



**Banquet Set-Up Houseperson (Job Number: HOT017BM)**

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

Job: Banquets, Catering and Convention Services

Schedule: Part-time

Brand: Doubletree by Hilton

Shift: Full Availability

Job Level: Team Member

A Banquet Set-Up Attendant with Doubletree by Hilton is responsible for setting and cleaning banquet facilities for 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?

DoubleTree by Hilton understands that doing the little things well means everything. It all starts with a warm chocolate chip cookie welcome. And yet, the experience is far from cookie-cutter. The hotels are interesting, unique properties in great locations and serve as the antidote to impersonal vacations, meetings and events. Our guests stay with us because they know they'll enjoy an experience they truly value at a competitive price. At DoubleTree by Hilton, we provide the simple acts of care and thoughtfulness that make the traveler feel human again. Our hotels mark the end of travel's challenges and the beginning of a restful stay.

DoubleTree by Hilton is one of Hilton Worldwide's ten market-leading brands. For more information visit [www.hiltonworldwide.com](http://www.hiltonworldwide.com).

If you appreciate the little things and enjoy creating exceptional experiences, you may be just the person we are looking for to work as a Team Member with DoubleTree by Hilton.

What will I be doing? As a Banquet Set-Up Attendant, you would be responsible setting and cleaning banquet facilities for 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: •Set tables and chairs to meet function specifications.

•Clean meeting space including, but not limited to, vacuuming, sweeping, mopping, polishing, wiping areas and washing walls before and after events

EOE/AA/Disabled/Veterans

Apply online at [https://hilton.taleo.net/careersection/us\\_external/jobdetail.ftl](https://hilton.taleo.net/careersection/us_external/jobdetail.ftl)

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**Accounting Manager (Job Number: HOT016LH)**

*Work Locations: Conrad Chicago 521 North Rush St Chicago 60611*

Job: Accounting and Finance and Tax

Schedule: Full-time

Brand: Conrad Hotels & Resorts

Shift: Full Availability

Job Level: Manager

An Accounting Manager with Conrad Hotels and Resorts is responsible for managing the audit function in hotel/Es continuing effort to deliver outstanding guest service and financial profitability. This position reports to the Director of Finance and is responsible for managing a staff of three.

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 an Accounting Manager, you would be responsible for managing the audit function in hotel/Es continuing effort to deliver outstanding guest service and financial profitability. Specifically, you will be responsible for performing the following tasks to the highest standards:

- Reconcile General Ledger accounts, review discrepancies and problematic accounts and guide staff to follow-up on such accounts
- Ensure processing and accuracy of reports including, but not limited to, month-end closing, monthly forecast and variance, etc.
- Control and track inventories of operational, departmental and team member meal budgets
- Ensure the correct downloading of data into timekeeping systems
- Manage weekly submission of time and attendance data, including gratuities
- Calculate and produce daily deposit transmittals for received checks
- Conduct monthly payroll audits and issue pay checks
- 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
- Recruit, interview and train team members

EOE/AA/Disabled/Veterans

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### **Repacker-1500386**

Location: *Mondelez International Chicago Bakery*

*7300 S. Kedzie Chicago, IL 60629*

Starting Rate of Pay: \$11.50 per hour

Employees on the payroll for 12 months will receive \$.50 per hour added to the classification rate. Employees on the payroll for 24 months will receive an additional \$.50 per hour. Work Bonus: During the month of January of each calendar year each employee upon working one day in the new calendar year will receive a Work Bonus. The work bonus will be 7% of the employee's prior year individual earnings in the Repack department. Employees will receive Work Bonus pay in their regular paycheck no later than the second week in January. Probationary Period: The Company shall be the sole judge of the competency of the new employees and may discharge such employees for any reason whatsoever, at any time during the first (30) days worked of such new employee's employment. Background Check and Drug Screen: A background check and drug screen (hair test) will be required of all to whom a conditional offer of employment is extended. Joining the Union: Joining the Union will be required.

