



Night Auditor - Part Time (Job Number: HOT014E9)

Work Locations: Hampton Inn Chicago/Naperville 1087 East Diehl Rd. Naperville 60563

Job: Guest Services/Operations

Schedule: Part-time

Brand: Hampton

Shift: Overnight

Job Level: Team Member

A Night Auditor with Hampton Inn and Suites is responsible for overseeing the auditing, posting and balancing of daily financial transactions to support the hotel's continuing effort to deliver outstanding guest service and financial profitability.

If you appreciate friendly service and are committed to Guest satisfaction, you may be just the person we are looking for to work as a Team Member with Hampton.

What will I be doing?

As Night Auditor, you would be responsible for overseeing the auditing, posting and balancing of daily financial transactions to support 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:

- Audit, post and balance daily cashiers' work for outlets including, but not limited to, outlets in Rooms and Food and Beverage
- Ensure credit card system reconciles to daily transaction lists
- Schedule, assign daily work, inform and train team members
- Monitor, observe and assist in evaluating team member performance

EOE/AA/Disabled/Veterans

Apply online at https://hilton.taleo.net/careersection/us_external/jobdetail.ftl

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Maintenance - Part Time (Job Number: HOT01404)

Work Locations: Hampton Inn Chicago/Naperville 1087 East Diehl Rd. Naperville 60563

An Engineer with Homewood Suites hotels is responsible for maintaining the physical functionality and safety of the facility 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?

With nearly 1,900 hotels globally, Hampton Hotels offer guests friendly service, clean rooms and comfortable surroundings, every time. Guests also enjoy free high-speed Internet access, free hot breakfast and more. Plus, Hampton guarantees 100% satisfaction with every stay ' if you're not satisfied, we don't expect you to pay.

We provide our guests with all the things they need at a great price, delivering the experience on which our guests depend. Our approachable, authentic and helpful teams genuinely connect with guests. Hampton exists to anticipate a traveler's needs, creating the edge to advance their journey.

Hampton is one of Hilton Worldwide's ten market-leading brands. For more information visit www.hiltonworldwide.com.

If you appreciate friendly service and are committed to Guest satisfaction, you may be just the person we are looking for to work as a Team Member with Hampton.

What will I be doing?

As an Engineer, you would be responsible for maintaining the physical functionality and safety of the facility 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:

- Maintain the physical functionality and safety of the facility including, but not limited to, guest rooms, public space and heart-of-the-house areas
- Respond to guest calls and team member work orders in a timely, friendly and efficient manner to assess and repair non-functioning machinery and/or equipment
- Perform a variety of repair and maintenance tasks including, but not limited to carpentry, plumbing, electrical work, painting, HVAC work and masonry
- Conduct inspections for preventive maintenance needs
- Record and report completed repairs and items that require further attention

EOE/AA/Disabled/Veterans

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Laundry Attendant - Full Time (Job Number: HOU016N6)

Work Locations: Hampton Inn Chicago/Naperville 1087 East Diehl Rd. Naperville 60563

Job: Housekeeping and Laundry

Schedule: Full-time

Brand: Hampton

Shift: Day Job

Job Level: Team Member

A Laundry Attendant with Hampton Inn and Suites is responsible for maintaining a constant supply of clean linens for the hotel in the hotels continuing effort to deliver outstanding guest service and financial profitability.

If you appreciate friendly service and are committed to Guest satisfaction, you may be just the person we are looking for to work as a Team Member with Hampton.

What will I be doing?

As a Laundry Attendant, you would be responsible for maintaining a constant supply of clean linens for the hotel in the hotels continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Perform all stages of linen processing, including, but not limited to, collecting, transporting, sorting, weighing, loading and unloading (washers, dryers and chutes), ironing, folding, storing and delivering
- Maintain cleanliness of laundry machinery and laundry area
- Maintain stock levels
- Respond to guest service issues in a timely, friendly and efficient manner
- Perform additional laundry services, as needed

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In Room Dining Server (Job Number: HOT0163I)

Work Locations: Conrad Chicago 521 North Rush St Chicago 60611

Job: Room Service

Schedule: Full-time

Brand: Conrad Hotels & Resorts

Shift: Full Availability

Job Level: Team Member

A Food Server with Conrad Hotels and Resorts is responsible for serving food and/or beverages to guests in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

What will I be doing?

