



## **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



**Part Time Seasonal Position (Job Number: 14000005)**

*West Side-4027 West Grenshaw Street (Frazier Intl Baccl Mag School)*

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process. Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- \* Office Support
- \* Duties related to opening and closing out the school day.
- \* Data entry, filing, answering phones and other various clerical duties
- \* Duties associated with supporting overall school operations

Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects.

Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life. Join us and help make this vision a reality.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

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



**Teacher Assistant (Other Instruction Purposes - M) (Job Number: P032209)**

**ESSENTIAL FUNCTIONS:** Assists in the supervision of students during lunchroom and playground activities, provides security functions within the school such as monitoring corridors and reviewing student identification cards, assists students in understanding and completing classroom assignments, assists teachers in preparing bulletin boards and displaying students work in classrooms, operates photocopying and duplicating machines to reproduce educational materials, assists in maintaining the orderly arrangement of classrooms, greets and directs visitors to appropriate areas of the school, consults with teachers regarding concerns of individual students, operates audio-visual equipment such as video cassette recorders, movie projectors, film strip projectors, tape recorders, and phonographs; provides tutoring services to students under the supervision of the classroom teacher; assists in collecting and grading students' homework assignments and examination materials under the supervision of the classroom teacher; assists in supervising the loading and unloading of students on school busses; assists in the receipt, processing, and issuance of new books under the supervision of the classroom teacher; collects daily classroom absentee reports and contacts parents and guardians to verify causes of student absences; may assist elementary school teachers with wraps and toilet recesses as necessary; may assist in the supervision of the school procedure to sell public transportation passes to students.

**MINIMUM QUALIFICATIONS:** Training and Experience. Completion of an Associate's degree from a college or university accredited by the North Central Association, or the successful completion of at least sixty (60) semester hours of college credit at a college or university accredited by the North Central Association, or successful completion of a Teacher Aide training program approved by the State of Illinois.

**Knowledge, Abilities, and Skill.** Good knowledge of proper English grammar and spelling, basic knowledge of mathematics, knowledge of Chicago Public Schools rules and regulations. Ability to work with and for school-aged children, ability to follow written and oral instructions, ability to operate basic office equipment, ability to communicate effectively with the public. Good oral and written communication skills, good reading skills, skill in operating audio-visual equipment and personal computers is highly desirable.

**Physical Requirements.** Light Work: Exerting up to twenty (20) pounds of force occasionally, or up to ten (10) pounds of force frequently, or a negligible amount of force frequently to move objects. Even though weight of force moved may be only a negligible amount, a position should be rated as Light Work (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing or pulling of arm controls.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

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



**Part Time Seasonal Position(Job Number: 140002VV)**  
*West Side-749 South Oakley Street (Washington Irving School)*

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process.

Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- \* Office Support
- \* Duties related to opening and closing out the school day.
- \* Data entry, filing, answering phones and other various clerical duties
- \* Duties associated with supporting overall school operations

Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects.

Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life.

Join us and help make this vision a reality.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

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



**Teacher Assistant (Other Instruction Purposes - M)(Job Number: P032209)**  
*West Side-243 North Parkside Avenue (Edward (Duke) K Ellington School)*

**CHARACTERISTICS OF THE CLASS:**

Under the general direction of the school principal, and under the immediate supervision of a teacher holding a valid state certificate directly engaged in teaching subject matter or conducting activities, assists in the instruction of pupils; and performs related duties as required.

**MINIMUM QUALIFICATIONS:**

**Training and Experience.** Completion of an Associate's degree from a college or university accredited by the North Central Association, or the successful completion of at least sixty (60) semester hours of college credit at a college or university accredited by the North Central Association, or successful completion of a Teacher Aide training program approved by the State of Illinois.

**Knowledge, Abilities, and Skill.**

Good knowledge of proper English grammar and spelling, basic knowledge of mathematics, knowledge of Chicago Public Schools rules and regulations.

Ability to work with and for school-aged children, ability to follow written and oral instructions, ability to operate basic office equipment, ability to communicate effectively with the public.

Good oral and written communication skills, good reading skills, skill in operating audio-visual equipment and personal computers is highly desirable.

**Physical Requirements.** Light Work: Exerting up to twenty (20) pounds of force occasionally, or up to ten (10) pounds of force frequently, or a negligible amount of force frequently to move objects.

