



Supervisor

As Supervisor at AMC® you'll assist the management team to make sure the theatre runs smoothly so that every single guest enjoys the show. You'll be the not-so secret to our success.

Let's take a look at your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Serve fresh, appetizing and properly prepared food and beverages
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a Supervisor at an AMC theatre, you'll also be required to demonstrate:

- Proven supervisory experience with effective managerial and training skills
- Persuasive written and oral communication skills along with strong analytical skills
- Ability to effectively delegate and follow up with booth crew members
- Proficient guest service, administrative and follow-up skills
- Equally comfortable communicating and working with guests, supervisors, peers, subordinates, vendors or partners
- Ability to consistently meet deadlines in a timely fashion
- Standing, walking, lifting, twisting and bending on a frequent basis

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too.

We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and health and 401(k) plans.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/supervisor>

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Cashier

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Complete ticket purchase transactions by:
 - Greeting each guest and identifying tickets requested
 - Reading a computer screen, operating a keyboard or dispensing manual tickets
 - Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change
 - Thanking the guest
- Ensure the security of all box office cash and tickets
- Keep box office clean and well organized and update box office signage
- Distribute and understand how to operate assisted moviegoing equipment
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Perform daily box office maintenance duties and complete various reports as needed
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a cashier at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Ability to communicate and work effectively with guests in high-volume setting
- Good verbal communication skills as well as math and cash handling skills
- Ability to meet tight deadlines under minimal supervision

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Concessionist

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items

Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change

Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock

Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms

Perform daily concession maintenance duties

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a concessionist at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Standing, walking, lifting, twisting and bending on a frequent basis

Capability to communicate and work effectively with guests in a high-volume setting

Good verbal communication skills as well as math and cash-handling skills

Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/concessionist>

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Dishwasher

As a Dishwasher, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You maintain clean and sanitary conditions of all cooking utensils, flatware, china, and stemware. In addition, you maintain a clean and safe environment in all back-of-house areas. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Clean and sanitize all cooking utensils, flatware, china, stemware and workstation throughout the shift.

Sweep and mop the stockrooms and walk-in refrigerator nightly.

Maintain dishwashing equipment by following manufactures' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you help run a food and beverage operation like a well-oiled machine?

As a Dishwasher at AMC, you'll need to demonstrate:

Ability to work at a fast pace while standing for long periods of time.

Complete basic food handling training and obtain any local or state mandated certification.

Possess good verbal communication skills.

Ability to follow instructions on safe use of all chemicals/cleaning materials.

Ability to work with minimal supervision.

Ability to, walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If making a difference, receiving great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/dishwasher>

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Cook

As a Cook, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You'll ensure consistent food quality, prepare orders in a short period of time and prepare menu items in accordance with established recipes and guidelines. In addition, you'll maintain a clean, sanitary, and safe work area in a fast paced environment. Easier said than done, right?

Let's break it down into your soon-to-be responsibilities:

Maintain communication with other cooks to assemble food orders within established average ticket time while preparing several different orders simultaneously.

Adhere to recipes to ensure consistent food quality and presentation.

Answer questions courteously, accurately, and quickly. Perform required sanitation procedures. Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions.

Uphold cleanliness and ensure proper sanitation of entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you run a kitchen operation like a well-oiled machine?

As a Cook at AMC, you'll need to demonstrate:

Proficiency in kitchen operations and execution. Complete food handling training and obtain any local or state mandated certification. Must be able to cook food to recipe standards. Must have working knowledge of U.S. measurements, weight and volume.

Ability to follow instructions on safe use of all chemical/cleaning materials.

