



**Job Title: Child Support Specialist Trainee**

Agency: Healthcare & Family Services  
Closing Date/Time: Wed. 11/18/15 11:59 PM Central Time  
Salary: \$3,371.00 - \$4,826.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: CS3201

**Minimum Requirements:**

Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration, or finance or equivalent educational attainment in a related field; or, education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in the Child Support Services program area; or, eight years of experience performing paraprofessional functions in the Child Support Services program area.

\*If you are currently an Office Coordinator within the Division of Child Support Services, you must submit a copy of an Open Competitive "A" grade with your bid and CMS100 application.

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

Location: Division of Child Support Services  
Aurora Regional Office (55)  
280 Indian Trail Drive  
Aurora, IL 60505 (Kane County)

Agency Contact: Leslie Guennewig, 509 S. 6th St., Springfield, IL 62701  
Work#: (217) 557-3900 Fax#: (217) 557-1676

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Educator - Opt B**

Agency: Juvenile Justice  
Closing Date/Time: Continuous  
Salary: \$4,311.00 - \$7,969.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC063  
Bid ID#: IDJJ-27-17-15-0015

**Minimum Requirements:**

Requires a bachelor's degree and a valid Illinois Standard secondary teaching certificate with endorsement in the area of specialization appropriate to the subject matter; requires elementary knowledge of behavior modification principles; requires ability to relate to students with extreme and profound emotional problems; requires patience and tolerance of a wide range of behavior; requires ability to use the English language in preparing and delivering instructions; requires ability to evaluate the student, to select behavioral objectives to meet the student's needs and to guide and direct facility staff regarding the necessary training and educational development of a student.

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

WORK HOURS: 8:00 a.m. - 4:00 p.m. Monday through Friday  
DAYS OFF: Saturday and Sunday

LOCATION / AGENCY: Illinois Youth Center - Chicago  
136 North Western Avenue, Chicago, Illinois 60612  
CONTACT: Olivia Robles, Human Resource Rep.  
Illinois Youth Center - Chicago  
P.O. Box 12247  
Chicago, Illinois 60612  
312-633-5219 x-4080

**How to Apply:**

CURRENT STATE OF ILLINOIS EMPLOYEES AND ALL INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED AND SIGNED NEW VERSION OF THE CMS-100 EMPLOYMENT APPLICATION; CURRENT STATE OF ILLINOIS EDUCATOR LICENSURE; AND BID FORM IF A CURRENT STATE OF ILLINOIS EMPLOYEE; BY THE CLOSING OF THE POSTING PERIOD TO THE CONTACT LISTED ABOVE. APPLICANTS MAY ATTACH A COPY OF THEIR TRANSCRIPTS AND DEGREE.

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Job Title: Highway Maintainer - HOURLY EMERGENCY  
Agency: Transportation  
Closing Date/Time: Fri. 11/20/15 4:30 PM Central Time  
Salary: \$20.55 - \$20.55 hourly  
Job Type: Emergency  
Location: LaSalle County, Illinois  
Number of Vacancies: 20  
Bid ID#: IPR#40451

Description of Duties/Essential Functions Benefits Supplemental Questions  
The Illinois Department of Transportation will accept applications for seasonal temporary employment for snow-removal operations.

Completed applications and interviews will be graded on job-related experience and qualifications.

Applications must specify preferred work location by county to assure availability and response time during weather emergencies.

Successful applicants will be notified by district offices and scheduled for required physical examination and drug/alcohol tests.

**Minimum Requirements:**

Must possess valid Class 'A' or 'B' Commercial Drivers' License with an 'N' or 'X' endorsement and with non-restricted air brakes.

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

Work hours are on an on-call basis only.

Available positions are located at all IDOT Operation's facilities in : Bureau, DeKalb, Ford, Grundy, Iroquois, Kankakee, Kendall, LaSalle and Livingston Counties.

**How to Apply:**

2015/2016 Application for Hourly Snowbirds (PM2414)

All applicants must submit application, Authorization for Release of Criminal History Information (CMS284B, Self-Disclosure of Criminal History (CMS284B) in order to be eligible. All forms available at IDOT District Offices and at the Harry Hanley Building, 2300 South Dirksen Parkway, Room 113, Springfield or online at [www.dot.il.gov](http://www.dot.il.gov).

