 South Grand Ave East, Springfield, IL 62762  
Phone: 217-557-0347  
Fax: 217-524-2116  
[DHS.hiringunit@illinois.gov](mailto:DHS.hiringunit@illinois.gov)

**How to Apply:**

Bid Forms and Applications can be mailed to the address above, faxed to 217-524-2116, or scanned to [DHS.HiringUnit@illinois.gov](mailto:DHS.HiringUnit@illinois.gov).

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: Human Services Casework Manager - Opt SS**

Agency: Human Services  
Closing Date/Time: Fri. 11/06/15 5:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
\$58,476.00 - \$88,704.00 annually  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 10-92-93561

**Minimum Requirements:**

Requires skill, knowledge and mental development equivalent to completion of four years college with courses in social science or business. Requires two years professional supervisory experience in a public welfare agency or three years of professional experience in welfare teaching, public health or other public services or completion of an agency-sponsored management intern program. Requires extensive knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois. Requires ability to speak, read and write Spanish at the colloquial skill level.

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

Kane/Elgin FCRC, 700 S State St., Elgin, IL 60123

Bidding Contact: Lisa Horsley

100 South Grand Ave East, Springfield, IL 62762

Phone: 217-557-0347 Fax: 217-524-2116

[DHS.hiringunit@illinois.gov](mailto:DHS.hiringunit@illinois.gov)

**How to Apply:**

Bid Forms and Applications can be mailed to the address above, faxed to 217-524-2116, or scanned to [DHS.HiringUnit@illinois.gov](mailto:DHS.HiringUnit@illinois.gov).

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 SS - Spanish Speaking

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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

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

**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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## Cashier

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Complete ticket purchase transactions by:

Greeting each guest and identifying tickets requested

Reading a computer screen, operating a keyboard or dispensing manual tickets

Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change

Thanking the guest

Ensure the security of all box office cash and tickets

Keep box office clean and well organized and update box office signage

Distribute and understand how to operate assisted moviegoing equipment

Enforce ratings to keep underage guests from accessing auditoriums with adult content

Perform daily box office maintenance duties and complete various reports as needed

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a cashier at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Ability to communicate and work effectively with guests in high-volume setting

Good verbal communication skills as well as math and cash handling skills

Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/cashier>

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### **Concessionist**

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items
- Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change
- Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock
- Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms
- Perform daily concession maintenance duties
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a concessionist at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Capability to communicate and work effectively with guests in a high-volume setting
- Good verbal communication skills as well as math and cash-handling skills
- Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/concessionist>

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## **Building Inspector**

City of Naperville - Naperville, IL

Closing Date: When Filled

Salary: \$23.32/hr. - \$29.45/hr., commensurate with relevant experience

Job Type: Full-Time

Location: Naperville Municipal Center, 400 S Eagle St, Naperville, Illinois

Department: Transportation, Engineering and Development

**Job Description:** The City of Naperville is currently seeking a Building Inspector for the Transportation, Engineering & Development (T.E.D.) Business Group. Principle responsibilities will include performing a variety of building inspections for commercial and residential projects in order to ensure compliance with the City's adopted codes and supplements, with a strong focus on electrical inspections.

### **Qualifications:**

Minimum requirements include a high school diploma (or equivalent) plus a minimum of five years' experience in the building trades or experience performing inspections. You must be a licensed electrician or hold electrical certifications from the International Code Council (ICC). Other building certifications through the ICC, or other professional organizations is preferred. A valid State of Illinois Class D Driver's License is required. Preferred candidates will have a capacity for effective teamwork and the ability to clearly communicate technical information to both residents and contractors.

### **Additional Information:**

The City of Naperville, Illinois is a dynamic community of 146,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories. In return for your "great service all the time," we'll provide you with a dynamic & collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

**Required experience:** Building Trades or Performing Inspections: 5 years

**APPLY ON-LINE AT:**

<http://www.naperville.il.us/careerapps> html OR [www.governmentjobs.com](http://www.governmentjobs.com)

**THE CITY OF NAPERVILLE IS AN E. O. E.**

The City of Naperville complies with the Americans with Disabilities Act (ADA).

Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.

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**Equipment Operator/**

Location: Chicago, IL Date Posted: 10-18-2015

Our primary purpose is to provide our diverse portfolio of clients with actionable insight and exceptional service but our mission extends beyond what we do to how we do it.

Eurasia Group is committed to the highest ethical standards in our research projects the management of relationships with our clients the protection of client confidentiality and in all interactions among our employees.

We seek to maintain absolute political and corporate independence to promote transparency in our work and to offer a product that is free of bias. Our creative processes are driven by expertise not corporate rank.

By helping our clients make well informed commercial and investment decisions we seek to promote a more refined understanding of the impact of politics on markets a public good we are proud to provide.

This position must be able to safely operate track hoe & various equipment read plans and establish grades & elevations and trades work also involved. Valid drivers license and drug screening. Competitive pay and benefits.

In addition we are committed to provide substantial professional development opportunities and to build and maintain a culture that honors and rewards initiative and innovation. We encourage all employees to develop new and better ways of providing value for our clients.

The firms leadership will work at all times to maintain a sensible balance between the needs of the individual and those of the firm and to ensure that all employees treat our work and one another with respect. We will grow and protect the Eurasia Group brand.

We will do our utmost to ensure that all employees work in an environment that is as creative and fun as it is challenging and we will create both a product and a team we can be proud of.

Apply online at

<https://kieffertechnology.catsone.com/careers/index.php?m=portal&a=details&jobOrderID=6286698&ref=indeed>

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FT Cocktail Server - Waldorf Astoria Chicago

Work Locations: Illinois-Chicago

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

Company Name: Waldorf Astoria™ Hotels & Resorts

A Food Server with Waldorf Astoria Hotels and Resorts is responsible for serving food and/or beverages to guests in the hotels continuing effort to deliver outstanding guest service and financial profitability.

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

What began with the worlds most iconic hotel is now the worlds most iconic portfolio of hotels. In exceptional destinations around the globe, Waldorf Astoria Hotels & Resorts reflect the culture and history of their extraordinary locations, as well as the rich legacy of Waldorf Astoria. Simply stated, Waldorf Astoria embodies timeless elegance.

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 Food Server, you would be responsible for serving food and/or beverages to guests 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:

Respond to guest requests in a timely, friendly and efficient manner  
Ensure knowledge of menu and restaurant promotions and specials

Take guest food and/or beverage orders and input orders in appropriate point-of-sale system

Retrieve and deliver food and beverage orders in a timely manner

Ensure guest satisfaction throughout the meal service

Serve alcoholic/non-alcoholic beverages in accordance with federal, state, local and company regulations

Ensure serving station is well-stocked at all times

Apply online at

<http://www.hcareers.com/seeker/search/view?jobAdId=60A1BEF893B69B6F&type=partner&source=indeedorganic>

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## **Dishwasher**

As a Dishwasher, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You maintain clean and sanitary conditions of all cooking utensils, flatware, china, and stemware. In addition, you maintain a clean and safe environment in all back-of-house areas. Easier said than done, right?

Let's break it down into your soon-to-be responsibilities:

Clean and sanitize all cooking utensils, flatware, china, stemware and workstation throughout the shift.

Sweep and mop the stockrooms and walk-in refrigerator nightly.

Maintain dishwashing equipment by following manufactures' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you help run a food and beverage operation like a well-oiled machine?

As a Dishwasher at AMC, you'll need to demonstrate:

Ability to work at a fast pace while standing for long periods of time.

Complete basic food handling training and obtain any local or state mandated certification.

Possess good verbal communication skills.

Ability to follow instructions on safe use of all chemicals/cleaning materials.

Ability to work with minimal supervision.