As a Food Server, you would be responsible for serving food and/or beverages to guests in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Respond to guest requests in a timely, friendly and efficient manner
- Ensure knowledge of menu and restaurant promotions and specials
- Take guest food and/or beverage orders and input orders in appropriate point-of-sale system
- Retrieve and deliver food and beverage orders in a timely manner
- Ensure guest satisfaction throughout the meal service
- Serve alcoholic/non-alcoholic beverages in accordance with federal, state, local and company regulations
- Ensure serving station is well-stocked at all times

EOE/AA/Disabled/Veterans

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Human Resources Manager (Job Number: HOT0149H)

Work Locations: President Abraham Lincoln Springfield- a Double Tree by Hilton Hotel
701 East Adams St. Springfield 62701

Job: Human Resources and Training

Schedule: Full-time

Brand: Doubletree by Hilton

Shift: Day Job

Job Level: Manager

A Human Resources Manager with Doubletree by Hilton is responsible for assisting the Director in the overall management and administration of the Human Resources function in the hotel's continuing effort to deliver outstanding guest service and to maximize profitability.

What will I be doing?

As a Human Resources Manager, you would be responsible for assisting the Director in the overall management and administration of the Human Resources function to deliver an excellent guest experience and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Manages daily Human Resources operation to include, but not limited to, interviewing and hiring, employment and recruiting, training and development, wage/benefit compensation, team member and labor relations, contract compliance, disciplinary procedures, workers compensation, safety, statutory compliance, recognition and reward and performance evaluations
- Manage team member relations programs, activities and initiatives to include, but not limited to, picnics, holiday functions, health fairs, award banquets and special events
- Oversee function of the data management system to include, but not limited to, entry of team member data, recording employment transitions (i.e. hire, separation, leaves of absence, etc.), generating reports (i.e. payroll analysis, labor turnover, etc.) and processing unemployment claims
- Ensure compliance with Affirmative Action Plan and Equal Employment Opportunity guidelines and regulations

EOE/AA/Disabled/Veterans

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Job Title: Executive II - Opt T5

Agency: Veterans Affairs

Closing Date/Time: Wed. 03/04/15 4:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 34-50-15-86028

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four (4) years of college with a Bachelor's Degree in one of the following: recreational therapy, occupational therapy or social work. License and/or certification in aforementioned degree(s) is preferred. Requires two (2) years of experience in public or business organization; requires working knowledge of the functions of state government; requires working knowledge of the principles of governmental accounting program budgeting, personnel, statistics and procurement; requires the ability to understand and explain things clearly and thoroughly; requires the candidate to have a sense of creativity.

Work Hours & Location/Agency Contact:

Mon-Fri 8:00am-4:30pm 1 hour unpaid lunch

Illinois Veterans' Home, 1 Veterans Drive, Manteno, IL 60950

Contact: Jeri Gulli

Illinois Veterans' Home

1 Veterans Drive

Manteno, IL 60950

Phone: 815-468-6581 ext. 328

Fax: 815-468-1596

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 T5 - Dept Veteran Affairs

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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 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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Department Assistant (3)

DePaul University

Posted Date 2/12/2015

Requisition # 18492

Position Type Full-Time

Salaried/Hourly Non-Exempt

Department School of Public Service

Campus Loop Campus

Location US-IL-Chicago

Minimum Requirements: Five to six years of experience in a clerical support position in a University or corporate setting. Thorough knowledge of the University's administrative practices and procedures. Excellent communication and interpersonal skills and constant use of tact and diplomacy. Proficient with Microsoft Office products. Ability to handle the highest level of confidential information. Must be detail oriented. Must be flexible in scheduling work hours to respond to School needs.

Preferred Requirements: Bachelor Degree in Higher Education, Business, Social sciences or related field. Experience with Peoplesoft.

Salary & Benefits: DePaul offers comprehensive and competitive pay and benefits to attract and retain talent to further the University's mission. Please click on the following link to review the full Benefits Summary.

