



Seasonal Server Assistant - Rooftop Terrace (Job Number: HOT01904)

Work Locations: Conrad Chicago 521 North Rush St Chicago 60611

A Busperson with Conrad Hotels and Resorts is responsible for setting and clearing dining tables and stocking service stations 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?

This is a Seasonal Position for our Rooftop Terrace beginning April 01, 2015 and ending in mid October, 2015.

As a Busperson, you would be responsible for setting and clearing dining tables and stocking service stations 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:

- Set and prepare tables for dining, including, but not limited to, folding napkins, cleaning and placing tableware, serving water, etc.
- Ensure tableware is in good and working condition and report any defects for repair
- Stock, maintain and clean designated food station(s)
- Assist food server(s) with table service, including, but not limited to, serving beverages, breads, etc.
- Retrieve and transport dirty tableware to dishwashing area
- Respond to guest inquiries and requests and resolve issues in a timely, friendly and efficient manner

EOE/AA/Disabled/Veterans
Job: Bars and Restaurants
Schedule: Temporary
Brand: Conrad Hotels & Resorts
Shift: Full Availability
Job Level: Team Member

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

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Seasonal Host/Hostess - Rooftop Terrace (Job Number: HOT01906)

Work Locations: Conrad Chicago 521 North Rush St Chicago 60611

A Restaurant Host/Hostess with Conrad Hotels and Resorts is responsible for welcoming guests and escorting them to their seats for dining 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?

This is a Seasonal Position for our Rooftop Terrace beginning April 01, 2015 and ending in mid October, 2015.

As a Restaurant Host/Hostess, you would be responsible for welcoming guests and escorting them to their seats for dining 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:

- Welcome guests and ascertain their dining needs
- Seat guests and manage the seating chart

- Monitor restaurant activity to determine seating and dining flow
- Perform opening and closing duties, as needed
- Assist others with side work including, but not limited to cleaning, stocking, folding silverware, etc.

- Ensure knowledge of menu
- Respond to guest inquiries and requests in a timely, friendly and efficient manner
- Assist fellow team members and other departments wherever necessary to maintain positive working relationships

EOE/AA/Disabled/Veterans

Job: Bars and Restaurants

Schedule: Full-time

Brand: Conrad Hotels & Resorts

Shift: Full Availability

Job Level: Team Member

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

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Seasonal Food Server - Rooftop Terrace (Job Number: HOT01903)

Work Locations: Conrad Chicago 521 North Rush St Chicago 60611

A Food Server with Conrad Hotels and Resorts is responsible for serving food and/or beverages to guests in the hotel/Æs 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?

This is a Seasonal position for our Rooftop Terrace beginning April 01, 2015 and ending in mid October, 2015.

As a Food Server, you would be responsible for serving food and/or beverages to guests in the hotel/Æs 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

Job: Bars and Restaurants

Schedule: Temporary

Brand: Conrad Hotels & Resorts

Shift: Full Availability

Job Level: Team Member

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

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Job Title: Administrative Assistant

Agency: Executive Inspector General *

Salary: \$2,500.00 - \$5,000.00 monthly

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 2

Bid ID#: 101

Minimum Requirements: • high school diploma or demonstrated knowledge, skill, mental development and equivalent experience to four years of high school; • minimum of two years of college or business education is desirable; • prior administrative experience in a public or private organization; • ability to complete projects with short deadlines; • ability to balance multiple concurrent priorities; • strong organizational skills; • high personal ethical standards due to content of work materials; • ability to travel in the course of work, including overnight travel; • demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications; and • ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others. JOB STATUS: Full-time, FLSA non-exempt. This position is exempt from the State of Illinois Personnel Code.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically includes: • sitting for extended periods of time; • using personal computer, photocopier, facsimile, telephone, and teleconference equipment; • handling and transporting documents weighing up to 30 lbs.; and • standing, reaching, and bending at the waist or bending of the legs.

Work Hours & Location/Agency Contact: NOTE: The position may be based for either Chicago or Springfield. 9:00 a.m. - 5:00 p.m.
Office of Executive Inspector General
69 W. Washington St., Suite 3400 Chicago, IL 60602
OR 607 E. Adams, 14th Floor Springfield, IL 62701

How to Apply:

Applicants should select the employment tab on our website at www.inspectorgeneral.illinois.gov and click the "apply for open position" link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.