Ability to, walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If making a difference, receiving great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/dishwasher>

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**Job Title: Office Coordinator - Opt 4**

Agency: Children & Family Services

Closing Date/Time: Wed. 11/04/15 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1515010-155970

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Associate Deputy Director, performs specialized clerical duties, including the production of complex reports which track and provide information on all DCFS wards in psychiatric hospitals, as well as wards with sexual behavior problems and those involved in various other programs within the Office of Social Work Practice and Field Support; distributes reports to a distribution list as identified by management; serves as unit secretary; compiles weekly and monthly reports for Department management, exercising the ability to integrate applications and prepare comprehensive reports, data tables, charts, and graphs; abstracts information and supportive data.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience.

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

Contact Person: Frances Cunningham

Clinical Practice & Professional Development

JRTC, 100 W Randolph 6-100, Chicago, IL 60601

Phone: 312-814-5987 Fax: 312-814-5986

Email: [Frances.Cunningham@illinois.gov](mailto:Frances.Cunningham@illinois.gov)

Shift: M-F 8:30 am – 5:00 pm Days Off: Saturday & Sunday

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 4 - Computer Systems**

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**Job Title: Office Coordinator - Opt 2**

Agency: Workers Compensation Commission  
Closing Date/Time: Thu. 11/05/15 11:59 PM Central Time  
Salary: \$3,027.00 - \$4,223.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 2  
Plan/BU: RC014  
Bid ID#: IWCC-50-15-0023

**Description of Duties/Essential Functions Benefits Supplemental Questions**

This position performs agency-wide technical and complex office support work; inputs a variety of complex legal documents into the Commission's computer system including claims, appearances, motions, court orders, motions and trial call sheets; translates and enters the terms of approved settlement contracts, including medical terminology; supports the work of arbitrators and commissioners.

**Minimum Requirements:** Requires knowledge, skill and mental development equivalent to two years of secretarial/business college, or completion of high school and two years of related office experience. Requires skill in keyboarding. Requires extensive knowledge of office practices, procedures and programs. Requires working knowledge of the logic of computer programs. Requires the ability to follow oral and written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance.

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

Work Hours: Monday through Friday - 8:30 a.m. to 5:00 p.m.

Illinois Worker's Compensation Commission  
100 W Randolph, 8th Floor, Chicago, Illinois 60601

How to Apply: Send Applications to: Illinois workers' Compensation Commission  
HR Department, 100 W. Randolph St., 8th Floor, Chicago, IL 60601

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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Job Title: Paralegal Assistant  
Agency: Guardianship & Advocacy Commission  
Closing Date/Time: Thu. 11/05/15 5:00 PM Central Time  
Salary: \$3,647.00 - \$5,342.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: 1  
Bid ID#: 30860-50-70-211-10-02

**Description of Duties/Essential Functions** Benefits Supplemental Questions  
Under direct supervision of a licensed attorney, writes legal memoranda or other documents for review and approval by licensed legal staff; obtains legal materials for staff; analyzes transcripts of hearings; excerpts pertinent information; has direct legal contact with clients; assumes no independent responsibility for legal validity of work performed; performs special projects and/or prepares statistical reports. Conducts legal research and reviews, reconstructs and prepares legal memoranda, decisions and opinions based on factual evidence presented during hearings under the direct supervision of licensed attorney which do not involve interpretations of matters of law; edits, proofreads, collates and distributes material affecting changes in statutes.

**Minimum Requirements:** Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in such areas as legal, pre-legal, English, statistics or directly related coursework.

**Work Hours & Location/Agency Contact:**  
Chicago General Office, 160 N. LaSalle, Ste. 500, Chicago, IL 6060  
Hours 8:30am - 5pm

Please send bids and applications to: Bobbie Fox, Director of Human Resources  
[bobbie.fox@Illinois.gov](mailto:bobbie.fox@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](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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**Payroll Administrator**

Location: Markham

Office: Revenue Services

Department: Bus Operations

**Job Description:**

Under the direction of the Division Manager, or designate, responsible for accurately and efficiently processing payroll for both union and non-union divisional employees.