<https://hr.depaul.edu/Benefits/index.html>

Required Background Screening:All final candidates extended an offer of employment will undergo background screening.

Mandated Reporting of Child Abuse & Neglect:Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected. For more information about the Illinois Abused and Neglected Child Reporting Act, please visit: http://www.state.il.us/dcfs/about/ab_about.shtml

DePaul University is an Equal Opportunity/Affirmative Action employer.

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

Apply online at <https://jobs-depaul.icims.com/jobs/18492/department-assistant-%283%29/job?mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=720&height=500&bga=true&needsRedirect=false>

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Houseperson - Full Time (Job Number: HOU016N7)

Work Locations: Hampton Inn Chicago/Naperville 1087 East Diehl Rd. Naperville 60563

Job: Housekeeping and Laundry

Schedule: Full-time

Brand: Hampton

Shift: Full Availability

Job Level: Team Member

A Houseperson with Hampton Inn and Suites is responsible for cleaning and maintaining designated areas of the hotel and responding to guest requests in the hotels continuing effort to deliver outstanding guest service and financial profitability.

If you appreciate friendly service and are committed to Guest satisfaction, you may be just the person we are looking for to work as a Team Member with Hampton.

What will I be doing?

As a Houseperson, you would be responsible for cleaning and maintaining designated areas of the hotel and responding to guest requests in the hotels continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Clean designated areas including, but not limited to, restrooms, public areas, offices and banquet/meeting/conference rooms

- Assist Room Attendants

- Perform tasks including, but not limited to, dusting and polishing furniture and fixtures, vacuuming, mopping, sweeping, shampooing carpets, washing windows, cleaning/waxing floors, removing and disposing of trash and emptying ashtrays

- Greet guests in a friendly manner
- Report maintenance deficiencies and items in need of repair, as needed

- Stock and maintain supply rooms, as needed
- Perform deep cleaning tasks and special projects (for example: mattress flipping, furniture moves, etc.), as needed

- Deliver guest requests and assist in cleaning guest rooms, as needed

EOE/AA/Disabled/Veterans

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Guest Service Agent - Part Time (Job Number: FRO01A05)

Work Locations: Hampton Inn Chicago/Naperville 1087 East Diehl Rd. Naperville 60563

Job: Guest Services

Schedule: Part-time

Brand: Hampton

Shift: Full Availability

Job Level: Team Member

A Guest Service Agent with Hampton Inn and Suites is responsible for greeting and registering guests and checking guests out of the hotel in the hotels continuing effort to deliver outstanding guest service and financial profitability. If you appreciate friendly service and are committed to Guest satisfaction, you may be just the person we are looking for to work as a Team Member with Hampton.

What will I be doing?

As a Guest Service Agent, you would be responsible for greeting and registering guests and checking guests out of the hotel in the hotels continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Greet guests and complete the registration process to include, but not limited to, inputting and retrieving information from the computer, confirmation of guest information and room rate, selection of rooms, coding electronic keys, promoting marketing programs, providing a welcome packet and ensuring guest knows location of room and/or has a bell person accompany him/her
- Assist guests with check-out including, but not limited to, ensuring rooms and services are correctly accounted, using the point-of-sale system, handling money, processing credit and debit cards, accepting and recording various forms of payment, converting foreign currency, making change and processing gift certificates and cards
- Demonstrate a thorough knowledge of hotel information including, but not limited to, room categories, room rates, packages, promotions, the local area and other general product knowledge and answer guest questions and inquiries
- Respond to guest inquiries and requests and resolve issues in a timely, friendly and efficient manner
- Field guest complaints, conduct research and resolve and negotiate solutions for guest satisfaction, as needed
- Receive, input, retrieve and relay messages to guests, as needed

EOE/AA/Disabled/Veterans

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Temporary Assigned Teacher Primary (Job Number: 1400012H)
South Side-8505 South Ingleside Avenue (Arthur R Ashe Jr School)

Description

Temporary Part Time Seasonal Roles

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

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

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

These may include, but are not limited to

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

Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

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

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FT Housekeeper (Job Number: HOT01801)

Work Locations: Hilton Garden Inn Oakbrook Terrace 1000 Drury Lane

Oakbrook Terrace 60181

Job: Housekeeping and Laundry

Schedule: Full-time

Brand: Hilton Garden Inn

Shift: Full Availability

Job Level: Team Member

A Room Attendant with Hilton Garden Inn is responsible for cleaning guest rooms and responding to guest requests in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

If you know how to offer an exceptional Guest experience and feel you can contribute to an award-winning team, you may be just the person we are looking for to work as a Team Member with Hilton Garden Inn.