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Job Title: Mental Health Technician II

Agency: Human Services

Closing Date/Time: Mon. 03/16/15 4:59 PM Central Time

Salary: \$2,930.00 - \$3,721.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 3

Plan/BU: RC009

Bid ID#: 10/79-84391 84392 85225

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs duties associated with the direct care and treatment designed to help patients. Performs patient care procedures that assist the patient achieve greater mental, physical and social development. Assists in maintaining a safe therapeutic environment at Chicago Read Mental Health Center.

Minimum Requirements:

Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment or habitation of persons with mental illness or developmental disabilities. Requires working knowledge of the causes, nature and treatment of mental illness or developmental illness or developmental disabilities and the proper methods and techniques employed in the personal and nursing care, development and habitation of persons with mental illness or developmental disabilities.

Work Hours & Location/Agency Contact: (3) Days 7am-3pm

CONTACT INFORMATION: Summer Doxie / Human Resource Office

Chicago Read Mental Health Center 4200 N. Oak Park Avenue Chicago, IL 60634

fax 773-794-5583

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. 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: Plant & Pesticide Specialist I

Agency: Agriculture

Closing Date/Time: Fri. 03/20/15 5:00 PM Central Time

Salary: \$4,144.00 - \$6,033.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC029

Bid ID#: IDOA 1581

MUST RESIDE IN WILL COUNTY.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in entomology, horticulture, botany agronomy or related fields and requires 6 months professional experience in a related field or successful completion of an approved training program; requires working knowledge of the effects of pesticides on plants and the environment and of federal and state laws and regulations governing the use and application of pesticides. Requires ability to climb, lift and carry a minimum of 50 lbs. of weight, work in environments with dust, work outside during all seasons. Requires ability to travel and be on travel status when instructed. Requires ability to drive for long periods of time. Requires a valid drivers license. Requires ability to establish and maintain harmonious working relationships with associates and general public. Requires ability to compile reports and maintain records. Requires an appropriate valid driver's license.

Work Hours & Location/Agency Contact:

Bureau of Medicinal Plants 8:00 a.m. - 5:00 p.m. Will County Residency Required

Contact: IDOA/Bureau of Human Resources

PO Box 19281 - IL State Fairgrounds Springfield, IL 62794-9281 217-785-5099

How to Apply:

Submit bid form, copy of CMS-100 or 100B, copy of most recent evaluation to IDOA's HR Office by the close of business on final date to apply. It is the applicant's responsibility to determine eligibility w/ CMS prior to final date to apply.

If you do not have a current grade, you must submit a CMS-100 to CMS where they will grade your application based on training/experience indicated on the application. To ensure timely grading, it is recommended that you include a copy of this posting when submitting your application.

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Job Title: Technical Advisor II

Agency: Juvenile Justice

Closing Date/Time: Fri. 03/27/15 5:00 PM Central Time

Salary: \$3,528.00 - \$7,247.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: MG010

Bid ID#: IDJJ27-00-15-0131

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Assistant Chief Legal Counsel, Senior Public Service Administrator, prepares for and represents the Department and/or Department staff in administrative or quasi-judicial hearings, including prisoner review board (PRB) and employee review hearings, conducts investigations in preparation for hearings, conducts research regarding legal impacts on the Department, advises Department staff on relevant legal issues, summarizes and prepares reports on research findings and hearing results and other matters.

This position is exempt from the bargaining unit.

Minimum Requirements: Requires license to practice law in Illinois, working knowledge of judicial and quasi-judicial procedures and rules of evidence, working knowledge of state and federal law, working knowledge of principles of administration and management, ability to conduct legal research, utilize basic computer programs including Microsoft Office. Requires some in-state travel and possession of valid drivers' license.

Work Hours & Location/Agency Contact:

Work Hours: Monday through Friday 8:30am-5:00pm

Work Location: 3825 Campton Hills Rd St. Charles, IL 60175

Agency Contact: Ms. Shae Bruce / Public Safety Shared Services

1301 Concordia Court Springfield, IL 62794 Phone: 217-557-6015

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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: Registered Nurse II

Agency: Human Services

Closing Date/Time: Fri. 03/20/15 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#: 10-81-75948

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of a Nurse Manager and in accordance with established standards, procedures and policies, performs professional Registered Nursing duties in the provision of care and treatment services to patients of Elgin Mental Health Center; functions as leadworker of other lower level professional Nursing staff; directly supervises para-professional and non-professional staff members in the provision of services to patients in a direct care setting, including giving work assignments; having input on performance evaluations and making recommendations on discipline; assesses patients; plans nursing care and utilizes professional training and expertise to assure patient residential or health care functions are carried out correctly.

