



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=

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

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=155263&mode=

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Overnight Merchandise Stocker

Target - Lombard, IL

Overnight Truck Unloading Target Corporation - Lombard, IL

Target in Lombard is currently hiring Fast, Fun, and Friendly people to be a part of our team! We are looking for people to fill the following position immediately: Overnight Merchandise Stocker

Unload, move, palletize and stock cartons with speed and accuracy.

Pick up trash and boxes while stocking, backstocking and pulling. Remove pallets, trash and boxes from the sales floor before the store opens.

Scan cartons in the PUSH application to identify push, backstock, stage and special handling cartons.

Ensure food is received correctly, temperature checks are completed and product is pushed and backstocked in a timely manner.

Sort cartons to appropriate custom block pallets, ensuring to construct stable pallets while maximizing the number of cartons per pallet.

When palletizing on the unload line, assist other team members when assigned section is not receiving cartons.

Move push pallets and vehicles to the proper location on the sales floor and breakout/bowl merchandise into the appropriate aisle.

Be able to read smart schematic information on a distribution pick label to quickly and accurately stock merchandise on shelves, peg hooks and other locations.

Stock merchandise to sales floor capacity, ensuring sales floor locations are in-stock and properly zoned.

Ensure that no partial case packs are left on the backstock pallet or backstocked in locations.

Check for multiple sales floor locations to ensure merchandise is stocked accurately.

To apply, please go online to www.target.com/careers choose the Lombard Target Store (60 Yorktown Shopping Ctr) and when completed give us a call at (630)495-9560. Feel free to stop in to our store and fill out an application at our hiring kiosk.

Job Type: Part-time

Apply online at http://www.indeed.com/cmp/Target/jobs/Overnight-Merchandise-Stocker-642eb74cb21c1afb?sdu=QwrRXKrqZ3CNX5W-O9jEvdK026RTS55p9xmq-SEjOofdv6967bHkxbx_PUR3lukA9Zm9LzzMuUJrbo2uwm4TyI3wOQWor-gBEzxINMXzdlN8

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Warehouse Forklift Operator / Order Picker

European Chocolate - Vernon Hills, IL

\$10 an hour

Warehouse Forklift Operator/Order Picker

Summary : Position is responsible to assemble orders for shipment to the stores; assist other staff.

ACTIVITY, KNOWLEDGE, AND SENSORY REQUIREMENTS

Physical Requirements:

Standing with walking is required for most of the shift (not including breaks)

Push and pulling pallets and lifting products is required

Bending is required

Climbing onto the racking and on/off the order picker is required

Crouching is required. Kneeling is required occasionally

Physical strength to handle up to 5-20-pound object, frequently. Some items weighing up to 50 lbs to be handled occasionally

Above average coordination, including eye-hand, hand-foot and balance

Above average endurance

Normal dexterity of hands and fingers with average repetition

Site with ability to distinguish color; perception of sound is required; ability to communicate issues verbally and in written form

Knowledge Requirements:

A positive attitude & pleasant personality; effective memory skills; good hand eye coordination; dependability, ability to follow directions & a strong willingness to learn .

Communication

Normal verbal communication; Normal written communication

Normal nonverbal communication

Must be 18 years of age or older

Average Hours Per Week: 40 hours per week

Hours Employee Must Be Available: 7:00am-3:30pm , Monday thru Friday with occasional overtime

Work environment : Warehouse is temperature controlled. 58-70 degrees

Job Type: Full-time

Salary: \$10.00 /hour

Required experience: Warehouse & Forklift: 1 year

Required education: High school or equivalent

Apply online at <http://www.indeed.com/cmp/European-Chocolate/jobs/Warehouse-Forklift-Operator-6b26d96b8943d905?q=warehouse+worker>

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Packer/Material Handler

Resource Employment Solutions - Bridgeview, IL

\$9.50 an hour

PAY RATE:

\$8.25/hour

AFTER 30 DAYS:

\$9.25/hour

AFTER 60 DAYS:

\$9.50/hour

POSITION:

PACKER

JOB DESCRIPTION:

- Must be able to lift 15 lbs. on a repetitive basis.
- Must be able to work in a fast paced environment.
- Must be able to pull/push 30 to 50 lbs.
- Must be able to climb when needed.
- Must be able to twist, bend, squat, pull and push on a repetitive basis.

