



**Job Title Warehouse Staff**

Posted 11/09/2015

Category Arenas

Location United Center

1901 West Madison Street

Chicago, IL 60612

<http://www.unitedcenter.com/>

**Description**

The Levy family culture has nurtured our incredible growth from a single delicatessen in Chicago, to an industry-leading, food organization over 30 years later.

Today, we create great dining experiences at restaurants throughout the country and many of the highest profile sporting and entertainment venues in the world.

We're proud that thousands of guests have savored our food at some of the most celebrated gatherings in our nation: the Super Bowl, NBA and NHL All-Star Games and the Grammy Awards.

Always accepting applications for Warehouse Staff opportunities

No one else in this business thinks quite like we do. By seamlessly blending our sense of family, genuine passion and unique mindset as restaurateurs, we continue to set ourselves apart for our guests and from our competitors, and create an amazing home for all of our hardworking, fun-spirited team members countrywide. The reason we have so many amazing people is best summed up by founder Larry Levy, "If you find a job you enjoy, you'll never work another day in your life."

We are an Equal Opportunity Employer that considers applicants without regard to race, sex, religion, national origin, disability or protected veteran status

**Requirements**

Please apply online today. Qualified candidates will be contacted for an interview.

We are an Equal Opportunity Employer that considers applicants without regard to race, sex, religion, national origin, disability or protected veteran status.

Apply online at <http://workatlevy.com/job-detail/111775/2015-11-09?referral=Indeed>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Property Accountant**

Date Posted: 11/10/2015

Community Name: Corporate Office

City: Chicago State: IL Category: Corporate

Essential Functions: Maintain cash activity on a daily basis for all disbursement and operating accounts in excel checkbooks for all properties assigned. Process monthly ACH for accounts receivable and wire transfers for mortgages and other outside payments as necessary for all properties assigned. Close accounts receivable monthly for all properties assigned. Communicate with ED/BOM as necessary to complete month end close as per the closing schedule. Monthly preparation of bank reconciliations for all accounts for all properties assigned. Journal entry preparation and input for all properties assigned. Monthly preparation of balance sheet reconciliations on all open balance sheet accounts with backup for all amounts for all properties assigned. Monthly preparation of PDF financial file for all properties assigned. Monthly preparation of EXCEL financial file for all properties assigned. Maintain monthly financial folders for all properties assigned. Preparation and filing of Sales Tax Returns, Personal Property Tax Returns and other governmental reporting as necessary for all properties assigned. Assist in establishing and implementing written policies and procedures that reflect financial goals and objectives of the facilities as they relate to month end close. Ensure all established accounting policies and procedures are followed as they pertain to accounts payable and month end close. Analyze monthly financial statements and provide such information to the Accounting Manager as requested. Ensure that adequate financial reports are submitted to authorized government agencies, investors and others as directed. Maintain the confidentiality of all pertinent information to ensure the properties rights are protected. Prepare and assist in audit preparation and accumulation of data as directed. Assist in budget preparation as directed. Maintain confidentiality of all pertinent information. Possesses strong organizational skills and ability to multi-task and meet deadlines Interacts professionally and effectively with all levels of the organization, residents, family members, etc. Performs other duties as assigned.

### Minimum Requirements

Must possess, at a minimum, a Bachelors Degree in accounting.

Must have at a minimum of 3-5 years of experience in accounting for multiple entities  
Solid verbal and written communication skills, excellent organizational skills and ability to multi task in a fast paced environment a must

Must possess the ability to keep proprietary information confidential

Apply online at <http://jobs.seniorlifestyle.com/property-accountant/job/5714567?source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Position Title: Staff Accountant**

Auto Req ID 27134BR

**RESPONSIBILITIES**

Preparation of variance analysis on monthly financial statements  
Participation in month end close, including preparation of journal entries  
Maintenance of general ledger accounts  
Tracking of Accounts Receivable  
Proper Revenue Recognition under US GAAP  
Ensuring compliance with Sarbanes-Oxley internal control procedures  
Assistance with budgeting and forecasting

