



Csr data entry clerk

Food and paper - Chicago, IL

CSR DATA ENTRY CLERK
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ENERGETIC MATURE PUNCTUAL CSR REP NEEDED
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Andy's Countryside Shift Supervisor

Andy's Frozen Custard - Chicago, IL
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Ever wondered what it is like to sell a million dollars worth of custard? Come work for one of the world's largest frozen custard companies! We have been in business for almost 30 years and are looking for new talent to help grow our company.

We pay between \$10-\$12 per hour!

If you are looking to work for a fun, fast-paced, rapidly growing company, then we just might have the job for you!

Benefits available to our full time employees include:

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Overnight Bakery Team Member

Whole Foods Market - Chicago, IL

As a successful Overnight Bakery Team Member , you will perform all overnight production duties with other scheduled team members including the production of cakes and pastries.

The Overnight Bakery Team Member will work closely with the Bakery Team Leader and Associate Team Leader to ensure smooth operation of the Team. Maintains a positive company image by providing courteous, friendly and efficient customer service. Supports the Team Leader and Regional Coordinator in maintaining regional standards.

REQUIREMENTS:

Excellent interpersonal skills and ability to communicate effectively with other Team Members and leadership.

Ability to understand and complete departmental transfers.

Ability to visually examine products for quality and freshness and to check signage and labeling for accurate pricing.

Demonstrated proficiency in the proper use of a dumpster, baler, slicer, ovens, knives, and all related equipment.

Environmental exposure: temperature extremes (coolers, freezer, ovens, outdoors)

Willingness to provide exemplary customer service constantly and consistently.

A desire to learn about natural and organic foods and products.

Ability to perform physical requirements of position.

Ability to perform simple math operations (addition, subtraction, multiplication and division). Ability to operate all necessary equipment.

Strong organizational skills; basic computer skills.

Available for flexible scheduling to meet the needs of the department.

We offer great benefits beginning with a full complement of medical and other traditional group health plan coverage, 401k plan, and a 20% discount at our stores. To learn more, apply your passion today.

At Whole Foods Market we provide a fair and equal employment opportunity for all team members and candidates regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Whole Foods Market hires and promotes individuals solely on the basis of their qualifications for the position to be filled. Close Date: 02/10/2015

Apply online at

http://www.indeed.com/viewjob?jk=6089a5065e3dd4dc&from=tellafriend&utm_source=jobseeker_emails&utm_medium=email&cd%20-=tell_a_friend

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Lunchroom Attendant (Lunchroom Services)

Chicago Public Schools - Chicago, IL

Lunchroom Attendant (Lunchroom Services) (

Job Number:

1500004D) Description CLASS TITLE : Lunchroom Attendant

CHARACTERISTICS OF THE CLASS : Under immediate supervision, assists in the preparation and serving of food and the sanitation of food service facilities and equipment; and performs related duties as required.

ESSENTIAL FUNCTIONS : Opens cans and packages, washes, peels, cuts, chops, mixes, weighs and portions ingredients; sets up and restocks steam tables, counters, and canteen; washes pots, pans, trays, dishes, and utensils; cleans and sanitizes counter tops, work areas, storage areas, and various food service equipment; assists with placing food items in proper storage areas; serves food to customers using proper utensils and in correct portions; follows departmental personal hygiene requirements; operates food service equipment in accordance with established safety practices and policies.

MINIMUM QUALIFICATIONS :

Training and Experience . Willingness and ability to perform the duties of the position.

Knowledge, Abilities, and Skill . Knowledge of routine kitchen sanitary principles and practices, working knowledge of kitchen utensils and basic food service equipment.

Ability to follow oral and written instructions.

Basic skill in the use of kitchen utensils and basic food service equipment.

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.

Apply online at

[http://www.indeed.com/viewjob?jk=17af737fafaaf480&from=tellafriend&utm_source=jobseeker_emails&utm_medium=email&cd%20-=tell a friend](http://www.indeed.com/viewjob?jk=17af737fafaaf480&from=tellafriend&utm_source=jobseeker_emails&utm_medium=email&cd%20-=tell+a+friend)

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Office Clerk

Chicago Public Schools - Chicago, IL

This job posting is no longer available on Chicago Public Schools.