HOURS:

7AM-7PM

7PM-7AM

12 HOUR ROTATING SHIFT

Apply online at <http://www.indeed.com/cmp/Resource-Employment-Solutions/jobs/Packer-Material-Handler-2fbf4ec668c540a1?q=warehouse+worker>

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Job Title: Office Associate - Opt 2

Agency: Human Services
Closing Date/Time: Wed. 12/23/15 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-94313

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex, specialized clerical duties in the Financial Recovery Unit; types documents, processes records and performs general office support functions involving related steps, processes and/or methods requiring application of agency policies and procedures; determines work methods and procedures to complete assignments; provides information/assistance to explain/clarify rules, processes or procedures.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type at a rate of 45 wpm. Requires knowledge and understanding of medical, technical, and legal terminology.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
South Suburban FCRC, 3301 Wireton Road, Blue Island, IL 60406
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
217-557-0347 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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 - Typing

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Job Title: Public Aid Eligibility Assistant

Agency: Human Services
Closing Date/Time: Wed. 12/23/15 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 10-91-94272

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

Minimum Requirements:

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

Work Hours & Location/Agency Contact: 8:30am-5:00pm
Western FCRC
3910 W. Ogden Ave
Chicago, IL 60623

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
217-557-0347
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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Cook II-Patient Services

Department: Dietary Patient Food Service

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty:

Job Number: 2015-2702

Job Description: Do you have 3 years cooking experience and looking of a great opportunity? If so consider this Full-Time Cook position with our Dietary Patient Food Service Team here at Rush!

Position Qualifications:

High School Diploma Required

Certificate of Completion in Culinary Arts and/or Associates Degree in Culinary Arts preferred. Illinois Department of Public Health and City of Chicago Sanitation

Certification required within six months of hire and maintain thereafter.

Minimum three years cooking experience required. Ability to read, write and speak English required

Basic math skills to calculate recipe ingredient and quantity adjustments, calculate weight and measures. Critical thinking skills . Organizational skills

Knowledgeable and can operate, with minimal instruction, hot preparation equipment such as convection/combi ovens, steamers, broiler's, grills, etc.

Can demonstrate skills in the use of culinary hand tools (knives, etc.) and small processing equipment (vegetable choppers & processors)

Ability to exert 25 pounds of effort to push or pull a cart, ability to lift and carry 50 pounds minimum, stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils, able to communicate using a variety of audio-technology, able to see, 100% of time standing or walking. Ability to transport hot/cold items for service and production using recognized safety equipment in a safe manner that does not endanger self or others. The above is intended to describe the general content of and requirements for the performance of this job. It shall not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20151214140945&

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Job Title: Food Service Supervisor-Cafe

Department: Dietary Cafeteria

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-2700

Job Description:

Do you have 3 years' experience in a supervisory capacity in foodservice operations and looking of a great opportunity? If so, consider this Food Service Supervisor position with our Dietary Cafeteria Team here at Rush!

Position Highlights

Supervises daily food service operations to ensure that goals and standards of unit/department are met. Ensures compliance with all applicable regulatory agencies, department quality monitors and targets and corporate and departmental policies and procedures. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Requirements

Associate Degree in Food Service or minimum of three years experience in a supervisory capacity in foodservice operations (from- retail, business, and healthcare). Illinois Department of Public Health and City of Chicago Sanitation Certification required within six months of hire. Competent in preparation of spreadsheets, data bases, word processing. Ability to supervise multiple employees performing multiple tasks, self directed, strong interpersonal skills, organization skills, problem solving, creative, verbal skills, conflict resolution, aware of daily department operations and able to identify unusual situations that arise, manage stress effectively. Ability to exert 25 pounds of effort to push or pull a cart, ability to lift and carry 40 pounds minimum, stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils and computer keyboard, able to communicate using a variety of audio-technology, able to see, will involve long periods of sitting, standing or walking (about 90%).