Manufacturing Trainee Job Requirements · Must be 18 years of age · HS Diploma or GED preferred · Must be able to work flexible part-time hours · Must be able to bend, carry, reach, climb, twist and lift up to 25 pounds · Must be able to perform repetitive work, to continuously perform the same work according to set procedure, sequence or pace · Must be able to perform visual inspection and measuring techniques. · Ability to receive guidance from supervision; communicate, follow work rules, safety practices, work procedures, meet deadlines, punctuality and attendance standards, etc. · Ability to perform various duties as necessary, often changing from one task to another in different environments · Prior manufacturing/industrial experience is a plus

### **Interviewing Procedure**

1. A member of Mondelez International Management will interview you.
2. If you meet the qualifications for the part-time position you will receive a conditional offer of employment pending the results of the background check and drug screen.
3. If you successfully pass the background and drug screening (hair test), you will be called by a Company Representative with a date to report to a New Hire Orientation.

Mondelēz International, LLC is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Apply online at [http://us.mondelezinternational.com/careers/find-a-job-with-us.aspx?isrc=https%3A%2F%2Fmondelez.taleo.net%2Fcareersection%2Fmndlz\\_career\\_site\\_hourly%2Fmoresearch.ftl%3Flang%3Den](http://us.mondelezinternational.com/careers/find-a-job-with-us.aspx?isrc=https%3A%2F%2Fmondelez.taleo.net%2Fcareersection%2Fmndlz_career_site_hourly%2Fmoresearch.ftl%3Flang%3Den)

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## **Packaging Machine Attendant-1500415**

### **PURPOSE OF JOB:**

Mondelēz International – Naperville is a manufacturer of Triscuit crackers. A variety of cracker products are produced, unitized, and stored at the facility for shipment to various Distribution Centers and customers throughout the United States and Canada.

The General Labor position encompasses all aspects of a Distribution and Manufacturing plant. We do offer on the job training for the available position.

Responsibilities may include (but are NOT limited to) operating all direct and indirect processing equipment, managing inventory to satisfy scheduling and equipment demands, testing and documentation for quality control purposes, line housekeeping and sanitation, troubleshooting and communication of line / equipment issues, operating a pallet jack, loading supplies into production machinery, lifting, stacking and/or throwing boxes, understanding and compliance with Plant Rules, Safety and Good Manufacturing Practices...

This position is Full Time and flexibility is a must. Applicants should be available to work any shift, overtime and weekends as needed.

### **MINIMUM QUALIFICATIONS / PHYSICAL DEMANDS**

Education: High School Diploma or General Education degree (GED)

Ability to stand for 8-10 hours; Must be willing to work in an environment that is not climate controlled; Must be willing to work off shifts, overtime, weekends

Must be able to lift up to 50 lbs. Duties may include repetitive bending, twisting, repetitive use of arms, shoulders, hands

Must be able to speak and understand English

Anyone seeking a Position with the Naperville Plant must be able to work all shifts plus Weekends and Daily Overtime as necessary. Flexibility is a must given the dynamics of our environment. Applications are not given on site. Candidates should not come to the facility for an application or to drop off a Resume.

Mondelēz International is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation or preference, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Apply online at [http://us.mondelezinternational.com/careers/find-a-job-with-us.aspx?isrc=https%3A%2F%2Fmondelez.taleo.net%2Fcareersection%2Fmndlz\\_career\\_site\\_hourly%2Fmoresearch.ftl%3Flang%3Den](http://us.mondelezinternational.com/careers/find-a-job-with-us.aspx?isrc=https%3A%2F%2Fmondelez.taleo.net%2Fcareersection%2Fmndlz_career_site_hourly%2Fmoresearch.ftl%3Flang%3Den)

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## **Nabisco Part Time Merchandiser - Tinley Park, IL-1500544**

*Mondelēz International*

The Part Time Sales Service Representative/Merchandiser position will contribute to building a world class Direct Store Delivery (DSD) business at the retail level by fulfilling the merchandising needs of our customer primarily focusing, though not exclusively, on our Nabisco brands.

- Make an impact by establishing and maintaining rapport with Store personnel while providing outstanding customer service.
- Flex your creativity and show us you are detailed oriented while focusing on building POS (point of sale) displays in all areas of the store, merchandising displays and shelves, properly rotating stock and assuring accurate price tags and POS are in place.
- Use your planning and organizing skills while maintaining a timely and accurate call schedule
- Act like an owner by identifying and communicating individual store problems and opportunities to Mondelēz Sales Management.