Find similar jobs: [Office Clerk jobs](#) - [Chicago Public Schools jobs](#)

Job Number: (1500007L) Description Purpose or Summary Statement of Primary Duties and Responsibilities of Position

Support the functioning and operations of the Office of Local School Council Relations; support Director, Deputy Director, LSC Facilitators and Title I Coordinators in the performance of their duties.

Principal Accountabilities:

Answer telephone calls to main office number and forward as appropriate

Greet office guests

Receive LSC member candidate forms and rosters, training records and economic interest statements and update LSC files and databases as needed

Prepare mailings to LSC members and other office clients

Copy and fax correspondence and other materials

Provide technical support to schools on LSC databases

Assist the Office of the Chief Executive Officer with special projects

Qualifications for Job:

Candidate must have pleasant personality and be able to work well with others, must be able to follow directions and accomplish assigned tasks in a timely manner without close supervision.

Skills and abilities:

- Excellent communication skills
- Good organizational skills
- Knowledge of Microsoft WORD, PowerPoint and EXCEL
- Ability to speak Spanish, Polish, Chinese, Arabic, Urdu or other languages highly desired

Experience and Education Required:

High School Diploma; General Office Experience

Apply online at

http://www.indeed.com/viewjob?jk=8c33692dc1864c47&from=tellafriend&utm_source=jobseeker_emails&utm_medium=email&cd%20-=tell_a_friend

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Porter

Chicago Public Schools - Chicago, IL
Porter (15000072)

CHARACTERISTICS OF THE CLASS : Under immediate supervision, performs manual work duties in and around a Chicago Public Schools lunchroom; and performs related duties as required.

ESSENTIAL FUNCTIONS : Assembles and transports soiled dishes, trays and utensils from dining areas; operates dishwashing machine and replenishes dinnerware items; assists in serving food to customers; fills storeroom requisitions and maintains storeroom in an orderly fashion; rotates stock and lifts and carries bulk commodities to designated areas; sweeps and mops kitchen, serving areas, storerooms, lunchrooms, and lunchroom restrooms and locker areas; washes pots, pans, shelves, tables, and walls; cleans and sanitizes counter tops, work areas, storage areas, and various food service equipment; scrapes dishes and trays; de-limes dishwashing machines as necessary; empties wastes; follows departmental personal hygiene requirements.

MINIMUM QUALIFICATIONS :

Training and Experience . Willingness and ability to perform the duties of the position.

Knowledge, Abilities, and Skill . Knowledge of basic sanitation principles and practices.

Ability to follow oral and written instructions.

Basic skill in performing sanitation duties.

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.

Apply online at

http://www.indeed.com/viewjob?jk=2df5962338553d6c&from=tellafriend&utm_source=jobseeker_emails&utm_medium=email&cd%20-=tell_a_friend

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Job Title: Office Assistant - Opt 2

Agency: Human Services

Closing Date/Time: Tue. 02/17/15 4:00 PM Central Time

Salary: \$2,889.00 - \$3,933.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: EMHC15-02-76740

Description of Duties/Essential Functions Benefits Supplemental Questions

This position performs clerical functions including typing of documents for the Forensic Program. Coordinates Central Scheduling office operations; handles all requests for time off from Nursing personnel, verifies adequate coverage on employees' unit and informs managers of such. Interacts with supervisory and line staff of all the forensic units; utilizes various computer programs to prepare documents and forms; serves as liaison, responds to phone calls and has direct staff contact.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Must be able to type 35 WPM.