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Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20151214141029&

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Driver Helper

CHICAGO, IL, United States

Job ID: ILWRG4

UPS is hiring individuals to work as temporary, seasonal Driver Helpers.

This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. It requires excellent customer contact skills and a lot of walking.

As a Driver Helper you will not drive the delivery vehicle but assist the driver in the delivery of packages.

Driver Helpers usually meet the UPS driver at a mutually agreed upon time and location each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Hours vary but usually begin after 8:00 a.m. and end before 8:00 p.m. Driver Helpers must comply with UPS appearance guidelines.

Driver Helper seasonal opportunities are typically between the Thanksgiving and Christmas holiday time period.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity

Apply online at <https://www.jobs-ups.com/job/chicago/driver-helper/1187/857048>

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Job Title: Public Service Administrator - Opt 6
Agency: Children & Family Services
Closing Date/Time: Mon. 12/28/15 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: 1547047-478310

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction of the Area Administrator, serves as working supervisor, planning, supervising, reviewing, and coordinating the activities of a team of professional caseworkers engaged in providing child welfare protective services to children and families; directs the team within the existing framework of statutes and policies of the Agency; serves as liaison with other disciplines, agencies, and community resources; establishes performance goals and objectives and refers instances requiring potential disciplinary action to Area Administrator.

Minimum Requirements:

Requires a master's degree in social work from a recognized college or university and three years administrative child welfare experience or a master's degree in an acceptable human services field from a recognized college or university and four years administrative child welfare experience; requires a valid driver's license.

Work Hours & Location/Agency Contact: Work Hours: Mon - Fri 8:30AM - 5:00PM
Location: 1755 Lake Cook, Deerfield IL 60015
Agency Contact: Tracey Hardrick, Personnel Liaison
Bureau of Operations - Cook
1911 S Indiana, 10th Fl.
Chicago, IL 60616

Phone: 312-328-2509 Fax: 312-328-2510 Email: Tracey.Hardrick@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 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 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: Senior Public Service Administrator - Opt 1

Agency: Central Management Services
Closing Date/Time: Mon. 12/28/15 5:00 PM Central Time
Salary: \$4,295.00 - \$12,128.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: CMS 11556

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college and four years of progressively responsible administrative experience in private or public administration or a closely related field. Requires ability to develop and implement multi-jurisdictional policies and procedures. Requires thorough knowledge of public and business administration principles and practices, as well as statewide business processes, programs and service objectives, activities and operational systems. Requires thorough understanding of State and Federal regulations, statutes, and rules impacting the ERP Program and its related functionalities. Requires ability to resolve sensitive problems and to travel (primarily to Springfield, IL). Have ability to deliver and drive results to a managed project plan. Requires ability to use a personal computer and related software programs, especially advanced working knowledge with MS-Office suite of software applications and tools, including: Microsoft Word, Excel, PowerPoint, and MS-Outlook. Experience with implementing change readiness strategies preferred.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Central Management Services
BCCS/Enterprise Resource Planning/Change Management
100 West Randolph, Chicago, IL (Cook County)
Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
Phone: 217-782-6239 Fax #: 217-782-9925

How to Apply:

This position is considered exempt from the Personnel Code and thus does not require a grade through CMS Examining and Counseling. All interested applicants are to submit a CMS 100 Employment Application directly to the Agency Contact above prior to the closing date of the posting.

Option 1 - Gen Adm/Bus-Mkt-Lbr-Per

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Job Title: Security Station Attendant

Agency: Illinois Courts/Supreme Court
Salary: \$28,524.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: 144

Description of Duties/Essential Functions Benefits Supplemental Questions
Duties include: providing security for Judges and court personnel on an assigned floor, patrolling floors on foot and observing incidents or concerns that may require additional attention, preparing comprehensive incident reports, maintaining order and decorum during court proceedings, answering the telephone at the security station and disseminating telephone messages, greeting and directing visitors at assigned area, sorting and distributing mail, assisting the First District Appellate Court when required, and preparing meeting rooms.