What will I be doing?

- Clean guest rooms as assigned, including, but not limited to, making beds, cleaning bathrooms, dusting and vacuuming
- Change and replenish bed linens, towels and guest amenities, as needed
- Perform deep cleaning tasks, as needed
- Stock, maintain and transport housekeeping supply cart on a daily basis
- Dispose of trash and recyclables
- Respond to special guest requests in a timely, friendly and efficient manner
- Perform guest turn down service, as needed

EOE/AA/Disabled/Veterans

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Facilities/Banquet Set-up Floor Manager (Job Number: HOT016C8)

Work Locations: Hilton Chicago and Towers 720 South Michigan Ave Chicago 60605

A Banquet Houseperson Supervisor with Hilton Hotels and Resorts is responsible for overseeing the set-up and clean-up of all banquet functions 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.

Hilton Hotels & Resorts is one of Hilton Worldwide's ten market-leading brands. For more information visit www.hiltonworldwide.com.

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 Banquet Houseperson Supervisor, you would be responsible for overseeing the set-up and clean-up of all banquet functions 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:

- Supervise and assist Housepersons with set up to ensure compliance with event specifications and with clean up and break-down after events
- Assist Housepersons with and oversee a variety of tasks including, but not limited to, dusting and polishing furniture and fixtures, vacuuming, mopping, sweeping, shampooing carpets, washing windows, cleaning/waxing floors, removing and disposing of trash and emptying ashtrays
- Assist with planning, organization and execution of all banquet functions
- Greet clients and guests and respond to guest inquiries and requests in a timely, friendly and efficient manner
- Participate in and lead department meetings, as needed

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Dishwasher / Prep Cook (Job Number: HOT016EK)

*Work Locations: Embassy Suites Chicago - Lombard/Oak Brook 708 E. Butterfield Rd
Lombard 60149*

Job: Culinary

Schedule: Full-time

Brand: Embassy Suites

Shift: Full Availability

Job Level: Team Member

A Dishwasher/Prep Cook with Embassy Suites Hotels is responsible for transporting and cleaning cooking utensils and serveware in the hotels continuing effort to deliver outstanding guest service and financial profitability.

Assists cooks in the preparation of all items for the Food and Beverage outlets.

What will I be doing?

As a Steward, you would be responsible for transporting and cleaning cooking utensils and serveware in the hotels continuing effort to deliver outstanding guest service and financial profitability. Assists cooks in the preparation of all items for the Food and Beverage outlets. Specifically, you will be responsible for performing the following tasks to the highest standards:

- Wash dishes and operate the dishwasher to clean all chinaware, silverware and cooking utensils
- Scrub pots and pans
- Burnish, de-tarnish and polish silver
- Stock and maintain supplies and equipment
- Perform cleaning duties including, but not limited to, mopping and removing trash

- Transport and store clean serveware
- Train other stewards, as needed
- Prepare and place clean serveware for events and functions
- Responsible to supply assigned work station with all needed products and culinary equipment for prompt production.

- Prepares all prep as assigned by the chef or lead cook
- Stores all food in refrigerated boxes including covers, labels and dates, using the proper containers to protect against waste and spoilage.

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Executive Receptionist - DIS0000549

District Office

The District Office is searching for an Executive Receptionist.

The Executive Receptionist supports the handling of confidential, high level administrative and executive tasks that involve effective communication and interaction with executive level employees. The Executive Receptionist must have a strong professional demeanor and must be reliable and trustworthy. This individual is expected to carry out all of the duties of the position in a manner consistent with the mission, strategic plan, and goals of City Colleges of Chicago.