Work Hours & Location/Agency Contact: Shift: 700am - 300pm

Location: Elgin Mental Health Center - Forensic Treatment Program-Central Scheduling

Contact: Human Resource Office

Elgin Mental Health Center 750 S State St., Elgin, IL 60123

Fax: 847-429-4933

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: Registered Nurse II

Agency: Human Services

Closing Date/Time: Tue. 02/17/15 4:00 PM Central Time

Salary: \$5,293.00 - \$7,197.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: EMHC15-02-75948

Minimum Requirements:

Position requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and two years of progressively responsible professional nursing experience; or a bachelor's degree in nursing and one year of professional nursing experience or a master's degree in nursing. Position also requires licensure as a Registered Nurse in the State of Illinois. Requires extensive knowledge of professional nursing principles, procedures and theory; extensive knowledge of normal/abnormal reactions to various drugs and medications and be able to deal with patients in a psychiatric facility setting. Requires ability to perform CPR.

Work Hours & Location/Agency Contact: Shift: Days: 8am - 4pm
Elgin Mental Health Center - Community Psychiatric Services

CONTACT INFORMATION:

Human Resource Office
Elgin Mental Health Center
750 S State St., Elgin, IL 60123
Fax: 847-429-4933

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: Security Officer Lieutenant

Agency: Human Services

Closing Date/Time: Tue. 02/17/15 4:00 PM Central Time

Salary: \$3,830.00 - \$5,526.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC056

Bid ID#: EMHC15-02-84000

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, serves as shift commander on an assigned shift in Facility Security Services of Elgin Mental Health Center; provides leadership and directs and supervises lower security staff engaged in the provision of safety and protection services for persons and property; serves as shift fire protection coordinator and liaison with Elgin Fire Department; provides documentation of incidents for facility records according to policies and procedures and accreditation standards.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of high school; requires two years of experience in safety and protection service; requires knowledge of facility security, regulations and physical restraint techniques; requires knowledge of emergency response procedures including fire safety and controls; requires knowledge of supervisory practices. Requires a valid Illinois Drivers License.

Work Hours & Location/Agency Contact: Shift: Day Shift (0700 - 1500)

Location: Elgin Mental Health Center; Security Dept.

Contact Human Resource Office
Elgin Mental Health Center
750 S State St., Elgin, IL 60123
Fax: 847-429-4933

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: Shift Supervisor

Agency: Corrections

Closing Date/Time: Tue. 02/17/15 4:00 PM Central Time

Salary: \$6,698.00 - \$9,894.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: VR704

Bid ID#: IDOC29-28-15-0052

Position Number: 40800-29-82-440-30-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of high school and completion of an approved correctional officer trainee program. Requires five years of supervisory experience in a custody program in a correctional institution or setting. Requires thorough knowledge and understanding of individual and group attitudes, and general behavior of inmates in a penal or correctional setting. Requires thorough knowledge of modern penal principles and practices relating to guard duties and to the control of inmates. Requires thorough knowledge of rules, regulations and requirements for the control of inmates. Requires extensive knowledge of the methods and techniques used in discipline of persons in a correctional center.

Work Hours & Location/Agency Contact: WORK HOURS: 11:00pm to 7:00am Thursday through Mondays with days off of Tuesday and Wednesday.

LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434
CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693 EMAIL Diana.wysocki@doc.illinois.gov FAX# (815) 727-0838.

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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Lifeguard (Seasonal- Summer) Job ID: 1853

Closing Date: 04/29/2015

Aquatics/Lifeguard

Date Posted: 1/8/2015

Location: Community Recreation - Aquatics

Region: Districtwide

CHARACTERISTICS OF THE CLASS: Under immediate supervision, ensures the safety and supervision of swimmers at Park District aquatics locations. Assists in swimming instructions and other organized aquatic activities. Performs related duties as required.

EXAMPLES OF DUTIES: Guards beaches and/or pool area to protect swimmers from accidents or drowning. Responds to emergency situations in accordance with established methods and procedures. Administers first aid, CPR as necessary. Enforces park rules and regulations regarding pool and beach activities. Maintains aquatic safety equipment by inspecting and reporting repairs needed to buoys, floats, ropes or other equipment installed as safety measures. Performs maintenance duties in keeping pool and beach areas clean, safe and attractive. Assists and/or leads aquatic instruction and recreational activities including swimming lessons, hydro-aerobics, water polo and swim team.

MINIMUM QUALIFICATIONS:

Training and Experience: Completion of at least two years of High School is recommended.