Minimum Requirements:

EXPERIENCE AND SKILL REQUIREMENTS: Individual must have a minimum of three (3) years of working experience and certified training within the security or law enforcement field. Certification in CPR/AED is preferred or ability to obtain a certification within six (6) months of hire. Must possess a valid Illinois driver's license. Individual must demonstrate strong interpersonal skills, be able to maintain confidentiality and work in a team environment. This is an UNARMED position.

PHYSICAL REQUIREMENTS: Ability to stand and sit for extended time periods. Ability to patrol floors on foot and deliver packages/mail to different areas of the building and the downtown Chicago area. Some lifting to set-up/take down chairs, tables and equipment for meetings is required. Office work environment requiring business attire.

Work Hours & Location/Agency Contact: 8:30 a.m. - 4:30 p.m.

Supreme Court of Illinois / Michael Bilandic Building
160 North LaSalle Street, 18th Floor, Chicago, Illinois 60601
Patrick Cronin (312) 793-6303

How to Apply: Applicants must submit resume and cover letter to:

Supreme Court of Illinois / Michael Bilandic Building
Attention: Patrick Cronin
160 North LaSalle Street, 18th Floor, Chicago, Illinois 60601

Applicant's information must be received by 4:30 p.m. on Thursday, December 31, 2015.

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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

How to Apply:

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Job Title Receiving Clerk

Posted 12/07/2015

Category Arenas

Location United Center

1901 West Madison Street

Chicago, IL 60612

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

Description

The Levy family culture has nurtured our incredible growth from a single delicatessen in Chicago, to an industry-leading, food organization over 30 years later. Today, we create great dining experiences at restaurants throughout the country and many of the highest profile sporting and entertainment venues in the world. We're proud that thousands of guests have savored our food at some of the most celebrated gatherings in our nation: the Super Bowl, NBA and NHL All-Star Games and the Grammy Awards.

Always accepting applications for Receiving Clerk opportunities

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

www.levyrestaurants.com

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

Requirements

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

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

Apply online at <http://workatlevy.com/job-detail/124560/2015-12-07>

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Inventory Planner - (3rd shift) - Niles, IL

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Other Location :

Requisition Number : 00037641

Full or Part Time : Regular Employee FT

Position Description

Responsible for maintaining inventory at maximum levels; supervisory or lead functions required. - Count and reconcile daily inventory.

- Monitor and track syrup usage in production runs.
- Reconcile and confirm daily production orders.
- Track and report efficiencies and yields associated with inventory/production.
- Reconcile raw materials, all sales loads, and track/report in breakage, damage, and loss. - Report to management/supervision daily out of stock items/materials
- Perform weekly age analysis and report any close dated product.
- Assist in the training and development of departmental personnel.
- Manage produced product replenishments to surrounding Sales Centers.
- Manage inventory levels to plan at a third party warehouse.
- Review, monitor, and address full good inventory levels to minimize potential out of stock risk to sales. - High level of customer service focus and response required as an operations liaison to a Sales Center.
- Create and prioritize product replenishments (IBT's) to meet the DRP plan.
- Generate and review daily reports. - Prepare and file reports.
- Other duties as assigned by management. - High School Diploma or GED required.
- Bachelor's Degree in a related field preferred.
- Minimum of 1 year Inventory Control experience.
- Background knowledge of SAP preferred.
- Familiar with WMS or EIM systems preferred.
- Strong analytical and thinking skills. - Ability to learn new skills.
- Possess a sense of urgency and attention to detail.
- Need to be flexible with hours.
- APICS – CPIM Certification is a plus.

Coca-Cola Refreshments is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/inventory-planner-3rd-shift-niles-il-niles-illinois-job-1-5872328>

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Supervisor, Manufacturing Prod Sparkling - Alsip, IL / 2nd or 3rd Shift

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00038676

Full or Part Time : Regular Employee FT

Position Description

Responsible for efficient and safe manufacturing processes through the supervision of production team members. Must adhere to the production schedule and ensure that safety and quality standards are met.