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

Agency: Children & Family Services  
Closing Date/Time: Thu. 11/19/15 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
Job Type: Full-Time  
Location: DeKalb County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 1531019-311089

**Description of Duties/Essential Functions** Benefits Supplemental Questions  
Under direction of the supervisor, performs a variety of complex, specialized clerical support services for multiple direct service teams in a field office, including case file maintenance, typing, records processing, and other office support functions. Performs rotating Receptionist duties for the DeKalb Field Office.

**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, and medical terminology.

**Work Hours & Location/Agency Contact:** HOURS: Monday-Friday 8:30AM-5:00PM  
LOCATION: DCFS DeKalb Office, 760 Peace Road, DeKalb, IL 60115  
SUPERVISOR: M. Ford

CONTACT:LORA BUSSE-FLECK  
DCFS NORTHERN REGION PERSONNEL  
8 E. GALENA BOULEVARD, AURORA, ILLINOIS 60506  
PHONE: (630) 801-3575 FAX: (630) 801-3530  
Email: [Lora.Busse-Fleck@Illinois.gov](mailto:Lora.Busse-Fleck@Illinois.gov)

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 2 – Typing**

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## **Part-time Beverage Server Assistant (Busser)-M/X Lounge**

### Description

We believe our customers select Hyatt because of our caring and attentive associates who work hard to provide efficient service and meaningful experiences. We care about our associates and our customers. This is the Hyatt Touch.

The Hyatt Regency McCormick Place is currently seeking a Beverage Server Assistant for the M/X Lounge. Responsibilities include the following:

Assisting the Cocktail Server in providing excellent service to all guests  
Engaging in casual conversation. Maintaining an attractive setting

All applicants must have excellent customer service skills. This is a fast-paced environment. Previous food and beverage experience preferred. Must be 21 years of age.

### Qualifications

Excellent customer service skills  
Must be 21 years of age  
Previous food and beverage experience preferred

Property: Hyatt Regency McCormick Place

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Part-time

Job Level: Hourly/Entry Level Employee

Job: Food and Beverage/Culinary

Job Category: Bars/Restaurants/Outlets

Req ID: CHI006854

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006854&LangID=1>

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### **Part-time Buffet Attendant**

#### Description

The Buffet Attendant is responsible primarily for maintaining buffet items. This person must have good communication skills as this is a fast paced position with continual customer contact. The ability to lift, pull and push moderate weight is necessary.

Property: Hyatt Regency McCormick Place  
Company: Hyatt Hotel Properties  
Primary Location: United States-Illinois-Chicago  
Pay Basis: Hourly US Dollar (USD)  
Schedule: Part-time  
Job Level: Hourly/Entry Level Employee  
Job: Food and Beverage/Culinary  
Job Category: Food and Beverage  
Req ID: CHI007117

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI007117&LangID=1>

### **Dual-Licensed Massage Therapist (Part-time) - NoMI Spa**

#### Description

The Park Hyatt Chicago is currently seeking a Professional, Dual-licensed Massage Therapist to join an amazing team at the NoMI Spa. The Massage Therapist is responsible for delivery of exceptional massage and body treatments. Must have good communication skills and exceptional customer service skills. Must also have appropriate certifications.

Property: Park Hyatt Chicago  
Company: Hyatt Hotel Properties  
Primary Location: United States-Illinois-Chicago  
Pay Basis: Hourly US Dollar (USD)  
Schedule: Part-time  
Job Level: Hourly/Entry Level Employee  
Job: Golf/Health Club/Recreation/Spa  
Job Category: Spa  
Req ID: CHI006915

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006915&LangID=1>

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## **Part-time Server- In-Room Dining**

### Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences. In Room Dining Servers are responsible for presenting guest food and beverage preferences timely and to temperature. Servers engage in casual conversation and enhance the experience by their style and service attributes. Other duties include general in room dining preparation, removal of serving trays, and maintaining a sanitary environment.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

### Qualifications

A true desire to satisfy the needs of others in a fast paced environment.  
Refined verbal communication skills. Must have physical stamina to lift moderate amounts of weight.