Certification Requirements at time of hire:

American Red Cross Lifeguarding certificate, or equivalent to include:

American Red Cross CPR for Professional Rescuer, or equivalent

American Red Cross First Aid, or equivalent

American Red Cross AED, or equivalent

American Red Cross Oxygen Administration, or equivalent

American Red Cross Bloodborne Pathogens Training or equivalent

Chicago Park District Lifeguarding Card

Knowledge, Skills and Abilities: Knowledge of lifesaving and life guarding methods and techniques. Ability to meet and deal with the public. Ability to swim and dive proficiently. Ability to administer first aid and CPR to victims needing such attention.

SEIU-Local 73 Career Service EEO: Protective Service FLSA: Non-Exempt 2015
SALARY: \$13.89 PER HOUR

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Recreation Leader (Seasonal Day Camp) DISTRICTWIDE Job ID: 1855

Closing Date: 02/10/2015

Date Posted: 1/13/2015

Location: DISTRICTWIDE

Region: Districtwide

Under direct supervision, provides recreational activities for children ages 3 years old and up during the operation of day camp activities. Performs related duties as assigned or required.

EXAMPLES OF DUTIES:

Accompany groups of children on field trips to educational institutions, public functions or recreational activities. Provide adult supervision to ensure the safety and well-being of children. Lead and participate in games, drills and agility exercises. Read to children and teach simple painting, drawing, songs and similar recreation activities.

MINIMUM QUALIFICATIONS:

TRAINING AND EXPERIENCE:

Candidates for this position must be 16 years of age or older on June 15, 2015.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work with individuals or groups of children from ages 3 years old and older; Basic knowledge of childrens' games and recreation activities; Effective oral communication skills; Ability to enforce safety rules; Ability to lead physical, recreational and leisure activities; Ability to exercise good judgement.

Union: SEIU Local 73

FLSA: Nonexempt

Career Service

EEO: Paraprofessional

SALARY: \$12.22 per hour

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PROGRAM & EVENT COORDINATOR FEMALE TEEN WELLNESS Job ID: 1879

Closing Date: 02/11/2015

Administrative

Date Posted: 1/29/2015

Location: Carver Park

Region: South

CHARACTERISTICS OF THE CLASS:

Under supervision, coordinates special programs and events to bring programming resources to parks that would otherwise be unavailable. Performs related duties as required.

EXAMPLES OF DUTIES:

Plans and oversees special citywide programs in order to bring programming resources to the parks. Meets with individuals from partner organizations and determines tasks and then ensures their completion. Works with key individuals to define tasks and timeliness, gather and disseminate information and execute projects, programs and events. Prepares reports and promotional materials on special programs. MINIMUM

QUALIFICATIONS:

Training and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in a related field supplemented by three (3) years of related experience; or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities:

Knowledge of education and curriculum design principles. Ability to understand and implement elements of community based programming. Interpersonal, oral and written communication skills. Organization and planning skills.

Career Service: Exempt

EEO: Professional

FLSA: Exempt

Salary \$51,200

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Forestry Worker (Seasonal) Job ID: 1877

Closing Date: 03/01/2015

Forestry/Forestry Worker (S)

Date Posted: 1/26/2015

Location: NATURAL RESOURCES - NATURAL RESOURCES

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs forestry shrubbery care activities for the Chicago Park District's Forestry Division.

EXAMPLES OF DUTIES:

Assists forestry crews. Drags and chips brush. Loads logs. Cultivates weeds. Mulches trees and shrubs.

Plants trees and shrubs. Waters plant material. Tills soil. Edges trees and shrub beds. Moves soil. Sods areas.

Assists in working in the Chicago Park District nursery. Removes debris from tree trimming activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from High School or the equivalent is recommended.

License Requirement: A valid State of Illinois drivers license is required at the time of hire.

Knowledge, Skills and Abilities:

Knowledge in the use of landscape tools, equipment and machinery.

Skill in the use of landscape tools, equipment and machinery.