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: Communications Systems Specialist

Agency: Central Management Services

Closing Date/Time: Thu. 03/19/15 5:00 PM Central Time

Salary: \$5,770.00 - \$8,873.00 monthly

Job Type: Part-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: CMS 10311

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four year of college with major coursework in electronic engineering, radio/television, telecommunications or data processing. Requires four years of professional experience in communications systems designs. Experience in Ku-Band Satellite Uplink/Downlink program is preferred. Knowledgeable in providing technical advice and assistance in video and audio productions is preferred. The ability to perform technical repairs and maintenance of various electronic video and audio equipment is preferred. Some experience in software products and operating systems such as Microsoft Office is preferred. Requires the ability to lift 70 lbs. Requires the ability to travel and possess a valid driver's license.

Work Hours & Location/Agency Contact: Work Hours: 3:00pm – 10:00pm Monday – Friday; Weekend Hours May Be Required Per Area Need

Work Location: Central Management Services
IOCI/Visual Media Services/Events Services
120 W. Jefferson Street Springfield, IL (Sangamon County)
Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 217-782-9925 Fax

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: Executive I - Opt H7

Agency: Human Services

Closing Date/Time: Wed. 03/18/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

\$52,524.00 - \$78,972.00 annually

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-90-72812

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college preferably with courses in business, public administration, or early childhood. Requires one year of responsible administrative experience in a public or business organization, or completion of an agency approved professional management training program. Requires knowledge of Child Care/Early Childhood programming, policies and procedures.

Work Hours & Location/Agency Contact: 8:30a.m.-5:00p.m.

Bureau of Subsidy and Management / Policy & Interpretation & Customer Service

100 S Grand Ave East, Springfield, IL 62762

Please submit CMS 100 (revised 10/2014) applications to: Milee Butcher

Bureau of Employee Services /Contractual Rights Hiring Unit

100 S. Grand Avenue East, 3rd Floor, Springfield, IL 62762

PHONE: 217-557-0347 FAX: 217-524-2116

****NOTE:** CMS and the bidding agency are two separate agencies; therefore, submitting your CMS-100 application to CMS for a grade is not in lieu of submitting a CMS-100 to the bidding agency as well. ******

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 H7 - Dept Human Services

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Job Title: Public Service Administrator - Opt 3

Agency: Central Management Services

Closing Date/Time: Wed. 03/18/15 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: CMS 10024

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in Information Technology. Requires prior experience equivalent to three years of progressively responsible administrative experience in Information Technology. Requires ability to develop and manage a supportive agency program specifically complex mainframe and/or distributed IT environments. Certified Information Security Systems Professional, Certified Information Systems Auditor, or Confidentiality, Integrity, Accessibility certifications are preferred. Requires a valid, appropriate driver's license and/or the ability to travel. Requires the ability to utilize agency supplied materials/equipment (e.g., pager, cell phone, blackberry, etc.).

Specialized Skills: Requires education/experience as outlined above in the following: information systems and network security; auditing standards used in SAS70, financial compliance, and general controls audits; IT risk management principles; compliance reporting for HIPAA, PCI, PII, IT policy and procedure development, and IT security strategy concepts.

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

Work Location: Central Management Services

BCCS/Security & Compliance Solutions/Assistant CISCO Assessment & Planning/Compliance Solutions/Admin Safeguards

120 W. Jefferson, Springfield, IL (Sangamon County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702

217-782-6239 217-782-9925 Fax

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 3 - Mgt Info Sys/Data-Telec

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Job Title: Stationary Engineer

Agency: Central Management Services

Closing Date/Time: Thu. 03/19/15 5:00 PM Central Time

Salary: \$43.94 - \$45.70 hourly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: PR000 Bid ID#: CMS 10446

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of eight years elementary school. Requires four years experience in power plant operation and in firing high pressure stationary boilers. Requires working knowledge of the principles, practices and techniques used in the operation of high pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires ability to supervise and direct the work of employees and inmate or patient labor engaged in power plant operation. Requires ability to keep simple records. Requires skill in the control and regulation of high pressure boilers. Requires skill in the use of tools and equipment used in maintaining powerhouse equipment. Requires ability to observe and judge the operating efficiency of power generating and allied machinery.

