



**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: Executive I - Opt W7**

Agency: Workers Compensation Commission  
Closing Date/Time: Tue. 12/22/15 11:59 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062 Bid ID#: IWCC-50-15-0028

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, manages all phases of transcript preparation for cases appealed from the arbitration level to the appellate level of the Commission. Audits inter-departmental work-flow between the court reporters and the Commissioners' staff. Resolves problem cases for disposition in a timely manner. Acts as Departmental liaison between Petitioners, Respondents, attorneys, Arbitrators, Commissioners and the Chairman. Disseminates information relating to rules and procedures regarding appeals at the Commission. Functions as a lead worker of the Transcript Department. Assists the general public, attorneys and co-workers with the rules and procedures regarding appeals at the Commission.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in business or public administration. Requires one year of responsible administrative experience in a public or business organization, or completion of an agency approved professional management training program. Requires extensive knowledge of the principles and practices of public and business administration. Requires ability to develop and manage a small agency function program. Requires ability to analyze administrative problems and adopt an effective course of action. Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures.

Work Hours & Location/Agency Contact: Monday - Friday; 8:30 AM - 5:00 PM  
Illinois Workers' Compensation Commission  
100 W. Randolph Street, 8th Floor, Chicago, IL 60601

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 W7 - Il Workers Comp Comm

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**Central Point Of Contact/Aide Service**

Cullers & Caldwell Builders - Chicago, IL

\$19 an hour

In search of a reliable, responsible individual for full time position.

Requirements: - One year experience preferably.

Job Duties: - Answering multiple phone calls a day - Scheduling appointments

- Faxes - Checking Authorization Inquiries - Keeping up with all paper work

Job Type: Full-time

Salary: \$19.00 /hour

Required education: High school or equivalent

Apply online at <http://www.indeed.com/cmp/Cullers-&-Caldwell-Builders/jobs/Central-Point-Contact-Aide-Service-f14bc3fd6418bf>

**Position: Part-Time Detailer**

Frito-Lay

Location: Chicago Central - Sales

State: Illinois

Zip Code: 60501

Job Category: Part-Time Detailer Family

Description:

The Part-Time Detailer is a part-time position that is responsible for merchandising Frito-Lay's complete line of quality products to existing accounts while driving your personal vehicle to a variety of store locations. Detailer hours vary based upon assigned route and average less than 20 hours per week. This includes weekend and holiday work. The Detailer position offers: Competitive base pay and a flexible schedule.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.

PepsiCo (Frito Lay) is an equal opportunity employer.

Minorities/Females/Disability/Protected Veteran/Sexual Orientation/Gender Identity

Apply online at

<http://www.fritolayemployment.com/careers/JobDetails.aspx?rid=74169&sort=1&cj=0&p=11>

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### **Benefits Coordinator**

Interim HR Consulting - Chicago, IL

\$45,000 a year

Benefits Coordinator

Direct Hire

Salary: \$45,000

#### **Job Responsibilities:**

Maintain employee benefit files, process employee benefit changes on vendor portals, create new employee benefit file folders, file benefit documents, remove terminated employee files and perform other related file maintenance.

Process 401(k) Requests.

Support annual and ad hoc benefits projects as necessary (e.g. Open Enrollment, etc.) Process monthly employee benefit billing by generating billing reports from internal and external systems and generating check requests.

Support the annual enrollment process by preparing communication materials, arranging for external printing of enrollment materials, interacting with vendors on program changes or employee elections.

Respond to employee benefit inquiries, contacting vendors as required to resolve moderately complex issues, but referring complex issues to next higher level.

#### **Required Skills:**

Bachelor's degree

2+ years benefits experience.

Excellent writing and communication skills acquired through working.

Bilingual and fluent in Spanish.

Please submit your resume when applying.

You can join our List of HR Consultants at:

<http://portal.interimhrconsulting.com/applicants/>

Salary: \$45,000.00 /year

Required experience: Benefits: 3 years

Required education: Bachelor's

Required language: Spanish

Apply online at <http://www.indeed.com/cmp/Interim-HR-Consulting/jobs/Benefit-Coordinator-984affbef28be550>

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**Position: Part-Time Warehouse/Material Handler**

Location: Summit Distribution Center  
Job Category: Part-Time Warehouse Family  
Description: Part-Time Warehouse/Material Handler

The Part-Time Warehouse/Material Handler position is responsible for a variety of warehouse duties. The work hours average between 20 and 25 hours per week. Weekend and Holiday work is required. Work is performed in a loud warehouse environment with minimal heating or air conditioning.