Even though weight of force moved may be only a negligible amount, a position should be rated as Light Work (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing or pulling of arm controls.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

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



**Temporary (Professional School Counselor)(Job Number: P027313)**

*West Side-3301 West Franklin Blvd (George Westinghouse HS)*

**CHARACTERISTICS OF THE CLASS:** Under the supervision of the school principal, responsible for the instruction, progress, and discipline of all pupils in assigned classes, and performs related duties as required.

**MINIMUM QUALIFICATIONS:**

All teachers new to the district must first gain eligibility in the CPS Teacher Quality Pool to be considered for teaching positions. Information on these steps is available on the bottom of the CPS Careers page.

**Education and Experience.** Successful completion of all student teaching requirements as well as all course work required to obtain the appropriate teaching certificate(s) issued by the Illinois State Board of Education.

**License Requirements**

Teachers must possess at least one of the following valid teaching license issued by the Illinois State Board of Education: Professional Educator License (PEL), Educator License with Stipulations (ELS) or a Substitute License.

**Knowledge, Abilities, and Skill.** Knowledge of subject matter consistent with state certification requirements, knowledge of contemporary principles and practices of teaching, knowledge of classroom and behavior management techniques.

Ability to modify instruction to meet student needs, ability to cooperate with the school faculty and administration in the development and implementation of an articulated program of instruction, ability to work effectively with pupils, parents and guardians, staff members, and community representatives in providing an appropriate educational program; ability to understand the physical, intellectual, social, and emotional patterns of pupils.

Skill in the application of contemporary principles and practices of teaching, good oral and written communication skills, good interpersonal skills, skill in exercising sound and professional judgment.

**Physical Requirements.** Light Work: Exerting up to twenty (20) pounds of force occasionally, or up to ten (10) pounds of force frequently, or a negligible amount of force constantly to move objects. Physical demands include the ability to stoop occasionally, reach frequently, handle and finger objects occasionally, talk and hear constantly, frequent use of near visual acuity, and occasional use offer visual acuity.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

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



**Part Time Seasonal Position(Library Monitor)(Job Number: 150003H8)**  
*West Side-3301 West Franklin Blvd (George Westinghouse HS)*

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process.

Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- \* Office Support
- \* Duties related to opening and closing out the school day.
- \* Data entry, filing, answering phones and other various clerical duties
- \* Duties associated with supporting overall school operations

Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects.

Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life. Join us and help make this vision a reality.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

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



## **Learning Specialist**

Title: Learning Specialist

ID: 1029

Department: Learning Programs

We are all learners, teachers and have connections to our collections. Whatever the position, we do it with a sense of stewardship, quality, integrity and respect.

### Qualifications:

Education: Bachelor's degree in life science, environmental science, education, museum studies or a related field.

Experience: Minimum 2 years teaching experience in either a formal or informal setting

Experience working in team-based environments

Excellent written and oral communication skills; fluency in Spanish desirable

Excellent organizational and time management skills

Must be able to work irregular hours including occasional evenings, weekends and overnight programs/events

Willingness to be trained to handle animals for education programs

Willingness to implement aquatic science programs aboard research vessels and/or in wilderness settings for up to three consecutive weeks

Must possess strong swimming skills

Must be physically able to do heavy lifting (up to 50 lbs.) to transport equipment and facilitate program activities such as canoeing, hiking, etc.

A valid driver's license

### Preferred:

1-2 years prior informal outdoor/science education teaching experience working with diverse audiences in urban and wilderness settings

CPR and first aid certification (advanced wilderness/outdoor training a plus)

Snorkeling experience

Technology experience beyond basic computer skills and willingness to learn new technologies

A personal vehicle (and auto insurance) to travel to/from program sites

Legal age to rent a car

Designations/Certifications: CPR and first aid certification (advanced wilderness/outdoor training a plus)

Apply online at <http://sheddaquarium.applicantstack.com/x/detail/a23xwy5e4b32>

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



## **Manager**

As an AMC theatre manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll be in charge of making sure the theatre runs smoothly so that every single guest enjoys the show, managing theatre associates and maintaining an environment that provides superior customer service. Sound hands on? It is.

Ensure successful daily theatre operations by executing the following fundamentals:

Providing service that is friendly, helpful and fast  
Maintaining facilities that are clean, safe and in good repair  
Providing an experience that is comfortable, distraction-free and picture-perfect  
Serving fresh, appetizing and properly prepared food and beverages  
Encourage associates to maximize their personal growth and development by:

Guaranteeing associates meet and exceed guest-service standards  
Ensuring proper staffing in each area of the theatre  
Performing daily opening and closing operational duties  
Reviewing financial numbers on a regular basis and make operations adjustments, as necessary  
Overseeing an individual theatre department, as assigned by theatre General Manager  
Pretty straightforward, huh? We think so. But we're not looking for just anyone. Do you have what it takes?