Work Hours & Location/Agency Contact: Work Hours: Rotating Shifts including Weekends and Holidays (7am-3pm, 3pm-11pm, 11pm-7am)

Work Location: Central Management Services

BOPM/Facilities Chicago/Northern/Shapiro

Shapiro Developmental Center, 100 East Jeffery Street, Kankakee, IL (Kankakee County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702

217-782-6239 217-782-9925 Fax

How to Apply:

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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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Guest Service Concessions

Provide professional and courteous service to guests and operate seasonal concessions.

KNOWLEDGE, SKILLS & ABILITIES

- Posses a pleasant, service-oriented and enthusiastic personality.
- Excellent communication skills.
- Excellent organizational skills.
- Ability to quickly and accurately operate cash register or PC.
- Ability to perform numerical detail work with speed and accuracy.
- Ability to work independently
- Ability to handle multiple work assignments.
- Ability to interact courteously and respectfully with supervisors, fellow employees, volunteers, guests and general public.

EDUCATION REQUIREMENTS

High School degree (or equivalent)

EXPERIENCE REQUIREMENTS

One-year cash handling experience preferred

NOTE: A comparable combination of education, experience or training that would provide the level of knowledge, skills and ability required may qualify an individual

PHYSICAL REQUIREMENTS

- Ability to work alone for long periods
- Ability to remain on feet for long periods of time
- Ability to traverse zoo grounds
- Ability to work in small, confined space
- Ability to work in all weather conditions
- Ability to work with mild cleaning supplies
- Ability to do light lifting of boxed merchandise

ADDITIONAL REQUIREMENTS

Available to work all necessary hours, including weekends, holidays, special events and all shifts.

Apply online at <http://www.lpzoo.org/careers>

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Retail Sales Associate

To work as a cashier, assist in restocking the sales floor, assist in checking in new merchandise, greet the guests as they enter the store and assist them with any questions they may have.

ESSENTIAL JOB FUNCTIONS

- Enters sales into the register and balances cash drawer daily.
- Greets and welcomes all guests entering the shop, as well as thanking them for supporting the Zoo when they leave.
- Monitors crowd levels and potential shoplifting situations, alerting management to any problems.
- Follows all shop policies and procedures and seeks management assistance when needed.
- Assists in straightening and restocking of shelves.
- Answers Zoo related questions.
- Knowledgeable in store merchandise.
- Adheres to all loss prevention guidelines and procedures.
- Perform various tasks and other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of guest service and retail operations.
- Skill in effectively resolving difficult guest service situations.
- Skill in presenting a pleasant, service-oriented persona, able to deal persuasively with zoo guests and vendors.
- Ability to express oneself clearly and effectively in oral and written form.
- Ability to read and understand written and oral instructions.
- Ability to represent the Zoo in a professional manner at all times.
- Well-developed interpersonal skills. Ability to get along with diverse groups. Tactful and mature.
- Ability to interact courteously and respectfully with supervisors, fellow employees, volunteers, zoo visitors and general public

EDUCATION REQUIREMENTS: High School degree (or equivalent)

ADDITIONAL REQUIREMENTS

Available to work holidays and special events which may occur outside of regular work schedule as assigned.

Apply online at <http://www.lpzoo.org/careers>

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Seasonal Grounds Worker

To perform a variety of semi-skilled tasks involving plant care, watering and garden maintenance.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of proper handling and use on a variety of related tools, equipment and machinery.
- Ability to understand and carry out oral and written directions.
- Ability to organize tasks and time to ensure timely completion of all projects.
- Ability to interact courteously and respectfully with supervisors, fellow employees, volunteers, zoo visitors and general public.
- Ability to operate electric cart.
- Knowledge of appropriate gardening techniques and practices helpful.

EDUCATION REQUIREMENTS: High School degree (or equivalent).

EXPERIENCE REQUIREMENTS: Experience watering and fertilizing plants helpful.