Property: Hyatt Regency McCormick Place

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Part-time

Job Level: Hourly/Entry Level Employee

Job: Food and Beverage/Culinary

Job Category: Room Service

Req ID: CHI007178

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI007178&LangID=1>

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**Job Title: Public Service Administrator - Opt 6**

Agency: Children & Family Services  
Closing Date/Time: Tue. 11/17/15 5:00 PM Central Time  
Salary: \$6,141.00 - \$9,472.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 01  
Plan/BU: RC063  
Bid ID#: 1564012-644301

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under administrative direction of the Contract Administrator- Cook County Day Care Unit, serves as working supervisor, planning, organizing, and evaluating the operation of the Day Care Payment Unit; directs the implementation of policy and procedures related to region-administered day care in Cook county; directs and implements evaluation and quality assurance procedures within the unit; manages and recommends for approval contracts for region administered day care.

Minimum Requirements: Requires a master's degree in social work from a recognized college or university plus three years administrative child welfare experience or a master's degree in an acceptable human services field from a recognized college or university plus four years administrative child welfare experience.

Work Hours & Location/Agency Contact: Work Hrs: Monday - Friday 8:30AM - 5:00PM  
Location: 1911 S. Indiana Office, Chicago, IL.  
Agency Contact: Teresita Gonzalez  
Address: 406 E. Monroe, #440, Springfield, IL. 62701  
Fax: 217-785-1765  
Phone: 217-524-4391  
E-mail: [teresita.m.gonzalez@illinois.gov](mailto:teresita.m.gonzalez@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 6 - Health & Human Services**

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**Job Title: Rehabilitation Case Coordinator I**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,001.00 - \$3,783.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

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

Varies Statewide in the Div. of Rehabilitation Services

Contact: Bureau of Employee Services  
100 S. Grand Ave. East, 3rd Floor  
Springfield, IL 62762

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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## Security Supervisor

### Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences.

The Security Supervisor is responsible for the oversight of safety and security of the hotel. This person will respond to guest and employee emergencies, complete incident reports and supervise the security staff in the director's absence.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

### Qualifications

A true desire to satisfy the needs of others in a fast paced environment.  
Refined verbal and written communication skills  
1-3 years of security experience preferred  
Ability to stand for long periods of time and walk moderate distances  
Must be able to work a flexible schedule, including weekends and holidays

Property: Park Hyatt Chicago

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Full-time

Job Level: Entry Level Manager

Job: Loss Prevention/Safety

Req ID: CHI007245

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI007245&LangID=1>

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**Job Title: Rehabilitation Workshop Instructor II**

Agency: Human Services

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

Salary: \$3,226.00 - \$4,621.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10-70-15-0055

Description of Duties/Essential Functions Benefits Supplemental Questions  
Functions as assistant to W/S supervisor; assigns tasks to residents based upon past performance and established goals; monitors quality of product during the assembly process; points out errors and explains proper methods of performing tasks; encourages residents to improve job performance both verbally and by correcting actions. Handles special problems encountered in the work situation; supervises during breaktime and breaktime activities.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of two (2) years of college with courses in rehabilitation, psychology, sociology or other related field OR four years high school plus 2 years experience in a rehabilitation workshop or related field.

Work Hours & Location/Agency Contact: Ann M. Kiley Center

Hours: Monday-Friday 7:30-4:00pm - may need to deviate schedule when required by facility needs.

Dawn English / Human Resources Department

1401 W. Dugdale Road, Waukegan, IL 60085 FAX: 1-847-249-0722

**How to Apply:**

Current State of Illinois employees need to submit a CMS100B promotional application (if promotional is applicable), to Kiley Center with your bid form, and a copy of Central Management Services (address on application); If voluntary reduction, then a CMS100 application would be submitted directly to Kiley Center.

Non-State employees must submit a CMS100 application to Kiley Center, and to Central Management Services (address on form) to obtain a qualifying grade for this position by close of business on last posting day.

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## 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.

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## 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.

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## **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!

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**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).

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**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.