Union: 703 Career Service

EEO: Service-Maintenance

FLSA: Non-Exempt

Salary: \$19.08 per hour

Apply online at

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Floricultural Worker (Seasonal) Job ID: 1876

Closing Date: 03/01/2015

Landscape/Floricultural Worker (S)

Date Posted: 1/26/2015

Location: NATURAL RESOURCES

Date Available: ASAP

EXAMPLES OF DUTIES: Loads and mixes soil for use in planting show crops, background plants and other foliage. Follows specific instructions in the routine maintenance of plant life, including spacing, potting, pinching, watering and weeding. Assists in preparing, transplanting and caring for floral displays. Assists in the installation and removal of floral shows at Park District conservatories. Assists in applying fertilizers and other growth enhancement agents to the soil.

Uses hand tools and operates push mowers, rototillers, weed eaters, riding mowers, pick up truck, fork lifts, mini front end loaders and other equipment and machinery used in lawn and floral maintenance. Performs routine maintenance on equipment. Assists in the preparation and care of Park District gardens and other outdoor floral displays. Assists in planting, fertilizing, weeding and watering activities conducted at outdoor flowerbeds. Performs plant care and maintenance at Park District nurseries including, loading and unloading stock and materials, trimming trees and shrubs and crop cultivation.

Performs general maintenance at assigned facility including loading trash and brush, raking leaves, sweeping walkways, shoveling snow, cleaning showrooms and moving grass. Follows detailed instructions and regulates the temperature of greenhouse facilities. May apply pesticides if appropriately licensed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from High School or the equivalent (GED) is recommended. Experience performing floral or nursery duties is desirable.

Knowledge, Skills and Abilities:

Skill in the safe operation of equipment and machinery used in landscape maintenance and floriculture. Ability to follow written and oral instructions. Willingness and ability to learn how to maintain and cultivate floral plant life. Ability to perform manual labor.

Union: 703 Career Service EEO: Service/Maintenance FLSA: Non-Exempt
SALARY: \$18.06 PER HOUR

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Junior Laborer (Seasonal) Job ID: 1859

Closing Date:02/22/2015

Landscape/Junior Laborer (S)

Date Posted: 1/20/2015

Location: NATURAL RESOURCES

Date Available: April, May and June

After eligible Junior Laborers who worked in 2014 are designated for assignment in 2015, all remaining new applicants will be screened for eligibility and selected for pre-employment screening based on a random lottery drawing.

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, performs elementary manual work, either indoors or outdoors. Performs related duties as required.

EXAMPLES OF DUTIES:

Performs elementary manual labor which does not require special experience or skill. Operates a behind rotary mower. Rakes, sweeps and clears rubbish from lawns, walks, drives or other outdoor spaces. Spades shrubbery beds. Waters lawns. Screens soil. Plants seeds, flowers or shrubs. Loads brush and garbage on 2ton truck or less. Picks up paper. Plants or trims trees. Assists in cleaning sewers and catch basins. Mops, sweeps or performs similar cleaning work in buildings.

MINIMUM QUALIFICATIONS:

Training and Experience:

Some previous experience in performing manual labor is preferable.
Must be at least sixteen (16) years of age.

Knowledge, Skills and Abilities:

Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU-Local 73 FLSA: Non-Exempt Career Service EEO: Service-Maintenance

SALARY:\$11.52 PER HOUR

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Camp Counselor (Seasonal) -Fishing Job ID: 1861

Closing Date: 02/15/2015

Recreation/Camp Counselor (S)