Qualifications

Bachelor's degree or equivalent combination of education and/or experience required. Five years progressive business/office experience which includes administrative duties; researching and writing reports and other correspondence; and verbally disseminating information.

Extensive computer and software skills, including MS Office suite. Must be able to adapt to computer and software changes as the District continues to upgrade automation.

Demonstrated ability to coordinate a high volume of diverse assignments, effectively handling competing priorities, maintaining a high level of confidentiality, and maintaining attention to detail.

Must be able to work well with employees at all levels of the organization, in addition to individuals working outside of the District. Must be able to handle all situations with tact and diplomacy. Must possess flexibility to adjust to a dynamic work environment.

Must be self-directed and able to prioritize assignments. Must be able to meet assignment deadlines.

High-level of human relations skills, maturity and considerable discretion in handling confidential matters required.

Chicago residency is required for all full-time employees within six months of hire.

We are an equal opportunity and affirmative action employer.

Job: Office/Administrative Support

Primary Location: District Office

Employee Type: Full Time | Regular

Union Code: N/A

Job Posting: Feb 12, 2015, 5:30:53 PM

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Security Officer-Lead (PT) - MAL0000503

Job: Security Officers

Primary Location: Malcolm X College

Employee Type: Part Time | Regular

Union Code: N/A

Job Posting: Feb 13, 2015, 11:41:26 AM

Duties and Responsibilities

Security Officer - Lead primary objectives: This is a position that supports the activities in a security department by directing the activities of part time security officers and assistants. This position reports to the Director of Security or the Assistant Director. Applicants will promote an atmosphere conducive to learning by enforcing all District policies, State and Municipal criminal statutes as well as safety and security measures to protect campus property and reduce the risk of liability to the college.

Reviews daily time and attendance cards to ensure they accurately reflect the hours worked by the employees.

Ensure employees are adhering to the policies of the District and department.

Ensure employees are trained and are capable of performing their duties.

Ensure that employees are stationed at all posts and present a proper appearance.

Ensure that all policies and procedures of the District are followed by students, faculty, staff and visitors. Patrol building and grounds to ensure a safe and secure environment for students, faculty, staff and visitors. Respond to alarms and/or service calls to ensure appropriate actions are taken by security personnel to mitigate the situation in a positive, safe, professional and correct manner. Inspect and take inventory of department equipment and report any discrepancies to the Director of Security or Assistant Director. May write reports. May affect an arrest. Appear in court as necessary. Perform other duties as assigned.

Qualifications

Must be a full time police officer or have previous police experience with a State or Municipal law enforcement agency. One year supervisory experience with a State or Municipal law enforcement agency preferred. Completion of a high school diploma or the equivalent, Associates degree or higher preferred. Must be knowledgeable of State and Municipal criminal statutes and arrest procedures. No criminal convictions.

Excellent communications skills (verbal and written). Must be able to handle stressful situation in a tactful, diplomatic and profession manner when dealing with employees, students, faculty, staff or visitors. Some working knowledge of computer and the basic application software. Must be self-motivated, prompt and punctual.

We are an equal opportunity and affirmative action employer.

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Director of Front Office (Job Number: HOT016KU)

Work Locations: Conrad Chicago 521 North Rush St Chicago 60611

Job: Front Office

Schedule: Full-time

Brand: Conrad Hotels & Resorts

Shift: Full Availability

Job Level: Director

A Director of Front Office with Conrad Hotels and Resorts is responsible for directing and administering of all Front Office operations in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability. If you understand how to provide smart luxury and one-of-a-kind experiences, you may be just the person we are looking for to work as a Team Member with Conrad Hotels & Resorts.

What will I be doing?