Ability to work effectively with supervisors and co-workers and with minimal supervision. Ability to meet deadlines.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, health and 401(k) plans, and an employee assistance program. If helping run a high volume kitchen, great benefits and having fun matter to you, apply today at

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Usher

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct
- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As an usher at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/usher>

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Booth crew member

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre. You'll build-up and tear down prints and perform maintenance on the projectors. You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer. What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

- Deliver a comfortable, distraction-free, and picture-perfect entertainment experience
- Monitor film build-up and tear down process for the highest quality
- Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)
- Ensure picture-perfect presentations through auditorium and booth evaluations
- Identify picture and sound problems and correct accordingly
- Execute trailer and pre-feature programming
- Assist with other functions and perform other duties as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a booth crew member at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Ability to consistently meet deadlines in a timely fashion
- Standing, walking, lifting, twisting and bending on a frequent basis
- Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception

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<https://www.amctheatres.com/careers/theatre-crew/booth-crew-member>

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Telephone Interviewer and Bilingual Telephone Interviewer

Description: TeleSight is looking for qualified applicants (college students encouraged to apply) to conduct customer satisfaction surveys for various Fortune 500 companies in a casual call-center environment. NO SELLING involved!

Qualifications: Applicants must speak clearly with proper enunciation, type at least 40 w.p.m. also pass an assessment test. Qualified applicants must display professionalism and the ability to represent TeleSight and our clients respectfully.

To Apply: If interested in applying please come to the TeleSight Employment Office at 820 N. Franklin, First Floor. Employment Office hours are Monday-Friday 10 am-3 pm CST. All candidates will be required to come in prior to an interview for a typing test. If you have questions, please email SystemsHr@telesight.com or call 312-640-2548.

Bus Servicer

Location: Elgin

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, makes service calls. Services all revenue equipment and trucks. Operates and services washrack and cleaner, as required. Parks and spots equipment as directed. Accurately records fuel and oil dispensed at service island and bus cleaning. Custodial and other duties as assigned or required. Empty farebox vaults, take farebox readings. Responsible for completing all required documents and reports for work performed.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Qualified candidate must be at least 21 years of age and possess or be able to obtain a valid class "B" Illinois Commercial Driver's License, knowledge of service area, knowledge of commercial service equipment, including high pressure pump, greasing units, etc., and ability to operate all Pace revenue equipment. Candidate must be able to lift 50- 75 lbs. The performance of these duties may be required at any time of the day and night, any day and night of the week. Previous diesel experience and/or technical training is required. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=388

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Job Title: Accounts Payable Representative

Opening Date/Time: Tue. 04/07/15 12:00 AM Central Time

Closing Date/Time: Mon. 04/20/15 11:59 PM Central Time

Salary: \$12.29/Hour

Job Type: Office/Clerical

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Finance

Description Benefits Supplemental Questions

Review, analyze and process payments generated by Purchasing and Engineering, as well as telephone and utility payments.

The Accounts Payable Representative is also responsible for issuing all checks from the locally held Revolving Maintenance and Operations account, Violation Refund account and I Pass Refund account in the Peachtree Accounting system. All RMO checks are verified for proper approvals, back up documents and account numbers. I Pass refund checks and violation refund checks are issued from spreadsheets downloaded to Peachtree. All checks issued through the RMO and Violation checking accounts must be reimbursed by the Comptroller by entering information into the GAB payment system.

Typical Qualifications:

Minimum requirements for the position are: high school diploma or equivalent, some college level accounting courses and/ or a minimum of two years accounts payable experience. Incumbent must possess excellent written and oral skills, organizational skills, be detail-minded, have an aptitude for figures and take initiative. Computer experience is required, with Windows and Excel experience desired. An understanding of the Authority's payment process is helpful.

Supplemental Information:

1. Efficient, accurate review and processing of invoices and pay requests to expedite payment to vendors.
2. Monitors expenses on construction and design projects by maintaining detailed and effective log sheets and spreadsheets for all costs incurred.
3. Provides informative accurate reports to keep management abreast of project progress and payment flow.
4. Develop, maintain, balance and troubleshoot detailed and complicated computerized spreadsheets and communication systems.
5. Obtains complete supporting documentation by maintaining excellent rapport with internal and external contacts.
6. Other duties and responsibilities as assigned.