**QUALIFICATIONS**

Qualified candidates will possess a Bachelor's degree in Accounting  
0 - 4 years of accounting experience  
Strong communication and analytical skills  
Self-starter with the ability to excel in a fast paced and customer service oriented environment. Strong attention to detail  
Experience with Microsoft Excel and Power Point  
Prior PeopleSoft experience is a plus  
Possessing or pursuing a CPA a plus  
Full/Part Time Full-Time  
Regular/Temporary Regular  
EEO Statement JLL is an Equal Opportunity Employer

JLL is an equal opportunity employer and committed to developing and maintaining a diverse workforce. JLL strongly believes in equal opportunity for all, without regard to race, color, religion, creed, age, sex, pregnancy, family responsibility (e.g. child care, elder care), national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability, protected leave status or any other protected characteristic in accordance with applicable law. The company also endeavors to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodations would impose an undue hardship on the operation of our business. Equal employment opportunity will be extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, discipline, layoff, recall and termination.

Apply online at

[https://sjobs.brassring.com/TGWEBHost/jobdetails.aspx?jobId=646335&partnerid=25611&siteid=5324&utm\\_source=Indeed&utm\\_medium=organic&utm\\_campaign=Indeed](https://sjobs.brassring.com/TGWEBHost/jobdetails.aspx?jobId=646335&partnerid=25611&siteid=5324&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](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Staff Accountant**

Finance

Posted: November 10, 2015

Full-Time

Chicago, IL, United States

Join our Finance team and be a part of the infrastructure that supports our mission of creating hope, opportunity and bright futures for at-risk children, youth and families. The Staff Accountant handles accounts receivable, billing, bank reconciliations and other basic accounting functions. This is an entry level position and reports to the Controller.

### Qualifications:

Bachelor's Degree in Accounting or equivalent required.

One to three years business experience required.

Strong skills in utilizing Microsoft Office Suite with an emphasis on Excel required.

Experience using Great Plains Dynamics preferred.

Excellent analytical skills required.

Able to work independently on multiple projects/tasks and meet deadlines.

Effective written and oral communication skills.

Compensation includes paid time off, as well as medical, dental, vision and life insurance and a 401(k) Employee savings plan. Children's Home + Aid is an equal opportunity employer: minority/female/disability/veteran.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

### Qualifications

Skills Required:

Analytical Skills Advanced

Managing Multiple Projects Intermediate

Behaviors Required: Detail Oriented: Capable of carrying out a given task with all details necessary to get the task done well

Dedicated: Devoted to a task or purpose with loyalty or integrity

Motivations Required: Ability to Make an Impact: Inspired to perform well by the ability to contribute to the success of a project or the organization

Education Required: Bachelors or better in Accounting or related field.

Apply online at <https://recruiting.ultipro.com/CHI1016/JobBoard/4c7676e0-0e8b-2a75-f657-6b1c39ffa981/Opportunity/OpportunityDetail?opportunityId=e3a8fb5d-11b6-4b81-8a88-03659eb1b3b2>

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## Usher

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct
- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- 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 an usher 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
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

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/usher>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **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>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **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>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Bartender**

As a Bartender, you ensure consistent drink quality by preparing orders in a short period of time and in accordance with recipes and guidelines established by the Food and Beverage department. You will also maintain a clean, sanitary, and safe work area in a fast paced environment, while providing superior guest service. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.

Verify guests that purchase alcohol are at least 21 years of age.

Possess full knowledge of bar and menu items and be able to make recommendations.

Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area.

Deliver food and beverage orders within established time frames. Consistently use suggestive selling techniques.

Ensure that alcohol is consumed in designated areas only.

Set up and maintain appropriate stock levels for the bar.

Assist in placing orders for all liquor and bar related supplies.

Conduct inventory of all liquor and bar related supplies.

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?

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

Provide proof of age (21 or older).

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

Success in a high volume bar environment.

Demonstrated ability to provide superior guest service.

Have a high aptitude for math and cash handling.

Demonstrate excellent verbal and written communication skills.

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 helping run a food and beverage operation, great benefits and having fun matter to you, apply today at

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

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## Server

As a Server, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You accurately take food and beverage orders, relay orders to kitchen for preparation, deliver prepared food to guests, while providing superior guest service. You will also provides a vital link between our guest and the kitchen staff. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.  
Possess full knowledge of bar and menu items and be able to make recommendations.  
Accurately take food and beverage orders in a timely manner.  
Verify guests that purchase alcohol are at least 21 years of age.  
Coordinate and assist with reserved seating tactics.  
Consistently use suggestive selling techniques.  
Collaborate with kitchen staff to ensure that food orders are accurate.  
Deliver food and beverage orders within established time frames once the entire order is completed.