As a Director of Front Office, you would be responsible for directing and administering of all Front Office operations in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Direct and administer all Front Office operations to include, but not limited to, guest service and registration (check-in/check-out), room inventory and availability, guest service standards and initiatives, product quality, cost controls and overall profitability, marketing initiatives, systems use and management, budgeting and forecasting, department management, policy and procedure implementation and enforcement and meeting participation and facilitation
- Monitor and develop team member performance to include, but not limited to, providing supervision and professional development, scheduling, conducting counseling and evaluations and delivering recognition and reward
- Monitor and assess service and satisfaction trends, evaluate and address issues and make improvements accordingly
- Initiate and implement marketing and up-selling techniques to promote hotel services and facilities to maximize room occupancy and overall revenue
- Implement and monitor all corporate marketing programs to include, but not limited to, HHonors, Bounceback, SeniorHHonors, etc.
- Ensure team members have current knowledge of hotel products, services, facilities, events, pricing and policies and knowledge of the local area and events
- Run and complete daily reports, analyze data and make decisions based on data
- Resolve guest issues and concerns to guest satisfaction
- Recruit, interview and train team members

EOE/AA/Disabled/Veterans

Apply online at https://hilton.taleo.net/careersection/us_external/jobdetail.ftl

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CERTIFIED NURSE ASSISTANT

Facility: Presence Fox Knoll, Aurora, IL

Department: PSS FOX ADULT CARE

Schedule: Part-time (benefits eligible)

Shift: PM shift

Hours: 2:45 pm - 11:00 pm

Req Number: 135966

Job Details:

CERTIFIED NURSING ASSISTANT

Provides quality nursing care to patient/residents.

Assists patient/residents with the activities of daily living as assigned, according to established policies, procedures and objectives of the ministry.

QUALIFICATIONS:

Minimum high school diploma or equivalent, certified as a CNA in the state of Illinois, active certified in CPR, ability to express or exchange spoken and/or written ideas in English with patient/residents, co-workers, families, and the public, ability to learn and use current technology.

HR Use Only:

CNA Presence Health is the largest health system based in Illinois, created in November 2011 through the merger of Provena Health and Resurrection Health Care.

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EOE of Minorities/Females/Vets/Disability

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Breakfast Host/Hostess - Part Time (Job Number: HOT014HO)

Work Locations: Hampton Inn Chicago/Naperville 1087 East Diehl Rd. Naperville 60563

Job: Food & Beverage

Schedule: Part-time

Brand: Hampton

Shift: Full Availability

Job Level: Team Member

A Breakfast Attendant with Hampton Inn and Suites is responsible for stocking food and serviceware and for clearing tables for complimentary breakfast buffets in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will I be doing?

As a Breakfast Attendant, you would be responsible for stocking food and serviceware and for clearing tables for complimentary breakfast buffets 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:

- Stock food and serviceware for breakfast buffets
- Clear tables during the complimentary breakfast period
- Ensure tableware is in good and working condition and report any defects for repair
- Retrieve and transport dirty tableware to dishwashing area
- Respond to guest inquiries and requests and resolve issues in a timely, friendly and efficient manner

EOE/AA/Disabled/Veterans

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Bellperson/Van Driver (Job Number: HOT01816)

*Work Locations: Embassy Suites Chicago - Lombard/Oak Brook 708 E. Butterfield Rd
Lombard 60149*

Job: Guest Services/Operations

Schedule: Full-time

Brand: Embassy Suites

Shift: Full Availability

Job Level: Team Member

A Bellperson with Embassy Suites Hotels is responsible for transferring and storing luggage and responding to guest requests in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

Embassy Suites is one of Hilton Worldwide's ten market-leading brands. For more information visit www.hiltonworldwide.com. If you understand the importance of providing an inviting and comfortable experience and feel you can contribute to an award-winning team, you may be just the person we are looking for to work as a Team Member with Embassy Suites Hotels.

What will I be doing?

As a Bell person, you would be responsible for transferring and storing luggage and responding to guest requests 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:

- Greet and escort arriving and departing guests to and from their accommodations
- Retrieve and transport guest luggage
- Inspect guest rooms and acquaint guests with these rooms and their features
- Respond to guest inquiries and requests in a timely, friendly and efficient manner
- Organize and store luggage, as needed, according to guidelines
- Ensure that management/leadership team is kept fully aware of any relevant feedback from guests and/or other departments
- Ensure messages and faxes are regularly delivered throughout the day
- Assist with room moves, special luggage deliveries and/or pulls, and attend the main lobby and front door, as needed
- Drives property-designated vehicles to and from guest destinations, as needed
- Assist in the maintenance, appearance and functionality of equipment

EOE/AA/Disabled/Veterans

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