Receptive to training and personal development  
Effective written and oral communication skills along with strong analytical skills  
Equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors  
Possess computer skills and applicable work experience

At AMC, we live in a team-based culture where a take-charge approach exists at all levels.

Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/manager>. You could end up working in show business.

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



### **Facility maintenance manager**

As an AMC facility maintenance manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll make daily, weekly and monthly inspections of the theatre that could result in routine maintenance and repairs. What exactly do we mean by "routine"? Painting, carpentry and plumbing to name a few tasks. Plus fixing concession equipment, seats and any related building components. You'll also train the theatre's facility assistant, who helps you with these duties. Sound hands on? It is. And if that's the way you like it, check out your soon-to-be responsibilities:

- Develop routine systems to guarantee constant monitoring of critical areas in theatre
- Complete necessary repairs and schedule any repairs with vendors as needed
- Report facility problems that can't be immediately repaired to the General Manager
- Provide constant attention to all safety issues, ensuring theatre emergency systems are operational through regular inspections and review of vendor maintenance contracts
- Observe, direct and follow-up with janitorial service provider about cleaning duties
- Manage the theatre's variable operating expenses for maintenance, repairs and supplies
- Uphold AMC's high standards and deliver entertaining company-wide programs

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

- Solid mechanical skills and manual dexterity
- Intermediate proficiencies in building trades such as painting, wallpapering, plumbing, fixing seats and repairing equipment
- Excellent written and oral communication skills to clearly describe building issues to supervisors/colleagues
- Extreme attention to detail to perform and document facility inspections
- Proficient guest service, administrative and follow-up skills
- Safe use of all cleaning materials in the theatre
- Experience safely completing tasks with tools, ladders and lifts

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/facility-maintenance-manager>. You could end up working in show business.

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



### **Kitchen manager**

As an AMC® kitchen manager you'll ensure the best possible in-theatre dining and entertainment experience available. That's what we do. We're AMC, and we're one of the largest entertainment companies in the world. Right now we're expanding our in-theatre dining locations and need kitchen managers to help run the show. You'll help make sure our in-theatre dining kitchens run smoothly so that guests enjoy their food, beverages and movies. Sound hands on? Here's what we're cooking up:

Assist with daily kitchen operations by focusing on the fundamentals:

Ensure all menu items are fresh, appetizing and properly prepared

Provide service that is friendly, helpful and fast

Maintaining facilities that are clean, safe and in good repair

Follow recipes to ensure consistent food quality and presentation

Conduct line checks twice per day to ensure food-safe temperatures and ingredient quality

Update prep lists to ensure proper amounts of products are always available

Communicate with cooks to ensure proper assembly of orders within average ticket time

Monitor portions and presentation on the line while meeting or exceeding production times

Pretty straightforward, huh? We think so. But we're not looking for just anyone. You'll need one year of kitchen experience in a line capacity at a high-volume, high-quality establishment. You'll also have to demonstrate proficiency in kitchen operations and execution. And be ServSafe certified. Possessing relevant knowledge and trends of the food service industry, a culinary degree and H.A.C.C.P. certification would be nice too.

So, think you can follow our recipe? Are you receptive to training and personal development? Do you have effective written and oral communication skills along with strong analytical skills? Are you equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors? Do you possess computer skills and applicable cooking experience? If you're nodding your head "yes," then apply now!

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the restaurant and entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/kitchen-manager>. You could end up working in show business!

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



### **Restaurant theatre manager**

As an AMC® restaurant/theatre manager you'll ensure the best possible in-theatre dining and entertainment experience available. That's what we do. We're AMC, and we're one of the largest entertainment companies in the world. Right now we're expanding our in-theatre dining locations and need experienced restaurant managers to help run the show. You'll be in charge of making sure our in-theatre dining facilities run smoothly so that guests enjoy their food, beverages and movies. Additionally, you'll manage associates and provide superior customer service. Sound hands on? It is.