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?

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

Proof of age. (Associates who will be serving, pouring, or mixing alcoholic beverage will need to be 18 and in some states 21).  
Complete basic food handling training and obtain any local or state mandated certification. Demonstrated ability to provide superior guest service.  
Have a high aptitude for math and cash handling.  
Good verbal and written communication skills.  
Obtain any necessary alcohol service licensing requirements.  
Ability to ascend and descend stairs.  
Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.  
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.

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 helping run a theatre, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/server>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **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>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Booth crew member**

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre. You'll build-up and tear down prints and perform maintenance on the projectors. You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer. What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

- Deliver a comfortable, distraction-free, and picture-perfect entertainment experience
- Monitor film build-up and tear down process for the highest quality
- Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)
- Ensure picture-perfect presentations through auditorium and booth evaluations
- Identify picture and sound problems and correct accordingly
- Execute trailer and pre-feature programming
- Assist with other functions and perform other duties as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

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

- Proficient guest service, administrative and follow-up skills
- Ability to consistently meet deadlines in a timely fashion
- Standing, walking, lifting, twisting and bending on a frequent basis
- Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception

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/booth-crew-member>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Corrections Supply Supervisor I**

Agency: Juvenile Justice  
Closing Date/Time: Tue. 11/24/15 4:00 PM Central Time  
Salary: \$3,994.00 - \$5,955.00 monthly  
Job Type: Full-Time  
Location: DuPage County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC006  
Bid ID#: IDJJ-27-42-2015-1000

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Business Administrator (PSA), supervises youth in the operation of a correctional institution storeroom; receives and stores items in the various store operations including general, food, clothing stores; receives, sorts and distributes merchandise and equipment; enforces and maintains disciplinary, safety, security and custodial measures; monitors youth engaged in store functions.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of high school or completion of an approved training course; requires two years experience in the keeping of stores and store records; requires thorough knowledge of institutional rules, regulations and requirements for the control of youth; requires working knowledge of storekeeping and warehousing methods and procedures; requires working knowledge of inventory and other control methods and procedures; requires working knowledge of transportation agencies and of shipping, purchasing and requisitioning methods and procedures; requires completion of approved course in guard training within six months of employment; requires ability to enforce disciplinary, safety, security and custodial measures for the control of residents; requires physical ability to carry out duties assigned.

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

Work Hours: 8:00am - 4:00pm Monday - Friday (Saturday/Sunday off)  
Work Location: IYC Warrenville, 30W200 Ferry Road, Warrenville, IL 60555  
Agency Contact: Kelly Meeks, HR/GIR

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).

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



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

Agency: Corrections  
Closing Date/Time: Tue. 11/24/15 4:00 PM Central Time  
Salary: \$2,889.00 - \$3,933.00 monthly  
Job Type: Full-Time  
Location: Will County, Illinois  
Number of Vacancies: 01  
Plan/BU: RC014  
Bid ID#: IDOC-28-82-15-0655

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Office Administrator III, performs a variety of clerical related duties in receiving, sorting and distributing mail for the Reception & Classification Center; operates a variety of office equipment; posts incoming and outgoing mail; performs routine typing functions for the mailroom ; types cash sheets for incoming checks.

30010-29-82-200-10-02

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; working knowledge of alpha-numeric sequencing; working knowledge of office practices, procedures and programs, grammar, spelling and punctuation; basic mathematics; requires ability to type accurately at 35 wpm.

Work Hours & Location/Agency Contact: WORK HOURS: 8:00 a.m. to 4:00 p.m.  
Monday through Friday, Days Off Saturday and Sunday,  
LOCATION/AGENCY: IDOC/Stateville Correctional Center, P.O. Box 112 Joliet, IL 60434  
CONTACT: Jamille Kent, Human Resources Rep. Stateville Correctional Center, P.O. Box 112 Joliet, IL 60434 (815)727-3607 ext. 5693 Fax # (815)727-0838 e-mail [Jamille Kent@idoc.illinois.gov](mailto:JamilleKent@idoc.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).