### Qualifications:

- Valid driver's license, reliable transportation and proof of auto insurance is required
- A flexible work schedule is required, including availability to work weekends and holidays.
- High School Diploma or GED is preferred
- Retail and /or Grocery experience is preferred
- Ability to perform physical activities (frequent lifting, bending, and carrying up to 25 lbs., occasionally over 50 lbs., pushing, pulling, etc.) while adhering to safety expectations and processes in a fast-paced work environment
- Effective communication skills
- Computer literate (Microsoft Office, Internet and Cellular/Wireless devices) with access to the internet and a personal email account.
- Successful completion of drug test, MVR check, and general background check.

Mondelēz International is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation or preference, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Job : Field Sales

Primary Location : NA-US-IL-Tinley Park

Apply online at [http://us.mondelezinternational.com/careers/find-a-job-with-us.aspx?isrc=https%3A%2F%2Fmondelez.taleo.net%2Fcareersection%2Fmndlz\\_career\\_site\\_hourly%2Fmoresearch.ftl%3Flang%3Den](http://us.mondelezinternational.com/careers/find-a-job-with-us.aspx?isrc=https%3A%2F%2Fmondelez.taleo.net%2Fcareersection%2Fmndlz_career_site_hourly%2Fmoresearch.ftl%3Flang%3Den)

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## **Sheet Metal Worker**

*Location: Melrose Park, IL*

Closing Date: Apply early as this job may be removed or filled as soon as there are sufficient applicants.

Pay Rate: 28.19 Per Hour

Job Open To: Internal and External Candidates

### **Description**

The objectives of the job are to (1) inspect and service locomotive pneumatic and hydraulic systems (air, fuel, water and sanding systems); (2) troubleshoot and repair malfunctions in locomotive pneumatic and hydraulics systems; (3) fabricate or modify locomotive and engine components; (4) install, maintain and repair plumbing; (5) operate shop machines and tools; and (6) assure safety for self and coworkers.

### **Accountabilities**

Diagnose malfunctions in diesel engines, air equipment, trucks, etc., to determine the nature of problems and possible corrective actions, and complete repairs to air systems and fuel/oil systems.

Fabricate or modify locomotive and engine components; cut, shape, smooth, and perform rough and finish operations using various metals, and utilize such methods as seaming, riveting, bolting, soldering and welding to modify components.

Must be able to safely and effectively operate clamps and vises, acetylene torches, electric and gas welding equipment, and material handling equipment.

### **Qualifications Required**

Must be able to locate and isolate mechanical problems, identify possible corrective actions and select the appropriate action(s).

Must be able to detect unusual sounds and smells during inspections and tests, and have depth perception to judge the speed and distance of locomotives being moved in the service area.

Must be able to exert physical strength sufficient to lift and carry objects weighing up to 25 pounds, and must be able to bend, stoop and work overhead.

Must be able to pass a color vision assessment to ensure that they are able to perform the essential functions of the job by adequately discerning different colors.

Must qualify on a Physical Ability Test (PAT) prior to employment. Click here for a description of the Physical Abilities Test.

Preferred: 4 year(s) or more experience working with sheet metal.

Apply online at

<https://up.jobs/job/opening/Sheet%20Metal%20Worker/Melrose%20Park/IL/075823?j=15393160>

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### **Assistant Signal Person**

Location: Crystal Lake, IL

Closing Date: Apply early as this job may be removed or filled as soon as there are sufficient applicants.

Pay Rate: 23.97 Per Hour

Job Open To: Internal and External Candidates

#### **Accountabilities**

Inspect and test signal circuitry, equipment, and systems for problems and defects.

Maintain, repair, and replace signal communication circuitry, systems, and components.

Work with information in print or on a computer.

Understand and follow company and industry safety rules, practices, and procedures.

Operate company vehicles and drive throughout geographic territory

#### **Qualifications Required**

Must have a valid driver's license.

Computer literate and have basic keyboarding skills

Applicants must be able and willing to understand and apply safety rules, practice safe work habits, identify safety risks, and avoid potentially risky behaviors and situations.

Applicants must have the ability to perform basic arithmetic operations and extract relevant information from tables, charts, graphs, and text.

Applicants for this position must pass a pre-employment test in English before being allowed to interview. Click here to see a sample of the Skilled Craft Battery test.

Applicants must qualify on a Physical Ability Test (PAT) prior to employment. Click here for a description of the Physical Abilities Test

Applicants receiving a conditional job offer must pass a color vision assessment to ensure that they are able to perform the essential functions of the job by adequately discerning different colors.