Ensure successful daily restaurant theatre operations by focusing on the fundamentals:  
Providing service that is friendly, helpful and fast

Maintaining facilities that are clean, safe and in good repair

Providing an experience that is comfortable, distraction-free and picture-perfect

Serving fresh, appetizing and properly prepared food and beverages

Encourage associates to maximize their personal growth and development by:

Guaranteeing associates meet and exceed guest-service standards

Ensuring proper staffing in each area of the theatre

Performing daily opening and closing operational duties

Reviewing financial numbers on a regular basis and make operations adjustments, as necessary. Overseeing an individual theatre department, as assigned by theatre general manager. Pretty straightforward, huh? We think so. But we're not looking for just anyone. You'll need an associate's or bachelor's degree in hospitality, culinary arts or commensurate experience. And two years experience in a restaurant that sells beer, wine and liquor, along with a willingness to obtain any necessary alcohol service and licensing requirements. Three years of experience at a national chain or restaurant group would be nice too.

So, think you have what it takes? Are you receptive to training and personal development? Do you have effective written and oral communication skills along with strong analytical skills? Are you equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors? Do you possess computer skills and applicable work experience? If you're nodding your head "yes," then apply now!

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the restaurant and entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/restaurant-theatre-manager>. You could end up working in show business!

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: Executive I - Opt H7**

Agency: Human Services  
Closing Date/Time: Fri. 12/04/15 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: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 10-91-91747

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Local Office Administrator, serves as Client Employment and Training Coordinator for the assigned geographical area. Organizes, plans, executes, controls and evaluates the Welfare-to-Work (WTW) Program in Family & Community Services. Directs activity in making and tracking referrals for clients; reviews progress of participation. Establishes and maintains relationships with local employers and employment contractors. Markets the Welfare-to-Work Program in the assigned geographical area.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college with course work in business or public administration. Requires one year administrative experience in a public or business organization.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
Mid-South FCS, 1642 W 59th St, 2nd floor, Chicago, IL 60636  
Please submit CMS 100 (revised 10/2014) applications and bid form to:  
Bureau of Employee Services  
Lisa Horsley, 100 South Grand Ave East, 3rd floor, Springfield, IL 62762  
FAX: 217-524-2116

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 H7 - Dept Human Services

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: Management Operations Analyst II**

Agency: Children & Family Services  
Closing Date/Time: Mon. 12/07/15 5:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 1508014-085967

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college, supplemented by a master's degree in business or public administration, with coursework in areas such as organizational theory, and operations research; requires extensive knowledge of the application and conduct of management studies; requires three years progressively responsible professional experience in management operations analysis; a strong base in social work practice as demonstrated by a bachelor's degree in social work or a related human services field, supplemented by a master's degree in social work or a related human services field, is preferred; experience in working with and counseling families and children in child welfare services, child protective investigations, or child welfare licensing services and an understanding of the dynamics of abuse and neglect are preferred; working knowledge of DCFS rules and procedures is preferred; requires ability to analyze problems and develop systems of action, requires ability to present ideas clearly, both orally and in writing; requires ability to work closely with staff and management professionals in planning and developing assignments and conducting management studies; requires possession of a valid driver's license and ability to travel.

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

Mon-Fri 8:30a-5p 1911 S. Indiana Chicago, Illinois 60616

**Agency Contact: Vanasha Little**

Office of Employee Services, JRTC, 100 W Randolph 6-100, ChicagoIL60601  
Phone: 312-814-122 Fax: 312-814-1224 Email: [Vanasha.Little@illinois.gov](mailto:Vanasha.Little@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).

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 Associate - Opt 2**

Agency: Children & Family Services  
Closing Date/Time: Mon. 12/07/15 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 1564013-645150

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Contract Administrator- Cook County Day Care Unit, performs a variety of complex, specialized clerical support services for the Day Care Unit; types reports and correspondence; maintains word processing system applications enters and retrieves data on computer systems; provides information and assistance to clients and the general public.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, medical, and business terminology; requires ability to utilize a computer and software applications on a daily basis.

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

Work Hours: Monday thru Friday 8:30am-5:00pm  
Work Location: 1911 S. Indiana, Chicago, IL 60616  
Contact: Teresita Gonzalez, 406 East Monroe, Station# 440, Springfield, IL 62701  
Email: [Teresita.M.Gonzalez@illinois.gov](mailto:Teresita.M.Gonzalez@illinois.gov)  
Phone: 217/524-4391 Fax: 217/785-1765  
TTY (NextTalk): 1-866-322-7171

**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: Public Safety Inspector Trainee**

Agency: Department of Labor  
Closing Date/Time: Wed. 12/02/15 11:59 PM Central Time  
Salary: \$3,195.00 - \$4,097.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 37010 15 1