**Option 2 – Typing**

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Security Officer Sergeant**

Agency: Human Services  
Closing Date/Time: Wed. 11/25/15 4:00 PM Central Time  
Salary: \$3,625.00 - \$5,396.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC029  
Bid ID#: 10-81-93827

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Security Chief, serves as shift commander on an assigned shift in Facility Security Services of Elgin Mental Health Center; provides leadership and directs and supervises lower security staff engaged in the provision of safety and protection services for persons and property; serves as shift fire protection coordinator and liaison with Elgin Fire Department; provides documentation of incidents for facility records according to policies and procedures and accreditations standards.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of high school; requires two years of experience in safety and protection service; requires knowledge of facility security, regulations and physical restraint techniques; requires knowledge of emergency response procedures including fire safety and controls; requires knowledge of supervisory practices. Requires a valid Illinois drivers license.

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

Shift: 7:00 a.m. - 3:00 p.m.  
Elgin Mental Health Center - FTP/Security Department

**CONTACT INFORMATION:** Human Resource Office  
Elgin Mental Health Center, 750 S State St., Elgin, IL 60123  
Fax: 847-429-4933

**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).

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Social Services Career Trainee**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,305.00 - \$4,731.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

**Minimum Requirements:**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

**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).

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Stationary Engineer**

Agency: Central Management Services

Closing Date/Time: Tue. 11/24/15 5:00 PM Central Time

Salary: \$43.94 - \$45.70 hourly Job Type: Full-Time

Location: Kane County, Illinois Number of Vacancies: 1

Plan/BU: PR000 Bid ID#: CMS 11435

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary school and four years experience in power plant operation and in firing high-pressure stationary boilers. Requires stationary engineer license certificate for the City of Elgin or the City of Chicago. Requires Chlorofluorocarbon (CFC) Certification or ability to obtain certification. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires the ability to keep simple records. Requires ability to follow oral and/or written instructions. Requires the ability to perform various tasks such as lifting and moving up to 50 pounds (up to 100 pounds with assistance); requires the ability to operate hand and power tools; requires ability to perform repairs and maintain equipment and machinery; requires the ability to handle chemicals in the maintenance of systems. Requires an appropriate, valid driver's license and/or the ability to travel. Requires working weekends and holidays. Requires the ability to utilize agency supplied materials/equipment (e.g. pager, cell phone, etc). The ability to read and understand mechanical blueprints, technical equipment manuals is preferred.

Work Hours: Possible rotating shifts/days off; Shifts are 6:00am-2:00pm, 7:30am-4:00pm, 2:00pm-10:00pm, and 10:00pm-6:00am

Work Location: CMS Property Management/Facilities Management/Northern Region Elgin Mental Health Center, 750 S. State Street, Elgin, IL (Kane 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

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](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).

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Storekeeper III**

Agency: Human Services

Closing Date/Time: Fri. 11/20/15 4:00 PM Central Time

Salary: \$3,713.00 - \$5,387.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-70-15-0056

Description of Duties/Essential Functions Benefits Supplemental Questions  
Serves as lead worker to lower level staff in operation of Facility's store; coordinates the receipt, storage, distribution and delivery of merchandise, supplies, and equipment; maintains Commodity Control System, receipts and records; conducts inventories.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years high school. Requires two years lead worker experience in keeping of stores records. Requires knowledge of storekeeping and warehousing methods and procedures in the receipt, storage, and shipment of a variety of goods. Requires knowledge in purchasing and requisitioning procedures and uses of grading for different types of merchandise. Requires ability to maintain inventory records and instruct lower level staff. Requires the ability to lift over 50 lbs.

Work Hours & Location/Agency Contact:  
Hours of work: Monday - Friday 7:00am - 3:00pm

Contact: Dawn English, Human Resources  
Ann M. Kiley Center 1401 W. Dugdale Rd. Waukegan, IL 60085  
FAX: 1-847-249-0722

HOW TO APPLY: Current state employees: submit CMS100B promotional application (if applicable) to Kiley Center (fax above) and CMS in Springfield (address on application) to obtain a qualifying grade. NON-state employees: submit a CMS100 application to Kiley Center and CMS (as mentioned above) to obtain a qualifying grade. Bids MUST be received by COB on last day of posting.