Responsibilities include tracking vacations and floating holidays for all employees, maintaining employee files, verifying and adjusting payroll reports, answering employee payroll questions, notifying employees of tax levies and wage deduction orders in addition to calculating the amounts, calculate manual checks, union progressions, etc., acts as liaison for 401K pension questions and changes, serves as petty cash custodian and back up receptionist as needed. Other duties as assigned.

**Qualifications:**

Qualified candidate must possess a High School Diploma with two years office and automated payroll experience, preferably with union contracts.

Proficiency in use of office machines including calculator and computer is required.

Qualified candidate must possess good organizational and communications skills, adaptability, flexibility, and exercise sound, independent judgment while always maintaining confidentiality.

Must have good work and attendance history.

Experience with Microsoft Office and Excel.

Must be willing to work occasional weekends or holidays during the payroll processing week.

Knowledge of Oracle, ADP and ProBusiness is preferred.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=556](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=556)

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**Job Title: Public Aid Eligibility Assistant**

Agency: Human Services

Closing Date/Time: Thu. 11/05/15 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-92-93563

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

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

Kane/Aurora FCRC, 361 Old Indian Trail, Aurora, IL 60506

Bidding Contact: Lisa Horsley

100 South Grand Ave East, Springfield, IL 62762

Phone: 217-557-0347

Fax: 217-524-2116

[DHS.hiringunit@illinois.gov](mailto:DHS.hiringunit@illinois.gov)

**How to Apply:**

Bid Forms and Applications can be mailed to the address above, faxed to 217-524-2116, or scanned to [DHS.HiringUnit@illinois.gov](mailto:DHS.HiringUnit@illinois.gov).

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: Public Service Administrator - Opt 6**

Agency: Children & Family Services  
Closing Date/Time: Wed. 11/04/15 5:00 PM Central Time  
Salary: \$6,141.00 - \$9,472.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC063  
Bid ID#: 1515011-156374

**Minimum Requirements:**

Requires an MSW from a recognized college or university plus three years administrative child welfare experience, including two years of direct clinical experience, or an acceptable master's degree in a human services field from a recognized college or university plus four years administrative child welfare experience, including two years of direct clinical experience; preferably requires certification as an LCSW; requires possession of valid driver license and ability to travel; requires ability to speak and write Spanish at a colloquial skill level.

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

Contact Person: Frances Cunningham

**Clinical Practice & Professional Development**

JRTC, 100 W Randolph 6-100, Chicago, IL 60601

Email: [Frances.cunningham@illinois.gov](mailto:Frances.cunningham@illinois.gov)

Phone: 312-814-5987 Fax: 312-814-5986

Shift: M-F 8:30 am – 5:00 pm

Days Off: Saturday & Sunday

**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 6 - Health & Human Services**

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**Job Title: Staff Development Specialist I**

Agency: Human Services  
Closing Date/Time: Thu. 11/05/15 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
\$52,524.00 - \$78,972.00 annually  
Job Type: Full-Time  
Location: DeKalb County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 10-92-93609

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tools), educational methods, psychology of individuals, organizational group behavior, labor relations or equivalents. Requires two years of professional experience in education or a related field. Requires ability to travel.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
DeKalb County, 1629 Afton Rd., Sycamore, IL 60178

**Bidding Contact:**

Lisa Horsley  
100 South Grand Ave East  
Springfield, IL 62762  
Phone: 217-557-0347  
Fax: 217-524-2116  
[DHS.hiringunit@illinois.gov](mailto:DHS.hiringunit@illinois.gov)

**How to Apply:**

Bid Forms and Applications can be mailed to the address above, faxed to 217-524-2116, or scanned to [DHS.HiringUnit@illinois.gov](mailto:DHS.HiringUnit@illinois.gov)

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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