Responsibilities include: picking appropriate cases according to order and placing the orders on carts, picking up empty pallet boards and carrying them to a storage area, loading and unloading pallets and individual cases to and from trailers, operating a forklift safely, and loading trailers via carts or stacking cases on the floor of the trailer. Warehouse personnel may also be responsible for receiving and distributing product and assisting in weekly inventory of product. General housekeeping and specific sanitation task are also required.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status. PepsiCo (Frito Lay) is an equal opportunity employer. Minorities/Females/Disability/Protected Veteran/Sexual Orientation/Gender Identity

Apply online at <http://www.fritolay.com/people/frito-lay-employment.htm>

**Position: Mobile Mechanic**

Location: Summit Distribution Center  
Job Category: Mobile Mechanic Family  
Description: Mobile Mechanic

The Mobile Mechanic is a full-time position that is responsible for the maintaining and repairing a fleet of vehicles, diagnosing vehicle mechanical issues, managing parts inventory, accurately charging parts and labor to work orders and performing all other maintenance duties as assigned. Mobile Mechanic's hours of work vary by assigned location. This position offers a competitive base pay plus incentives which includes health care benefits, retirement and savings benefits such as pension, 401(k) and much more. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status. PepsiCo (Frito Lay) is an equal opportunity employer. Minorities/Females/Disability/Protected Veteran/Sexual Orientation/Gender Identity

Apply online at <http://www.fritolay.com/people/frito-lay-employment.htm>

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**Job Title: Office Clerk - Opt 1**

Agency: Human Services  
Salary: \$2,694.00 - \$3,311.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

**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).

**Option 1 – General**

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

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$2,694.00 - \$3,311.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

**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).

**Option 2 – Typing**

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**Job Title: Social Services Career Trainee - Opt MC**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,371.00 - \$4,826.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 10 41 SSCT MC

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, receives formal and informal orientation in the principles, techniques, procedures and policies related to the rehabilitation of persons w/disabilities. Receives info on DHS as well as community services and supports available to persons w/disabilities. Becomes aware of different disabilities and the medical and functional limits imposed while completing academic coursework necessary to obtain a Master's degree in Rehab or a closely related field. Assists on caseload of persons who communicate with the use of Sign Language.

**Minimum Requirements:**

Requires a Bachelor's degree, ability to communicate effectively in Sign Language and ability to complete coursework to obtain a Master's degree in specified time.

Work Hours & Location/Agency Contact: 8:30-5:00pm  
Location: Varies Statewide in Division of Rehabilitation Services.  
Contact: Bureau of Employee Services  
100 S. Grand Ave. East, 3rd Floor, Springfield, IL 62762

Current employees will need to complete and submit a bid form and one line application or a CMS100 Employment Application to the address listed above. Non State employees must 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).

**Option MC - Manual Communicatn Skill**

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**Job Title: Staff Development Specialist I**

Agency: Human Services  
Closing Date/Time: Mon. 12/21/15 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#: 10-91-90783

**Minimum Requirements:**

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

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

Stroger  
600 South Hoyne  
Chicago, IL 60612

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

**How to Apply:**

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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**Storage Facility Housekeeper**

U-Haul Moving Centers  
U-Haul Moving & Storage of Lincoln Park  
1200 W Fullerton Ave  
CHICAGO , IL

Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed.

Prior cleaning service or custodial experience is preferred.