Apply online at <http://agency.governmentjobs.com/illinoistollway/default.cfm>

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Job Title: Payroll Analyst

Opening Date/Time: Tue. 04/07/15 12:00 AM Central Time

Closing Date/Time: Mon. 04/20/15 11:59 PM Central Time

Salary: \$16.67/Hour

Job Type: Office/Clerical

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Finance

Description Benefits Supplemental Questions

This incumbent will assist the Payroll Manager and Payroll Supervisor in coordinating the daily operations of the Payroll Division. This position ensures that all payroll needs of the Tollway are met, that good internal control is maintained and that State Comptroller rules are followed.

DIMENSIONS:

Annual Payrolls Processed: \$112,000,000 which includes:

- Four (4) Bi-weekly Union payrolls
- Three (3) Semi monthly payrolls
- One (1) Monthly payroll

Typical Qualifications:

This position requires an Associates Degree or equivalent accounting experience, as well as a minimum of (5) years of payroll experience. Excellent knowledge of Microsoft Word, Excel and Outlook is required. Familiarity with various payroll/financial software programs is desired. Strong organizational, interpersonal communication and written communication skills are required. Additionally, excellent analytical skills are required. Knowledge of Kronos Workforce Timekeeper time and attendance, or other automated time and attendance software programs is highly desired.

Supplemental Information:

1. To assist in all payroll processing as required and in all special projects under the direction of the Payroll Manager and Payroll Supervisor related to the Payroll Division, including, but not limited to the Direct Deposit Program, Optional Life Insurance, Flexible Spending, and the automated Kronos Time and Attendance Program.
2. To be thoroughly well versed in all aspects of all union contracts so that customer services can be accurately provided both internally and externally.
3. To assist in evaluating and implementing information communicated through payroll bulletins from the Comptroller's Office.
4. Other duties as assigned.

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Job Title: Payroll Manager

Opening Date/Time: Tue. 04/07/15 12:00 AM Central Time

Closing Date/Time: Mon. 04/20/15 11:59 PM Central Time

Salary: \$65,000.00 - \$70,000.00 Annually

Job Type: Officials/Managers

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Finance

Typical Qualifications:

Education: This position requires an Associates Degree or equivalent college credit. Five years of payroll experience and two years of supervisory experience is required. Other:

Must have knowledge of data processing functions and an aptitude for figures. Knowledge of Microsoft Excel, Word, and Outlook is required. Strong organizational skills and excellent interpersonal skills are necessary. Good oral and written communication skills are essential.

Familiarity with various payroll/financial software programs desired. Additionally, the incumbent must have excellent analytical skills and the ability to resolve complex accounting issues. Familiarity with Flexible Spending Accounts, Deferred Compensation and Taxable Fringe Benefits is preferred.

Supplemental Information:

1. Complies with State and Federal regulations as well as procedures set forth from the Comptroller's Office, State Retirement System (SERS) and Central Management Systems (CMS) and Deferred Compensation.
2. Evaluates, or develops, all payroll department procedures and programs to increase effectiveness and efficiency while continuing to meet the needs of the Tollway.
3. Works with IT in the ongoing time and attendance system upgrade process.
4. Acts as a liaison between the Tollway and the Comptroller's Office, as well as all internal departments within the Tollway.
5. Ensures all court order notices such as Tax Levies, Garnishments and Child Support orders are implemented correctly and expeditiously.
6. Coordinates with the Administration Department to ensure compliance of Tollway policies.
7. Complies with internal and external audit recommendations.
8. Performs other duties as assigned.

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Classification: Civil Engineer VII Salary Range: \$7,640 - \$11,660

Position Title: Northern Construction Quality Engineer Union Position: Yes No

Position Number: PW117-23-90-101-00-01 IPR#: 40125

Office/Central Bureau/District/Work Address:

Office of Quality Compliance and Review/Bureau of Construction Compliance/201 West Center Court, Schaumburg, IL

Description Of Duties:

This position is accountable for implementing a program to ensure that construction inspection, documentation and the quality of materials are in compliance with project requirements and departmental policies and procedures. This position interprets contract language, plan documents, material designs/testing and other relevant documents for state- and federally-funded projects. This position also develops and directs forensic engineering techniques to detect and deter fraud, waste and abuse.