PHYSICAL REQUIREMENTS

- Ability to lift 80+ pounds.
- Ability to swim.
- Ability to pick up trash from landscape beds.
- Ability to remain on feet for long periods of time.
- Ability to frequently bend, stoop, reach and climb.
- Ability to move about on sometimes slippery, muddy surfaces.
- Ability to work on uneven terrain.
- Ability to lift and empty trash cans into trash dumpsters.
- Ability to remove trash material from water using poles, nets or by hand.
- Ability to carry long hoses.
- Ability to perform essential duties in a wide variety of weather conditions for extended periods of time including unfavorable weather conditions.
- Ability to lift and carry containers potted with plants.
- Ability to work well with your hands to hold and use watering cans, hoses, plant pruners, boat paddle and boat.

ADDITIONAL REQUIREMENTS

- Available to work weekends, holidays and evenings as assigned
- Available to work special events that may occur outside of regular work schedule as assigned
- Must have valid driver's license with good driving record
- Able to work flex schedule seasonally

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Guest Engagement Leader

Guest Engagement Leaders interpret the animal collection and conservation initiatives of Lincoln Park Zoo to guests. They are responsible for facilitating inspiring educational experiences and for providing excellent guest service to all visitors. This job is a part-time position, which begins in early May and continues until mid-September. Shifts consist of four full workdays (including one weekend day), at a total of 24 – 30 hours per week.

KNOWLEDGE, SKILLS & ABILITIES

- Able to interact positively and energetically in an informal learning environment
- Able to clearly and effectively communicate with visitors of various ages, backgrounds and knowledge levels
- Comfortable presenting educational programs to single guests as well as large audiences
- Maintains a positive and flexible approach to daily responsibilities. Works well in a team environment as well as independently
- Courteous and respectful with team members, other staff, volunteers and zoo visitors

EDUCATION REQUIREMENTS • Bachelor's degree in biology, zoology, education, communication or similar preferred, or working toward a degree

PHYSICAL REQUIREMENTS

- Capable of walking across zoo grounds, standing for long periods of time and working in a variety of weather conditions
- Capable of carrying supplies up to 20 pounds, and moving a rolling cart weighing up to 150 pounds

ADDITIONAL REQUIREMENTS

- Previous experience with interpretive program delivery is desired
- Experience working with a wide variety of audiences preferred
- Ideal candidate is an outgoing individual who enjoys interacting with the public, sharing information with enthusiasm, and has a passion for education and conservation
- Must be available to come to the Zoo for the following:

Group interview (invitation only): March 28, 9 a.m. – 1 p.m. or April 11, 9 a.m. – 1 p.m.

Staff training (for those hired): May 4 – 7, 2015 and May 11 – 14, 2015; 9 a.m. – 4 p.m.

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Public Programs Coordinator

The public programs coordinator is responsible for developing and coordinating a variety of unique and engaging fee-based education programs. Responsibilities also include training, supervising, and evaluating seasonal public programs staff and volunteers.

KNOWLEDGE, SKILLS & ABILITIES

Willing and able to think "outside the box" to try new and unique programming models. Willing and able to focus on providing an excellent experience for program participants, exhibiting a desire to make accommodations for participants when requested and appropriate.

Have excellent oral and written communications skills.

Possess a flexible approach to daily responsibilities.

Courteous and respectful with team members, volunteers, zoo visitors and general public.

Flexible availability to include both weekdays and weekends throughout the entire year.

Willing to sleep over at the zoo occasionally for overnight programs.

Ability to drive zoo vehicles.

EDUCATION REQUIREMENTS

Bachelor's degree in education, museum studies, biology, zoology or equivalent is required.

EXPERIENCE REQUIREMENTS

Proven experience working with various audiences with an interactive non-lecture approach to teaching.

Proven ability to develop and implement a wide variety of informal education programs.

Experience in training, scheduling and supervising seasonal staff and volunteers.

Experience working with culturally, linguistically, and developmentally diverse learners.

Experience utilizing informal education principles and best practices.

PHYSICAL REQUIREMENTS

Capable of standing for long periods of time and working in a variety of weather conditions.

Able to regularly walk up stairs and move equipment on a rolling cart up to 100 pounds.

Able to lift and carry program supplies weight up to 50 pounds.

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Conservation Camp Instructor (Summer 2015)

Lincoln Park Zoo is looking for fun and creative educators with formal or informal teaching experience to join the Camp team as Conservation Camp Instructors. Instructors will provide children with meaningful and memorable summer learning opportunities by teaching a variety of inquiry based and hands-on activities. Instructors will be responsible for teaching groups of 13 – 18 campers each week.