Date Posted: 1/20/2015

Location: Central Administration - CULTURE ARTS NATURE

Chicago's Fish'N Kids Program Description

We take people fishing. We provide 5 ½ foot, medium-weight, spincast rods and spincast reels, bait and Fishing Instructors. We take up to 300 people fishing per day, fishing them in groups of 15 to 20 at a time. Participants fish for about 30 minutes. They range in age from 6 to 95, usually in these age groups (6 – 12), teens (13 – 19), adults, seniors. We also take people fishing with a wide range of challenges: sight, hearing, developmental, ambulatory, cancer, Alzheimer-dementia. We may serve all of these groups in the same day. Our goal is to help each participant catch at least ONE fish in that 30 minute period (regardless of the participants skill level). We serve, on average, 12,000 participants per year. We have 25 fishing locations available to us in the City limits; (Park District lagoons, the Lakefront, Lakefront harbors, the Chicago River, and two local lakes). We have a staff of 12 Fishing Instructors. Each Fishing Instructor will work at least two (and up to four) locations per day. Chicago's Fish'N Kids Instructors always work in teams of two (never alone). Each Fishing Instructor carries about 100 pounds of equipment with them each day: rods, reels, tackle box, bait container, easy-up 10'x10' tents, banners, life preserver, cooler, chair and must carry this to each location. The Instructors keep all equipment with them (seven days, day and night) for the duration of the program. All Equipment must be in ready-to-use shape at all times. Each Instructor is required to wear an official Chicago Fish'N Kids fishing guide shirt or T-Shirt (provided) each work day. Program runs from May through August, Monday – Friday, 8am to 4pm, with some Saturday mornings, and some weekday evenings until 7pm

CHARACTERISTICS OF THE CLASS:

Under supervision, provides recreational activities for children during the operation of day camp activities in the Chicago Park District. Performs related duties as required.

MINIMUM QUALIFICATIONS: Training and Experience: Current enrollment at an accredited college or university for a Bachelor's Degree. Knowledge, Skills and Abilities: Experience working with children is required. The ability to stand, sit, bend and kneel frequently.

Union: SEIU-Local 73 EEO: Para-Professional

FLSA: Non-Exempt

SALARY: \$ 17.85 PER HOUR

Apply online at

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Senior Lifeguard (Seasonal- Summer) Job ID: 1856

Closing Date: 4/29/15

Seasonal Only/Senior Life Guard (S)

Date Posted: 1/19/2015

Location: Community Recreation - Aquatics

Region: Districtwide

EXAMPLES OF DUTIES: Supervises a crew responsible for guarding a beach, section of beach or pool area to protect swimmers from accidents or drowning. Gives daily guarding assignments to beach or pool crew. Closely monitors guarding activities and enforces Chicago Park District rules and regulations. Supervises the maintenance of a clean and safe beach or pool environment. Provides orientation for assigned staff in proper emergency procedures, enforcement of safety standards and ensuring the proper condition and placement of lifesaving equipment. Responds to crowd control and emergency situations by following established procedures, such as administering first aid and CPR and notifying the proper authorities. Responds to questions from park patrons regarding aquatic facilities and activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from high school or an equivalent combination certification (GED) is recommended. A minimum of two (2) seasons of life guarding experience at a public open water surf beach or pool location is required.

Certification Requirements at time of hire:

American Red Cross Life guarding certificate, or equivalent to include:

American Red Cross CPR for Professional Rescuer, or equivalent

American Red Cross First Aid, or equivalent

American Red Cross AED, or equivalent

American Red Cross Oxygen Administration, or equivalent

American Red Cross Blood borne Pathogens Training or equivalent

Chicago Park District Life guarding Card

Knowledge, Skills and Abilities: Knowledge of lifesaving and life guarding methods and techniques; effective oral communication skills; ability to handle the public with tact and courtesy; ability to administer first aid and CPR to victims needing such attention; ability to supervise a staff responsible for enforcing water safety standards.

SEIU-Local 73 Career Service EEO: Protective Service FLSA: Non-Exempt

SALARY: \$15.42 per hour

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Bricklayer (M) Job ID: 1878

Closing Date: 02/09/2015

Trades/Bricklayer

Date Posted: 1/26/2015

Location: Central Administration - FACILITIES MANAGEMENT

CHARACTERISTICS OF THE CLASS:

Under supervision, lays bricks and performs bricklaying in accordance with prescribed drawings for a variety of construction and repair projects. Performs related duties as required.

EXAMPLES OF DUTIES:

Uses brick, tile and concrete blocks to build or repair walls, floors, appurtenances and related masonry structures. Spreads mortar to serve as base for laying bricks. Applies mortar to brick and positions brick in mortar base. Levels, aligns and embeds brick using trowels, levels, air hammers, and related tools. Cuts brick to size. Executes bricklaying in accordance with prescribed drawings, specifications, rough sketches, work orders or written instructions.