Special Qualifications:

The following criteria is required:

- A current Illinois Professional Engineer license
- Valid driver's license
- Considerable travel throughout the northern portion of the state with frequent overnight stays

The following criteria is desired:

- Ten years of transportation construction and material inspection experience, seven years of which should be responsible supervisory experience in the planning and direction of highway engineering projects
- Strong oral and written communication skills
- Possession of the IDOT construction documentation training certificate or equivalent construction documentation experience
- Knowledge and experience with electronic spreadsheets/documents and databases

Shift/Remarks: 8:00 am - 4:30 pm / Monday – Friday

Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Tuesday, April 14, 2015, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position. An Equal Opportunity Employer

Apply online at <http://www.idot.illinois.gov/Assets/uploads/files/About-IDOT/Employment/40125.pdf>

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Clinical Dietitian

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Assess the patients' nutritional status for maintenance or intervention. Coordinates, plans, and counsels patients and their families in nutritional principals, food plans, and patterns of food selection that are tailored to the individual's lifestyle. Develops patient educational material for distribution. Conducts meal rounds at meal time to assess acceptance of meals and to handle any problems with the meal service.

Full Time – 8 a.m.-4 p.m. Required to work every other weekend

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Nutrition or related field.

Registered and Licensed Illinois Dietitian.

Minimum 2 year hospital dietitian experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department
St. Bernard Hospital
326 West 64th Street
Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Cook

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 1 year of food service experience

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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Custodian

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

The Custodian 1 is responsible for cleanliness and sanitation of assigned areas. S/he is responsible for the care and maintenance of equipment, furniture and fixtures.

S/he performs routine cleaning tasks of repetitive nature following established schedules and using prescribed methods. The Custodian 1 works semi-independently under limited supervision.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED or combination of education, knowledge, skills, mental development, and relevant experience that enables performance of all aspects of the position.

Minimum of 2 years of hospital custodial experience is required.

Excellent verbal and interpersonal skills are essential.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Food Service Worker

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day.

Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

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Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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

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Security Officer

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions. Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required.

(Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

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Patient Care Technician

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Description:

Perform various direct patient care activities under the supervision of a Registered Nurse.

Collect and assist with blood specimens, weighing, bathing, toileting and feeding.

Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Ultrasound Technologist

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Description:

The Ultrasound Technologist performs diagnostic sonographic examinations utilizing ultrasonic equipment to locate, evaluate, and record critical functional, pathological, and anatomical data.

S/he schedules and coordinates tests; records test results, and prepare and maintain operational logs. The Ultrasound Technologist calibrates and maintains equipment and orders supplies when needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Graduate from an AMA approved school of Radiologic Technology

A.R.R.T. certification required.

ARDMS (American Registry of Diagnostic Medical Sonographers) certificate.

Experience in performing NT (Nuchal Translucency) procedure.

Minimum of 2 years of Ultrasound Technologist experience

Meditech computer experience is a plus.

Knowledge and ability to use automated and conventional radiology equipment.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Registered Nurse

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Description:

Evaluates, plans, implements, and documents nursing care for an assigned patient population.

Assists physicians during examinations and procedures. Performs various patient tests and administers medications within the scope of practice of a registered nurse.

Promotes patient's independence by establishing patient care goals and teaching patient and family to understand condition, medications, and self-care skills.

We offer a competitive salary and a full range of benefits including: paid holiday and vacation, health, dental, life, long-term disability, pension plan, and retirement plan.
EOE

"A Tradition of Caring" since 1904.

Requirements:

Requires an associate's degree and/or graduated from a nursing school and a current RN licensure from the State of Illinois Department of Professional Regulations or valid temporary permit to practice nursing in the State of Illinois.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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