Description of Duties/Essential Functions Benefits Supplemental Questions  
For a trainee period of 6 to 12 months receives training to performs safety inspections of state, county and municipal work places for compliance with state regulations and Occupational Safety and Health Act (OSHA) standards. Participates in training to eventually investigate incidents, accidents and fatalities in workplaces; interview employers and employees to gather relevant information; cite violations of health and safety laws and writes detailed inspection reports to document findings. Learns how to develops safety training material and presents such material to a variety of interest groups

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of two years of college with courses in engineering, physical sciences or related fields. Related work experience in work safety inspection and consultation maybe substituted on a year for year basis

Work Hours & Location/Agency Contact: Hours: 8:30 - 5:00  
Work Location: 160 N. LaSalle Street, C-1300, Chicago, IL 60601  
Contact: Illinois Department of Labor  
Attention: Ann Pufundt, 900 South Spring Street, Springfield, IL 62704

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: Paralegal Assistant**

Agency: Corrections  
Closing Date/Time: Thu. 12/03/15 4:00 PM Central Time  
Salary: \$3,803.00 - \$5,580.00 monthly  
Job Type: Full-Time  
Location: Will County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: IDOC29-82-15-0123  
Position Number: 30860-29-10-406-11-01

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college with related coursework in such areas as pre-legal, English, and statistics or related areas. Requires working knowledge of precedent cases, search procedures, writing style, format and vocabulary appropriate to the subject matter upon completion of a job learning period. Requires working knowledge of technical report writing, vocabulary, word usage and analytical ability in working with information such as would typically be acquired through a professional education. Requires ability to write in a clear and concise manner. Requires ability to analyze and organize facts, evidence and precedents and to draft written material to legal staff in clear and logical form. Requires ability to organize and present statistical data.

Work Hours & Location/Agency Contact: WORK HOURS: 6:30 am to 2:30 pm Monday through Friday with days off of Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Correctional Center, Office of Adult Education and Vocational Services, P.O. Box 112, Joliet, IL 60434

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434, (815) 727-3607 extension 6693

Fax: (815) 727-0838

Email: [Diana.wysocki@doc.illinois.gov](mailto:Diana.wysocki@doc.illinois.gov)

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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: Public Aid Investigator Trainee - Opt SS**

Agency: Healthcare & Family Services  
Closing Date/Time: Thu. 12/03/15 5:00 PM Central Time  
Salary: \$3,647.00 - \$5,342.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: IG0629

**Minimum Requirements:**

Requires a Bachelor=s degree with major course work in law enforcement, criminal justice, or related fields, or requires an Associate degree with major course work in law enforcement, criminal justice, or related field and four years of experience in investigative work such as detective, administrative, civil or criminal investigations, licensing/certification investigations, worker=s compensation investigations, etc.; requires ability to travel with overnight stays to conduct thorough investigation; requires possession of an appropriate, valid driver=s license and must have a personal vehicle available at his/her disposal. Requires ability to speak and write Spanish at a colloquial skill level. Must not have been convicted of a felony or Class A misdemeanor. Prefers the ability to work a flexible work schedule.

Work Hours & Location/Agency Contact: Work Hours: 8:30 am - 5:00 pm  
Location: Office of Inspector General  
Bureau of Investigations, 401 South Clinton, 5th Floor, Chicago, IL 60607  
(Cook County)  
Agency Contact: Lori Hudgins  
Office of Inspector General/Personnel  
2200 Churchill, Bldg. 1A, Springfield, IL 62702  
(217) 782-7969 – Fax (217) 524-5104 - Office

**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 SS - Spanish Speaking

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



## **Supervisor**

As Supervisor at AMC® you'll assist the management team to make sure the theatre runs smoothly so that every single guest enjoys the show. You'll be the not-so secret to our success.

Let's take a look at 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

Serve fresh, appetizing and properly prepared food and beverages  
Assist with other functions as instructed by the General Manager  
Uphold AMC's high standards and deliver entertaining company-wide programs

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

Proven supervisory experience with effective managerial and training skills  
Persuasive written and oral communication skills along with strong analytical skills  
Ability to effectively delegate and follow up with booth crew members  
Proficient guest service, administrative and follow-up skills

Equally comfortable communicating and working with guests, supervisors, peers, subordinates, vendors or partners  
Ability to consistently meet deadlines in a timely fashion  
Standing, walking, lifting, twisting and bending on a frequent basis

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 health and 401(k) plans.

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/supervisor>

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