MINIMUM QUALIFICATIONS:

Training and Experience:

Successful completion of a Bricklayer apprenticeship training program and journeyman status; or an equivalent combination of training and experience is required. License Requirement: State of Illinois Driver's License

Knowledge, Skills and Abilities:

Knowledge of masonry construction and repair and maintenance principles, methods and procedures. Knowledge of applicable safety codes specific to the masonry trades including OSHA standards. Knowledge of applicable masonry hand and power tools. Skill in determining the kinds of tools and equipment needed to do a job. Ability to read and interpret blueprints and prescribed drawings. Ability to operate applicable hand tools and power tools and equipment. Ability to lift up to 50 pounds.

Union: Local 21 EEO: Skilled Craft Wkr FLSA: Non-Exempt

Annual Salary: \$88,566.40

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Rigger (M) Job ID: 1875

Closing Date: 02/08/2015

Trades/Rigger (M)

Date Posted: 1/23/2015

Location: SPECIALTY TRADES - SPECIALTY TRADES

CHARACTERISTICS OF THE CLASS:

Under direct supervision, acts as working sub-foreman on installation, repairing, removing and storing of all gymnasium and playground apparatus, swimming pool equipment, stage rigging and curtains. Supervises the preparation of running tracks and other game areas. Performs related duties as required.

EXAMPLES OF DUTIES:

To be responsible for the installing, repairing and maintaining of all gymnasium and playground apparatus, swimming pool equipment, stage rigging and curtains and for setting up and dismantling of scenery when necessary. Responsible for the recovering of gymnasium bucks, horses, rings and athletic equipment and for repairs to rope, balls, furniture, canvas awnings, nets, screens, curtains, gymnasium mats, boxing ring mats, wrestling mats and covers, and steel lockers in locker rooms. Lays out and marks all types of athletic fields, such as track and archery fields for special events. Erects and dismantles temporary seats, parallels and tops for portable stages and platforms. Moves all recreational equipment, apparatus, stage recovery from and to various parks. Moves office and park furniture. Moves pianos throughout the park system. Sets up and dismantles for special events such as model airplane meets, archery and sand modeling. Installs baseball bases and football goals.

MINIMUM QUALIFICATIONS:

Training and Experience: A minimum of three years of experience performing duties such as those described under examples of work performed, or an equivalent combination of training and experience is required. License Requirement: A valid State of Illinois Driver's License is required at time of hire.

Knowledge, Skills and Abilities:

Ability to repair gymnasium equipment. Skill in safely lifting heavy equipment. Ability to accurately judge distances. Ability to follow directions and work well with others.

Union: 700 | Career Service | EEO: Service-Maintenance | FLSA: Non-Exempt
Salary: \$64,037.37

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Job Title: Coordinator, Quality Improvement - Facilities

Location: Chicago, IL, US

Job Type Full - Time Permanent

Department Facilities Maintenance

SALARY TARGET IS \$71,225. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's Degree in Business Administration or related field, plus two (2) years of experience in the design of quality improvement initiatives, or a combination of education and experience relating to this position. Required to have valid Illinois driver's license and be authorized to use personal vehicle for CTA business.

Required to become third rail safety qualified in the event response is required to assist in a rail emergency

KNOWLEDGE, SKILLS, AND ABILITIES

Detailed knowledge of the practices and methods of the design of quality improvement or performance management initiatives. Working knowledge of facility maintenance procedures. Working knowledge of related safety practices and procedures. Working knowledge of the methods of inspecting, testing, and conducting investigations.

Strong oral and written communication skills. Strong interpersonal skills. Strong data collection, analysis, and presentation skills. Ability to lead effectively in a team environment. Ability to coach and mentor personnel. Ability to write reports containing technical information. Ability to develop and present educational programs and/or workshops. Ability to investigate and analyze information and draw conclusions.

Applicants, if hired, must comply with CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

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