Campers will be divided into groups depending on age and grade level from 4 years old to entering 4th grade. This is a full-time seasonal position that will extend from May 27 – August 21, 2015.

Interview sessions will take place in person at Lincoln Park Zoo on Sunday, April 12, 2015 and Sunday, April 19, 2015. If an interview is desired, applicants will be notified by phone and placed in one of the two interview sessions. Applicants must be available for one of these dates.

KNOWLEDGE, SKILLS & ABILITIES

Prior experience working with children in a formal or informal education setting.
Excellent classroom management skills.
Exceptional problem solving skills with the ability to adapt to changing environments, along with organizational, logistic and operational skills.
Strong interpersonal and communication skills.
Must be extremely trustworthy and punctual.
Great sense of humor.

QUALIFICATIONS

Bachelor's degree in education, environmental studies, biology or other related field.
Previous teaching or interpretation experience in a zoo, nature center, or other informal setting is preferred.
Basic computer skills: Microsoft Word, Excel, PowerPoint, Access.

PHYSICAL REQUIREMENTS

Able to remain on feet and walk for extended periods of time. Frequently bend, stoop, reach, lift heavy objects, and climb.

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Sales Sr. Associate / PEPSI

Chicago, IL

Sales

General Summary:

Pepsi Beverages Company (PBC) is PepsiCo's beverage manufacturing, sales and distribution operating unit in the United States, Canada and Mexico. PBC makes, sells and delivers approximately 75 percent of PepsiCo's North American beverage volume. Its diverse portfolio includes some of the world's most widely recognized beverage brands, including Pepsi, Mountain Dew, Sierra Mist, Aquafina, Gatorade, SoBe, Lipton, and Amp Energy. In many markets, PBC also manufactures and/or distributes allied brands, including Dr Pepper, Crush, ROCKSTAR, and Muscle Milk.

At PBC, employees have an Unquenchable Spirit to delight consumers with the brands they love, to improve the communities in which they live and work, and to build exciting careers. If you're looking for a company that puts a premium on leadership, teamwork and responsibility, you belong at PBC.

Job Description:

This position contributes to the success of the Pepsi Beverages Company by securing incremental availability of our Energy Portfolio within a variety of customer channels.

Basic Job Qualifications:

Bachelor's degree and/or equivalent work experience

A minimum of 1 year of fact-based direct selling experience

Preferred Job Qualifications:

Beverage or Consumer products experience

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

PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans/Sexual Orientation/Gender Identity.

If you'd like more information about your EEO rights as an applicant under the law, please download the available EEO is the Law (<http://pep.jobs/eeo-poster>) & EEO is the Law Supplement (<http://pep.jobs/eeo-poster-supplement>) documents by copying and pasting the appropriate URL in the address bar of your web browser.

Job Ref: 62344BR

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Warehouse Supervisor 3rd shift / PEPSI

Chicago, IL
Supply Chain

This position contributes to the success of the Beverages Function by supervising the loading of route and transport trucks for a warehouse facility on 3rd shift

Major Tasks, Accountabilities and Key Responsibilities:

Schedule the receiving and delivery of raw materials/finished products in a timely manner. Utilize docks, warehouse layout and route truck loading patterns that minimize loading time. Ensure the optimal inventory levels of full goods are maintained in order to fulfill daily sales needs. Provide timely service to sales department while minimizing warehouse and production costs. Supervise warehouse loaders within the warehouse Ensure the team is adequately staffed, managed and trained. Maintain the inventory system to aid in production scheduling. Maintain all housekeeping and safety standards

Education and Certifications: Bachelor's Degree and/or equivalent Experience in consumer packaged goods or a related industry a plus

Work Experience: A minimum of 2 years of Operations or Logistics experience

Ability to work a flexible schedule including early mornings, evenings and/or weekends

Demonstrated planning and organization skills; Demonstrated front-line supervisory skills

Skills & Capabilities: Ability to work a flexible schedule including early mornings, evenings and/or weekends

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

If you'd like more information about your EEO rights as an applicant under the law, please download the available EEO is the Law (<http://pep.jobs/eeo-poster>) & EEO is the Law Supplement (<http://pep.jobs/eeo-poster-supplement>) documents by copying and pasting the appropriate URL in the address bar of your web browser.

Job Ref: 65400BR

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