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 6am to 8pm

Mon - 6am to 9pm

Tue - 6am to 9pm

Wed - 6am to 9pm

Thu - 6am to 9pm

Fri - 6am to 8pm

Sat - 6am to 9pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=160260&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=160260&mode=)

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### **Customer Service Representative**

U-Haul Moving Centers  
U-Haul Moving & Storage of Up-Town  
4055 N Broadway St  
CHICAGO , IL

#### Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service. Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 6am to 7pm  
Mon - 6am to 7pm  
Tue - 6am to 7pm  
Wed - 6am to 7pm  
Thu - 6am to 7pm  
Fri - 6am to 8pm  
Sat - 6am to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=157677&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=157677&mode=)

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### **U-Box Customer Care Representative**

U-Haul Moving Centers  
U-Haul Moving & Storage of Logan Square  
4100 W Fullerton Ave  
CHICAGO , IL

Description: U-HAUL® is looking for friendly, energetic, and motivated individuals that enjoy interacting with customers and take pride and comfort in a job well done. U-Box CCR's are responsible for pick up, transportation, and drop off of our U-Box containers and to ensure that our valued customers needs and expectations are met by providing them with friendly and courteous service.

Duties and responsibilities of a U-Box Customer Care Representative include:

- Operate a flat-bed truck
- Operate an 8000 pound propane forklift or a truck mounted forklift
- Load and unload storage containers onto truck bed for delivery to storage facility
- Transport cargo to and from specified destinations
- Ensure timely delivery; provide customer assistance to include the sale of support items
- Use a truck mounted forklift to remove containers from vehicle, and position in the designated storage location
- Use on-line computerized dispatch and rental systems
- Prepare, receive, and provide appropriate documentation for the delivery or pick up of goods
- Verify that the container, and any other equipment rented, is returned in the same condition as when rented
- Ensure warehouse storage facility is clean, dry, and secure at all times
- Perform "Customer Ready" inspections of U-Box containers prior to dispatch

Requirements: A Class B Commercial Driver License (CDL) or above is required, however, we are willing to train candidates in order to achieve an applicable CDL for employment. Candidates must possess a clean driving record, be able to pass a criminal background investigation, and meet all Department of Transportation (DOT) and U-Haul physical examination requirements.

Work Status: Full-Time or Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 7am to 7pm  
Mon - 7am to 7pm  
Tue - 7am to 7pm  
Wed - 7am to 7pm  
Thu - 7am to 7pm  
Fri - 7am to 7pm  
Sat - 7am to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=137751&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=137751&mode=)

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### **Storage Customer Service Representative**

U-Haul Storage Facilities  
U-Haul Moving & Storage of Brighton Park  
3401 W 47th St  
CHICAGO , IL

Description: Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service. Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 9am to 5pm

Mon - 2pm to 7pm

Tue - NA

Wed - 2pm to 7pm

Thu - NA

Fri - 3pm to 8pm

Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=156900&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=156900&mode=)

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**Hitch Professional**

U-Haul Moving Centers  
U-Haul Moving & Storage of South Shore  
1650 E 71st St  
CHICAGO , IL

Description:

Be familiar with and able to recommend, sell, and install complete towing packages according to manufacturers' specifications while using good mechanical practices.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 8am to 6pm

Mon - 6am to 8pm

Tue - 6am to 8pm

Wed - 6am to 8pm

Thu - 6am to 8pm

Fri - 6am to 9pm

Sat - 6am to 8pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=158842&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=158842&mode=)

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### **Detail Specialist**

U-Haul Repair Facilities  
Forest Park Shop  
FOREST PARK , IL

#### Description:

We are looking for a Detail Specialist to ensure that trucks, trailers and other equipment are thoroughly cleaned inside and out.

This person will apply protective dressings to vinyl and rubber surfaces, clean inside and outside of truck cabs and van boxes, clean mirrors and windows, and make sure all equipment is "customer ready."

#### Work Status:

Full-Time or Moonlighter/Part-Time

#### Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 6am to 3pm

Tue - 6am to 3pm

Wed - 6am to 3pm

Thu - 6am to 3pm

Fri - 6am to 3pm

Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=160438&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=160438&mode=)

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### **Reservation Manager**

U-Haul Regional Marketing Offices  
Uhc Chicago S & Sw Suburbs  
11855 S Cicero Ave  
ALSIP , IL

#### Description:

Direct incoming U-Haul equipment to dealerships and moving centers to fill every confirmed reservation.

Assist in controlling rental equipment inventories within the assigned marketing company geographic area to balance customer requirements with rental equipment supply.

Monitor current competitor rates and maintain inventory records.

Update, review and audit reports which indicate equipment inventory levels, etc.