#### **Preferred**

Valid Commercial Driver's License (CDL)

Previous construction experience.

Electronic/electrical background or education.

Previous railroad experience in signaling.

A certificate in electricity or electronics or equivalent education.

Apply online at

<https://up.jobs/job/opening/Assistant%20Signal%20Person/Crystal%20Lake/IL/076739?jsl=15393190>

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### **Nabisco Part Time Merchandiser**

*Chicago-Bucktown/Wicker Park/Lakeview-1500918*

The Part Time Sales Service Representative/Merchandiser position will contribute to building a world class Direct Store Delivery (DSD) business at the retail level by fulfilling the merchandising needs of our customer primarily focusing, though not exclusively, on our Nabisco brands.

- Make an impact by establishing and maintaining rapport with Store personnel while providing outstanding customer service.
- Flex your creativity and show us you are detailed oriented while focusing on building POS (point of sale) displays in all areas of the store, merchandising displays and shelves, properly rotating stock and assuring accurate price tags and POS are in place.
- Use your planning and organizing skills while maintaining a timely and accurate call schedule
- Act like an owner by identifying and communicating individual store problems and opportunities to Mondelēz Sales Management.

#### Qualifications:

- Valid driver's license, reliable transportation and proof of auto insurance is required
- A flexible work schedule is required, including availability to work weekends and holidays.
- High School Diploma or GED is preferred
- Retail and /or Grocery experience is preferred
- Ability to perform physical activities (frequent lifting, bending, and carrying up to 25 lbs., occasionally over 50 lbs., pushing, pulling, etc.) while adhering to safety expectations and processes in a fast-paced work environment
- Effective communication skills
- Computer literate (Microsoft Office, Internet and Cellular/Wireless devices) with access to the internet and a personal email account.
- Successful completion of drug test, MVR check, and general background check.

Mondelēz International is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation or preference, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Job : Field Sales

Primary Location : NA-US-IL-Chicago

Apply online at [http://us.mondelezinternational.com/careers/find-a-job-with-us.aspx?isrc=https%3A%2F%2Fmondelez.taleo.net%2Fcareersection%2Fmndlz\\_career\\_site\\_hourly%2Fmoresearch.ftl%3Flang%3Den](http://us.mondelezinternational.com/careers/find-a-job-with-us.aspx?isrc=https%3A%2F%2Fmondelez.taleo.net%2Fcareersection%2Fmndlz_career_site_hourly%2Fmoresearch.ftl%3Flang%3Den)

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**Janitor - Chicago, IL - 900611 (Janitorial)**

Kimco Services

Chicago, Illinois

Is this a temporary or regular assignment? / Es esta una asignación temporario o regular? - Regular / Regular

This job reports to the Area Manager.

Relocation is not provided and travel is not required.

This is a Full-Time position, working 3rd Shift, Weekends, 11pm-7am Fri-Tue.

Number of Openings for this position: 1

**Job Skills/Requirements**

Able to follow directions and perform work instructions

Must be punctual

Review assignment(s) with Supervisor

Must be able to lift approximately 50 pounds (anything over 50 pounds requires assistance) Repetitive motion required on a daily basis and may include bending, pushing, pulling, reaching, climbing, squatting, and lifting

**Responsibilities include:**

General Cleaning

Dusting

Trash Dumping

Mopping

Other cleaning

Education Requirements - GED or High School Diploma / Diploma de escuela secundaria

**Additional Information/Benefits**

Kimco Services is an Equal Opportunity Employer committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices. Therefore, Kimco Services expects that all relationships among employees will be business-like and free of bias, prejudice and harassment.

Screening Requirements: Drug Screen, Criminal Background Check, Other

Apply online at

<https://www.kwantek.com/clientResumeMgr/JobSearchDetails.aspx?JobID=190406&frame=false>

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## **Maintenance Mechanic - Chicago, IL-1500836**

### **Description**

Additional, responsibilities may include; building maintenance and minor machining work. Applicants must be self-motivated and own personal hand-tools. Mondelez-Nabisco Plant offers an excellent pay and benefits package. Only individuals meeting minimum requirements will be considered.