Function Specific Activities:

- Lead entire off-shift operations while delivering key performance indicators (safety, quality, cost and service).
- Manage production, warehouse, quality and maintenance teams.
- Staff, train, evaluate and develop team members.
- Manage within labor and OPEX budget.
- Monitors the production process, makes periodic checks and adjusts equipment or work practices according to standard operating procedures.
- Ensures equipment in the area assigned is in working order and that working conditions are safe at all times.
- Verify the readiness of the production line at start-up and supervise change overs.
- Manage overall package and product quality to ensure all standards and specifications are maintained.
- Bachelor's Degree or equivalent work experience; Engineering degree preferred.
- Production/manufacturing or warehouse experience preferred.
- 2+ years supervising or leading teams a plus

TECHNICAL SKILLS:

- Knowledge of Lean Six Sigma or other Organizational Effectiveness practices
- Familiarity with overall Manufacturing environment roles: Sanitation; QA; Maintenance
- Requires experience managing people and performance metrics.
- Strong computer and database application skills.
- Familiarity with manufacturing systems.

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Checker (Warehouse Traffic) - Niles, IL / 2nd shift

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00037152

Full or Part Time : Regular Employee FT

Position Description

Responsible for accurately documenting inbound / outbound activities and controlling dock traffic.

- Ensure load accuracy at check in and check out by physically counting.
- Coordinate staging of built pallets
- Maintain required records.
- Maintain inventory data
- Visually inspect all incoming and outgoing vehicles (including climbing onto truck and manually opening bay doors).
- Oversee safety of dock area

- High school diploma or GED required.
- Associate's degree preferred.
- 1+ years of general work experience required.
- Prior warehouse/inventory/ auditing experience strongly preferred.
- Ability to trouble shoot and problem solve
- Good analytical, planning, organizational, and interpersonal skills
- Proficient with PC systems and software applications
- Strong leadership skills or previous warehouse supervisor experience strongly preferred

- Strong math skills.
- Basic computer skills.
- Ability to work with minimal supervision.
- Forklift certification is preferred.

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Cooler Service Field Technician

Talent Area : Field Service/Equipment and Parts

Location : St Charles, IL, USA

Requisition Number : 00038613

Full or Part Time : Regular Employee FT

Position Description

Hours will be 1:00pm - 9:30pm either Thursday – Monday or Saturday - Wednesday.

Responsible for performing mechanical services on cold drink equipment.

- Maneuver equipment in order to perform all mechanical services on cold drink equipment including preventative maintenance.
- Keep all refrigeration equipment in proper operating condition.
- Maintain positive customer relationships.
- Prepare equipment in accordance with company standards.
- Ensure vehicle has appropriate levels of parts inventory.
- Maintain clean and safe work area.

- High school diploma or GED required.
- Refrigeration/HVAC trade or vocational certification preferred.
- 0 to 3 years of general technical experience required.
- 1+ years of refrigeration/HVAC experience preferred.
- Plumbing and electro/mechanical experience.
- Prior diagnostic troubleshooting.
- Demonstrated mechanical, technical and electrical aptitude.
- Basic computer skills.
- Valid driver's license and driving record within MVR policy guidelines.
- HVAC certification preferred.
- I-Fountain or Best certification preferred.
- CMV required, if applicable

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REGISTRATION COORDINATOR Job ID: 2387

Closing Date: 12/22/2015

Administrative/Registration Coordinator

Date Posted: 12/8/2015

Location: Central Administration Building

Region: Administration

CHARACTERISTICS OF THE CLASS:

Under supervision, coordinates and maintains the Chicago Park District Activity Registration System. Processes registrations. Performs related duties as required.

EXAMPLES OF DUTIES:

Creates and processes a broad range of registration information, including attendance, budgets and reports. Staffs the registration hotline. Maintains professional profiles.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Three years' experience working in a registrar's office or a background in registration and information systems, or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities: Knowledge of registration procedures.

Knowledge of information systems, databases and presentation software Interpersonal, oral and written communication skills; proofreading and editing ability.

Customer-service skills and a positive attitude

Problem-solving skills

Ability to manage multiple tasks and complete tasks on time

Ability to acclimate quickly

2015 Salary: \$35,194.36 per year

Apply online at

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