#### Work Status:

Moonlighter

#### Hours Needed:

(These hours may change based on business needs)

Sun - 9am to 5pm  
Mon - 11am to 7pm  
Tue - 11am to 7pm  
Wed - 11am to 7pm  
Thu - 11am to 7pm  
Fri - 11am to 7pm  
Sat - 11am to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=155263&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=155263&mode=)

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**Trailer/SRI Specialist**

U-Haul Repair Facilities  
Park Forest Rers  
PARK FOREST , IL

Description:

Inspect and repair single/tandem-axle trailers, tow bars, hitches, and car-top carriers. Repair damaged panels, axles, suspension and associated equipment.

Fabricate trailer fixtures, including surface preparation, cutting of steel/aluminum, welding and painting. Assess and calculate the cost of repairs for each piece of equipment.

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 6am to 5pm

Tue - 6am to 5pm

Wed - 6am to 5pm

Thu - 6am to 5pm

Fri - 6am to 5pm

Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=160427&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=160427&mode=)

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**Bar Porter - Kitty O'Sheas**

Job ID:HOT0273U

Location Name: Hilton Chicago and Towers

Location Address: 720 South Michigan Ave, Chicago, IL, 60605

Full/Part Time: Full-time

A Barback with Hilton Hotels and Resorts is responsible for preparing and servicing permanent and portable bars throughout the hotel in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will I be doing?

As a Barback, you would be responsible for preparing and servicing permanent and portable bars throughout the hotel in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

Specifically, you would be responsible for performing the following tasks to the highest standards:

Retrieve orders from storeroom, visually check stock and reconcile with written requisitions to ensure order accuracy and re-check stock upon delivery

Prepare the bar by cutting, slicing and peeling perishable garnishes and fruits, mixing and pouring juices and storing back-up supplies in prescribed containers

Check with and assist the bartender to stock and maintain the bar to include, but not limited to, paper products, straws and stirrers, condiments, glassware, ice and produce

Transport taps and replace and perform routine maintenance on beer kegs

Maintain cleanliness of bar area, beer lockers, refrigerators and storage areas in accordance with federal, state, local and company codes

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/bar-porter-kitty-osheas-job-chicago-illinois-6070329?cntry=united-states>

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## **Busperson**

Job ID:HOT027IL

Location Name: Hilton Chicago O'Hare Airport

Location Address: O'Hare International Airport, Chicago, IL, 60666

Full/Part Time: Full-time

A Busperson with Hilton Hotels and Resorts is responsible for setting and clearing dining tables and stocking service stations in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

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

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences. Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Busperson, you would be responsible for setting and clearing dining tables and stocking service stations in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

Set and prepare tables for dining, including, but not limited to, folding napkins, cleaning and placing tableware, serving water, etc.

Ensure tableware is in good and working condition and report any defects for repair  
Stock, maintain and clean designated food station(s)

Assist food server(s) with table service, including, but not limited to, serving beverages, breads, etc.

Retrieve and transport dirty tableware to dishwashing area

Respond to guest inquiries and requests and resolve issues in a timely, friendly and efficient manner

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/busperson-job-chicago-illinois-6049447?cntry=united-states>

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## **Security Officer (Part-Time)**

Job ID:HOT028SM

Location Name: Hilton Suites Oakbrook Terrace

Location Address: 10 Drury Lane, Oakbrook Terrace, IL, 60181

Full/Part Time: Part-time

A Security Officer with Hilton Hotels and Resorts is responsible for ensuring the safety of guests and team members and the security of the hotel and property in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

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

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences. Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Security Officer, you would be responsible for ensuring the safety of guests and team members and the security of the hotel and property in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Patrol the interior of and the perimeter of the hotel and the property to observe and identify potential safety risks, security risks and undesirable conditions
- Respond to emergency situations including, but not limited to, safety hazards, fires, medical emergencies and threats to life and/or property
- Promote safe work practices
- Initiates preliminary investigations into incidents, as needed
- Writes reports and ensures accuracy of necessary documentation, as needed
- Respond to guest inquiries and requests and resolve guest issues in a timely, friendly and efficient manner

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/security-officer-part-time-job-oakbrook-terrace-illinois-6073721?cntry=united-states>

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