### **Required Skills:**

High School Diploma or Equivalent

Technical Training, experience in mechanical troubleshooting

Five years verifiable experience in a high speed manufacturing plant, including the operation of standard machine shop equipment is strongly desired.

Food processing experience is a plus.

The ability to read and interpret blueprints.

Welding (GMAW, MIG, TIG) and fabrication required.

Prefer prior experience with SAP.

Completion of a 4-yr machinist apprenticeship program is preferred.

Ability to work any shift, weekends, and holidays as required.

Ability to work well in a team-based environment with limited supervision

Must be physically able to perform the essential elements of the job as determined by the Company, including lifting 50 pounds and climbing ladders and stairs

Must obtain passing score on maintenance skills assessments for Basic Mechanical knowledge and Mechanical concepts and aptitude.

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Job : Manufacturing Maintenance

Primary Location : NA-US-IL-Chicago

Apply online at [http://us.mondelezinternational.com/careers/find-a-job-with-us.aspx?isrc=https%3A%2F%2Fmondelez.taleo.net%2Fcareersection%2Fmndlz\\_career\\_site\\_hourly%2Fmoresearch.ftl%3Flang%3Den](http://us.mondelezinternational.com/careers/find-a-job-with-us.aspx?isrc=https%3A%2F%2Fmondelez.taleo.net%2Fcareersection%2Fmndlz_career_site_hourly%2Fmoresearch.ftl%3Flang%3Den)

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### **Journey Person Mechanic-1500449**

**PURPOSE OF JOB:** Perform preventive maintenance on plant equipment to keep in good running order. Troubleshoot problems, recommend and perform mechanical repairs to minimize downtime.

**ESSENTIAL DUTIES AND RESPONSIBILITIES OF JOB:** Utilize mechanical ability and knowledge to repair, replace defective parts and equipment. Ability to read and interpret drawings, blueprints or sketches. Working knowledge to include (but not restricted to) pumps, hydraulics, pneumatics, drives, machining of parts, some electrical knowledge, hand tool usage, and welding. Must be qualified to operate forklifts, manlifts, ladders and scaffolds. Work effectively with electrical, boiler room, and/ or operations personnel when needed. Participate in groups or teams to enhance the reliability and productivity of equipment and processes. Report all work through a computerized maintenance system (SAP). Assist enhancements to computerized maintenance system. Work efficiently and effectively with minimal supervision in a team environment. Knowledge and complete usage of LOTO, hot work permits, confined space permits. Protect the company's investment in machinery and equipment by exercising proper care, skill and knowledge in the use of Company investments. Support and participate in business initiatives ie. HACCP, QCMS, etc.

### **MINIMUM QUALIFICATIONS**

High School Diploma or general education degree (GED)  
Served and satisfactorily completed an approved Apprenticeship or Training  
At least 2 years manufacturing experience  
Ability to work any shift, weekends, and holidays as required  
Ability to work well in a team-based environment with limited supervision

**PHYSICAL DEMANDS:** The following physical demands are examples of duties that may be performed: Climb steps; Lift 50 pounds and maintain balance  
Ability to perform duties in extreme varying temperatures  
Crawl over, under and into equipment as necessary to perform job duties  
Work from ladders and lifts

Anyone seeking a Position with the Naperville Plant must be able to work 1st, 2nd and 3rd shifts plus Weekends and Daily Overtime as necessary. Flexibility is a must given the dynamics of our environment. Applications are not given on site. All interested Candidates should apply at [www.mondelezinternational.com/careers](http://www.mondelezinternational.com/careers) to be considered.

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**Posting Title: Administrative Assistant, Volunteer Engagement (Temporary)**

Auto req ID 778BR

Job Location Chicago Zoological Society-Brookfield Zoo

Department Volunteer Programs

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

The Administrative Assistant, Volunteer Engagement (Temporary) provides effective administrative and clerical support to the Director of Volunteer Engagement, contributing to efficient and optimal operations in coordinating volunteer assignments and projects.

The requirements for the position include the following:

High School Diploma or GED equivalent. Minimum two years relevant administrative experience in an office setting, with experience in a customer service and/or scheduling function. Computer proficiency; Microsoft Office, Outlook, Word, and Excel. Ability to work with and coordinate highly detailed information, with an eye for detail and accuracy required. Ability to maintain confidential information. Strong collaborative, customer service, and verbal communication skills. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. The desirable qualifications include the following: Associates Degree in Communications, Psychology, Human Resources, Liberal Arts, or related field or equivalent combination of training and/or experience desirable. Experience working in a non-profit organization. Previous experience working with volunteers. Experience working with Volgistics system or similar databases. Multilingual ability, Spanish fluency a plus.