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Pest Control Technician**

Field Management | Chicago, IL, United States

### Summary:

This is a full-time role that requires performing pest control duties including, but not limited to: \* pesticide application \* proper mixing of chemicals \* covering rodent holes \* placing traps according to safety \* implementing predictive and productive pest control systems and processes to support the achievement of Pangea's business goals and objectives.

### Responsibilities:

- \* Apply pesticides to resident units according to schedules, safety procedures and label instructions.
- \* Cover rodent holes in the interior of resident units as well as the exterior of buildings.
- \* Place appropriate traps where necessary.
- \* Call residents to confirm scheduled services.
- \* Inspect building interior and exteriors regular for signs of infestation.
- \* Fill out necessary documents in accordance to our standards and procedures.
- \* Use supplies in an efficient and cost-effective manner.
- \* Perform regular inspection of the buildings and correct any issues.

### Minimum Requirements:

- \* Must have own tools necessary to carry out essential job duties.
- \* Access to reliable automobile, cell phone, and valid driver's license with insurance.
- \* Honest and able to work in a self-directed, fast-paced environment with minimal oversight.
- \* Computer literacy and smart phone knowledge a must.
- \* Ability to communicate, both oral and written, in the English language.
- \* Basic mathematical and reasoning skills are required.
- \* Must be flexible on hours and able to work overtime and weekends if necessary.
- \* Must possess necessary local and state licenses and certificates.

### Physical Requirements:

- \* Must be able to stand, walk, perform repetitive hand and wrist motions and forearm rotation constantly.
- \* Must be able to stoop/bend, squat, and reach above shoulder frequently.
- \* Must be able to twist/turn and push/pull occasionally.
- \* Must be able to lift and carry 25 pounds occasionally.

### Compensation and Benefits

- \* Base pay start's at \$13/hour, depending on experience and skill.
- \* Benefits include comprehensive insurance plans: medical, dental, vision, short-term disability, long-term disability, life, and 401(k) with generous company match.

Apply online at <https://www.pangeare.com/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Property Manager - Chicago**

Field Management | Chicago, IL, United States

Qualifications / Minimum Skills to Apply:

- \* 2-year Associates degree
- \* Demonstrable conflict management and problem solving skills
- \* Working knowledge of Microsoft Excel, Word, and mobile communication
- \* Access to reliable automobile – REQUIRED
- \* Willingness to work a flexible schedule, including outside of normal business hours to ensure the zone prospers

Desired Qualifications:

- \* Property management a plus, but NOT required; training is provided
- \* Experience running/managing a multiple-site retail store/chain
- \* Sales or management experience
- \* Face-to-face customer service experience

Compensation and Benefits:

- \* Base pay depending on experience, starting at \$36,600 annually
- \* Gas and phone allowance available for eligible full-time employees
- \* Bonus plan has potential to pay up to \$3,000 annually
- \* Full benefits available for full-time employees

Apply online at <https://www.pangeare.com/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Leadership Development Program**

Finance | Chicago, IL, United States

What to expect:

Job functions mainly focused around the FP&A and Operations teams, depending on projects and initiatives. Potential for rotations in other departments, depending on need/fit.

The analyst will be expected to learn the fundamental skills necessary to be successful in any analytical role and leverage those into making an impact in different specialty areas to drive value

We are a fast-moving organization and expect the analyst to be hard-working, eager to learn, and driven to take on growing responsibilities as quickly as possible.

This position will be given autonomy to identify, quantify and solve business problems

Qualifications:

Bachelor's degree from top 50 undergraduate university

Finance/economics, accounting, entrepreneurship, or related major preferred

Minimum 3.5 GPA

Spring 2016 graduation date

Microsoft Office skills are a huge plus

Must be able to communicate effectively to all departments and levels of the organization

Must have the ability and willingness to work both independently and cooperatively in a team environment

Strong desire to learn and take on responsibility quickly

Must be able to adapt quickly to changing business needs and dynamics

Compensation and Benefits:

Competitive salary plus bonus

Full benefits provided w/ 401k plan

Casual work environment and dress code

Headquartered in Chicago's River North neighborhood

Apply online at <https://www.pangeare.com/careers>

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others