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**Job Title: Vocational Instructor - Opt C**

Agency: Human Services  
Closing Date/Time: Tue. 11/17/15 11:59 PM Central Time  
Salary: \$3,447.00 - \$4,491.00 monthly  
\$41,364.00 - \$53,892.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC028  
Bid ID#: 10-ICRE-93461

**Minimum Requirements:**

Requires two years of training and experience in a wide variety of computerized embroidery machines, sewing and the use of multiple machines including serger, juki and straight sewing machines. Requires experience in training all skill levels in the use of these machines. Requires extensive knowledge of the practices, methods, tools and materials of computerized embroidering. Requires experience and the ability to work with students with severe physical disabilities and to use accommodations and assistive technology to enhance student's learning and capabilities in the are of computerized embroidery. Requires ability to maintain discipline, safety and an effective learning environment. Requires ability to use the tools, materials and equipment associated with computerized embroidery and instruct all skill levels in their proper use. Requires ability to prepare reports and evaluate training progress using suitable performance measures.

Work Hours & Location/Agency Contact: 8:00 am - 4:30 pm Monday through Friday  
IDHS/DRS/ICRE-Roosevelt  
1950 W. Roosevelt Rd.  
Chicago, IL 60608  
ATTN: Benjamin Davis 312/433-3056 Fax

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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 C - General/Multiple Areas**

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### **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.

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!

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**Title: Supervisor Facility Maintenance**

Requisition Number 15-0846

Post Date 11/2/2015

Closing Date 11/30/2015

City Chicago

State IL

Minimum Hiring Range-Discuss at Interview

Department Maintenance

**Duties:**

- Monitor all air-conditioning and heating systems at hangar location
- Monitor fire control and alarm systems
- Supervise custodial personnel
- Supervise landscaping, sprinkler repair and mowing
- Respirator fit tester
- Coordinate special work performed by contractors
- Work with vendors for special parts
- Monitor hazard waste disposal
- Order supplies and special services for hangar
- Repair small electrical, plumbing and air problems
- Monitor and ensure equipment such as lifts, ladders, work stands, etc. are safe operative condition
- General repairs and maintenance of the facility

**Qualifications:**

- Be at least 18 year of age; Good communication skills
- Must be a U.S. citizen or show proof of right to work in the U.S.
- Possess a valid driver's license; Ability to lift 50+ pounds comfortably
- Able to fluently read, write, speak, and understand English
- Ability to work under stressful situations and tight time constraints
- Self-motivated; Team Player
- Required to work nights, weekends, holidays, and varying schedules

SkyWest is committed to a maintaining a working environment of satisfying employment and mutual respect for all of our employees, regardless of race, color, national ancestry, sex, sexual orientation, gender identity, marital status, national origin, religion, medical condition, disability, pregnancy, age, or military status. We have specific training plans and programs in place to maintain such an environment.

Apply online at

[https://rn21.ultipro.com/sky1000/jobboard/JobDetails.aspx?\\_ID=\\*F2522A67D5F76E1B](https://rn21.ultipro.com/sky1000/jobboard/JobDetails.aspx?_ID=*F2522A67D5F76E1B)

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## **Building & Grounds/Mailroom Staff**

WTTW

JOB TYPE: Full Time

REPORTS TO: Building Manager

PROCESS: Building Services

MINIMUM EDUCATION: Some College/Trade School.

MINIMUM EXPERIENCE: At least 5 years experience in carpentry, plumbing, painting and remodeling. Minor electrical work experience is also desired. Basic preventative maintenance HVAC skills preferred.

SKILLS REQUIRED: Candidate must be highly motivated, while maintaining a positive attitude. Technical aptitude is a must. Candidate must also possess good team skills.

JOB PURPOSE: Maintain interior and exterior of facility & assist in building support functions.

### **RESPONSIBILITIES:**

#### **Building Support**

Repair and maintenance of building and equipment.

Remodeling and repairs in the fields of carpentry, plumbing and minor electrical.

Landscaping maintenance and snow removal.

Move office furniture and all miscellaneous office equipment upon request.

Perform general custodial duties, such as: light cleaning and refill paper supplies.

Shampoo carpets and strip floors.

Miscellaneous repair projects.

#### **Backup Mailroom**

Log in overnight deliveries and deliver.

Pick up, sort and distribute mail.

Handle all incoming and outgoing UPS and FedEx.

Prepare daily shipping and receiving logs.

Other duties as assigned.

Apply online at <http://interactive.wttw.com/about/employment/full-time/building-grounds-mailroom-staff>

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