The Volunteer Engagement Program operates 365 days a year, with assignments and special events taking place both during the day and evenings; this position may require incumbent to work occasional weekend days and evenings, especially during the summer months.

Additional Information: This requisition is to actively recruit for a temporary part-time opening for 15-20 hours per week starting in March 2015.

The Chicago Zoological Society is an Equal Opportunity Employer / Affirmative Action Employer – Minorities / Women / Veterans /Disabled.

Apply online at

[https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?SID=%5eqrbphmFMRiK3Nu33VR4nFL2vZnfRkZHGIICwboojgEIG1Z60tCfgL01ah1Wo1zU&jobId=219612&type=search&JobReqLang=1&recordstart=1&JobSiteId=5163&JobSiteInfo=219612\\_5163&GQId=0](https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?SID=%5eqrbphmFMRiK3Nu33VR4nFL2vZnfRkZHGIICwboojgEIG1Z60tCfgL01ah1Wo1zU&jobId=219612&type=search&JobReqLang=1&recordstart=1&JobSiteId=5163&JobSiteInfo=219612_5163&GQId=0)

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## **CUSTODIAL WORKER II**

Requisition ID: 00117190

Job Posting: Feb 19, 2015, 7:37:59 AM Closing Date: Mar 6, 2015, 11:59:00 PM

Full-time

Collective Bargaining Unit: None700 Teamsters

Posting Salary: \$36,404 annually

Organization: Juvenile Temporary Detention Center

### **Minimum Qualifications**

High School Diploma or GED required. 3 years previous experience in a custodial capacity and knowledge of cleaning methods; institutional, correctional, or governmental experience strongly preferred. United States citizenship. 21 years of age at the time of application submission. The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

### **Knowledge, Skills, Abilities and Other Characteristics**

Highly accountable, reliable, prompt, with a strong work ethic and the ability to function independently in meeting high standards of cleanliness in assigned building area.

Flexible and effective under pressure in a fast-paced environment.

Ability to: lift, push, pull, and otherwise move objects weighing up to 50 pounds; stand and/or walk for long periods of time; and exercise safety and care in cleaning to avoid injuries or breakage. Ability to work with cleaning compounds, solvents, and chemicals. Ability to effectively understand, communicate, and follow instructions in English (verbally and written). Demonstrates basic computer skills in Microsoft Office Suite, including Word, Excel, and PowerPoint preferred. Bilingual communication skills preferred.

### **Hiring Requirements**

Illinois residency obtained within 90 days of date of hire. Pass a pre-employment drug screen and background check including but not limited to LEADS, CANTS, and professional references. A result of negative from the Illinois Department of Children and Family Services (DCFS) Child Abuse Registry. Must pass Prison Rape Elimination Act (PREA) screening requirements. Open daily availability for days, evenings, weekends, and holidays (shifts subject to change).

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## **SECURITY SPECIALIST I**

Requisition ID: 00117189

Job Posting: Feb 19, 2015, 7:29:47 AM Closing Date: Mar 6, 2015, 11:59:00 PM

Full-time 700 Teamsters

Posting Salary: 37,750 annually

Organization: Juvenile Temporary Detention Center

**JOB SUMMARY:** The Cook County Juvenile Temporary Detention Center (JTDC) is currently seeking a Security Specialist I. Under the direction of the Supervisor in Charge, the Security Specialist I provides security for all points of egress of the facility; monitors resident, visitor, and employee activity via closed circuit cameras; and performs all duties associated with the control center. Distinguishing characteristics of this position include isolated and incidental contact with residents.

**Minimum Qualifications:** High School Graduate or G.E.D. required; Associate's Degree in Criminal Justice, Law Enforcement, or any human service related field preferred. 2 years experience in a security guard capacity; institutional, correctional, or governmental experience strongly preferred. Highly accountable, reliable, prompt, able to assess a situation and call for additional assistance when necessary, and effective under adverse conditions and in emergency situations. United States citizenship. 21 years of age at the time of application submission. The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

### **Knowledge, Skills, Abilities and Other Characteristics**

Ability to distinguish basic colors/shades of colors; other visual requirements as specified by area equipment. Ability to distinguish regular/high pitched sounds, and disseminate source of sound. Highly accountable, flexible, and effective under pressure in a fast-paced environment. Ability to build internal and external relationships and effectively understand and communicate in English (verbally and in writing). Open availability for a rotating schedule covering days, evenings, and weekends (shifts subject to change). Demonstrates proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint. Bilingual communication skills preferred.

### **Physical Requirements**

Must pass Prison Rape Elimination Act (PREA) screening requirements.

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**Assistant Director, Community Affairs and Cubs Charities - Chicago Cubs  
(Chicago, IL)**

**RESPONSIBILITIES**

Oversee a team of two – four Associates

Work with Cubs Charities and Community Affairs leadership to grow Cubs Charities programs and develop new initiatives and activities in accordance with the mission and goals of the programs and the overall objectives of the organization.

Implement and actively manage new Community Affairs initiatives and programs which will help grow the department's reach and to create and measure impactful outcomes.

Oversee and be accountable for the operation of Cubs strategic community outreach, helping define clear strategy and objectives and measuring outcomes to see those goals are met each year.

Build internal and community support for signature programs, including working with corporate partners to develop funding and branding opportunities.

Help develop, coordinate and grow non-event based fundraising opportunities.

Supervise and coordinate Cubs Charities program staff, external agencies and volunteers.

**REQUIRED QUALIFICATIONS**

An undergraduate four-year degree in business, non-profit management, communications/public relations, education or related field from an accredited university.

Four or more years of experience and demonstrated success in related field such as program management and/or development.

Demonstrated leadership experience in a program management or development capacity

Two or more years of experience managing a staff

Demonstrated experience in managing youth sports events and/or tournaments.

Demonstrated strong communications and writing skills.

Demonstrated organizational skills and business acumen.

Ability to work non-standard hours including evenings, weekends and game days.

**PREFERRED QUALIFICATIONS**

Demonstrated excellent interpersonal skills.

Ability to foster and champion inclusion and teamwork.

Strategic thinking skills.

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Camera Operator - Chicago Cubs (Chicago, IL)

Job Title: Camera Operator

Department: Marketing

Reports to: Wrigley Field Video Board Operations Manager

Responsibilities:

- This is a contract position.
- Operate wireless ENG or stationary camera for video board feed.
- Capture live events throughout ballpark and game action as assigned.
- Position shots as requested by Game Producer or director.
- Set-up camera and accessories prior to each game.

Required Qualifications:

- Minimum one year professional experience operating a camera at a sporting event.

Preferred Qualifications:

- Experience using long lenses (40x or greater).
- Experience setting up and operating Sony HDC -2400 cameras.
- Ability to commit to 60 or more games as need.

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Apply for this position

Internet/New Media: Audio/Video Editing and Production  
Camera Shading - Chicago Cubs (Chicago, IL)

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**Job Title: Camera Shading**

Department: Marketing

Reports to: Wrigley Field Video Board Operations Manager

**Responsibilities:**

- Monitor and adjust in-game camera feeds to maintain proper video levels and consistent look.

**Required Qualifications:**

- Minimum one year experience shading cameras during live event.
- Ability to commit to 60 or more games as need.

**Preferred Qualifications:**

- One or more years experience shading cameras for sporting events.

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**DJ - Chicago Cubs (Chicago, IL)**

Department: Marketing

Reports to: Wrigley Field Video Board Operations Manager

**Responsibilities:**

- Mix audio sources (Music, Organ, Clips etc) to appropriate levels.
- Prepare and execute playing of pre-game, in-game, situational and post game music selections.

**Required Qualifications:**

- General knowledge of baseball and in-depth understanding of different situations throughout the game.
- Understanding of Cubs fan base and Wrigley Field history.
- Deep knowledge music, both current trends and classic hits.
- Ability to commit to 60 or more games as need.

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### **Charitable Game Day Staff - Chicago Cubs (Chicago, IL)**

Title: Charitable Game Day Staff

Department: Chicago Cubs Charities

Reports to: Charitable Raffle Coordinator

#### **Role:**

The Chicago Cubs are looking for enthusiastic representatives and fundraisers for Cubs Charities offering raffle tickets for the 50/50 (Split the Pot) Raffle during Cubs' home games. Ticket sellers will be stationed throughout the ballpark, and must be at ease approaching patrons and selling to a crowd. Honesty, dependability and enthusiasm are required to excel in the role.

#### **Responsibilities**

- Effectively communicate and deliver information regarding Chicago Cubs Charities and 50/50 Raffle to fans.
- Attend home games and sell raffle tickets to patrons in and around Wrigley Field.
- Count monies at approximately the bottom 6th inning and report totals to Raffle Coordinator.
- Reconcile tickets sold and cash received.

#### **Required Qualifications**

Experience and demonstrated ability handling cash.

Demonstrated sales skills.

Familiarity with Microsoft Windows operating system.

Ability to work 60 – 81 home games, including weekends and some nights from April-October. Ability to walk, stand and climb in an outdoor setting for 4-5 hours at a time.

Ability to attend pre-season training sessions.

#### **Desired Qualifications**

An enthusiastic personality exuding a positive attitude that demonstrates approachability and friendliness. This is a contract position, for approximately 4-5 hours of work per game day (between 60-81 games) from April to October.

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**Coordinator, Team Family Relations - Chicago Cubs (Chicago, IL)**

**ROLE**

This position will be responsible for overseeing all aspects of relations with players' and coaches' families with the primary goal of providing seamless support for all family needs. The role manages the Cubs Wives and Family program which includes community and charitable outreach programming, oversight of all aspects of the Family Room, and serves as the primary point of contact for all other aspects of family services both in Chicago and Mesa (as needed). The position will also assist as needed in Community Affairs and Cubs Charities activities.

**REQUIRED QUALIFICATIONS**

A four-year undergraduate degree from an accredited university or college  
Bilingual (Fluency in both English and Spanish)  
Minimum of two years experience with event planning and process management or other experience relevant to the job requirements  
Demonstrated ability to work in an organized manner and manage time efficiently and effectively  
Demonstrated excellent interpersonal and customer service skills  
Demonstrated ability to prioritize workload and to take ownership and administer projects with little guidance  
Demonstrated experience in building relationships at all organizational levels  
Flexibility in schedule; ability to consistently work non-standard hours including evenings, weekends and game days  
Experience with MS Office products

**DESIRED QUALIFICATIONS**

Advanced Degree  
Prior expertise working for a professional sports team  
Sound judgment and common sense; tireless work ethic  
Demonstrated expertise in problem solving  
Poise and a professional presence  
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### **Custodial Game Crew, Seasonal, Hourly Staff - Chicago Cubs (Chicago, IL)**

The Custodial Game Crew Seasonal, Hourly position plays a vital role in delivering best-in-class fan experiences to guests of Wrigley Field. The ideal candidate will be consistent, energetic, engaging, passionate, personable, proactive, and welcoming. This person will assist with duties that directly relate to cleaning the ballpark before and during events as well as preparing the ballpark for upcoming games and events.

REPORTS TO: Manager, Facility Maintenance, Grounds Crew Supervisor

#### **REQUIRED QUALIFICATIONS:**

Able to perform the following physical tasks: bend, squat, kneel, twist, climb flights of stairs, walk on uneven ground, walk/run up and down ramps, walk and stand for extended periods of time.

Ability to assist patrons and give appropriate directions.

Must be able to lift up to 25 lbs. on a regular and continuing basis and lift up to 50lbs on an occasional basis.

Demonstrated ability to address and resolve conflict including but not limited to verbal and physical tactics.

Demonstrated ability to disseminate and communicate unique personal interactions.

Demonstrated verbal communication skills.

Must have the ability to effectively adapt to work environment that is in constant change due to weather.

Must be able to work nontraditional hours to include evenings, weekends and holidays as needed.

Must be available March – October.

18 years or older by Opening Day.

#### **PREFERRED QUALIFICATIONS:**

High School diploma or GED.

- Working knowledge of custodial equipment including buffers, shampoo machines, vacuum cleaners, bucket & wringer, etc.

General equipment repair and maintenance knowledge.

A passion for The Cubs and its unique history.

Ability to thrive in a team setting and work under stress.

Apply online at [http://chicago.cubs.mlb.com/mlb/help/jobs.jsp?c\\_id=chc](http://chicago.cubs.mlb.com/mlb/help/jobs.jsp?c_id=chc)