



Custodian

Chicago, IL Part-time

Company Description

Chicago Apartment Finders is Chicago's #1 real estate leasing firm. We are rapidly expanding to include property management, brokerage and more. We specialize in matching people with apartments and last year we did just that for more than 10,000 people.

Job Description

We're looking for a new Janitor for our buildings in Chicago's Lakeview neighborhood.

Requirements:

General Janitorial duties

- Mopping floors
- Cleaning windows
- Keeping property clean and presentable

General Maintenance Requests

- Changing locks
- Fixing leaks/clogs
- General repairs
- Painting

Compensation:

\$11-\$13 per hour based on experience. Eligible for overtime.

Apply online at <https://www.smartrecruiters.com/ChicagoApartmentFinders/81421198-janitor>

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Maintenance Technician

Chicago, IL

Job Description: We're looking for a new Maintenance Technician for our buildings in Chicago's Lakeview neighborhood. You will be completing general carpentry needs, maintenance, and janitorial work.

Requirements:

General Janitorial duties

- Mopping floors
- Cleaning windows
- Keeping property clean and presentable

General Maintenance Requests

- Changing locks
- Fixing leaks/clogs
- General repairs
- Painting

You will share on-call duties with our other technicians to address after hour concerns such as:

- Lock-outs
- Maintain Gas Furnace
- Major leaks
- Repair electrical shorts

Due to the on-call nature of the position applicants will preferably live in close proximity to Chicago's Lakeview neighborhood.

Compensation: \$12-\$15 per hour based on experience. Eligible for overtime.

**Demonstrated knowledge and skills in electrical repairs (wall outlets, furnaces, a/c units, stoves, refrigerators, lighting, etc...) as well as carpentry could qualify candidates for INCREASED starting hourly pay.

Qualifications: Prior on-site property maintenance experience required.

Apply online at <https://www.smartrecruiters.com/ChicagoApartmentFinders/81348565-maintenance-technician>

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Front Desk

FFC - Chicago, IL

The Front Desk Attendant is responsible for welcoming all members, guest and prospects into the club.

Responsibilities:

Essential Duties and Responsibilities:

Greet members by name and with a smile and create "First Impression" for the club

Check in members and guests to the club

Act as liaison between current and prospective members and Membership Department

Answer incoming calls within three (3) rings and direct calls accordingly in professional manner and in accordance with FFC greeting script

Field all member questions, concerns and complaints

Perform opening and closing functions regarding the front desk

Take payment as needed and ensure cash drawer is balanced at the start and end of shift

Maintain an accurate cash drawer and balance cash register at the close of each shift

Attend all required department and club staff meetings

Light housekeeping responsibilities to supplement housekeeping staff

Requirements

Six (6) months to one (1) year of previous customer service, hospitality, retail (or related industry)

Excellent interpersonal and communication skills

Energetic and enthusiastic personality

Passionate about the health and fitness industry

Ability to multi-task, demonstrate initiative and strong work ethic

Apply online at

<http://www.indeed.com/viewjob?jk=d0f9e61742d1aeea&q=receptionist&l=Chicago%2C+IL&tk=19iupslc51a4q1kk>

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Receptionist

Chicago, IL

Garfield Park Behavioral Hospital is looking for a per diem Receptionist.

GARFIELD PARK HOSPITAL is an 88-bed psychiatric hospital dedicated to providing quality behavioral health services for its diverse population of children and adolescents. Garfield Park Behavioral Hospital is a state-of-the-art facility offering some of the most advanced technologies and programs found in the behavioral health field. We are dedicated to our teamwork approach and provide a compassionate and therapeutic environment, as well as offering a continuum of specialty programs throughout our inpatient, partial and outpatient services.

Garfield Park Behavioral Hospital is owned by Universal Health Services, Inc, one of the largest and most respected hospital management companies in the nation. UHS owns and operates 218 locally-managed facilities, including 25 acute care hospitals, 187 behavioral health facilities and six ambulatory surgery centers in 36 states, the District of Columbia, Puerto Rico and the U.S. Virgin Islands.

The Hospital is seeking a flex Receptionist to fill in for day and evening shift openings, weekdays and weekends This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference
The primary responsibilities are as follows:

Responsible for efficient and effective patient and telephone reception within the facility.
Provide courteous greeting and information to all callers and guests while monitoring the lobby and exits.
Be the point of contact for all hospital code and miscellaneous announcements.
Maintenance of neat work environment and filing of charts while maintaining professional and helpful attitude towards all.

Job Requirements:

Must possess a High School Diploma

Working knowledge of Hospital safety policy and procedures.

Excellent communication and organizational skills along with an exceptional level of professionalism.

Bilingual in Spanish/English a strong plus

130664

Apply online at <http://jobs.uhsinc.com/us/united-states/office/jobid7430977-receptionist>

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Receptionist

Job Code: 130664

Facility: Garfield Park Hospital

Location: CHICAGO, IL US

Travel Involved: None

Job Type: Per Diem

Job Level: Entry Level

Minimum Education Required: High School or equivalent

Skills: Health Care -> Behavioral Health

Category: Office/Clerical

FTE: 0.01

Position Summary:

Garfield Park Behavioral Hospital is looking for a per diem Receptionist.

Garfield Park Behavioral Hospital is owned by Universal Health Services, Inc, one of the largest and most respected hospital management companies in the nation. UHS owns and operates 218 locally-managed facilities, including 25 acute care hospitals, 187 behavioral health facilities and six ambulatory surgery centers in 36 states, the District of Columbia, Puerto Rico and the U.S. Virgin Islands.

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Job Requirements:

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- Working knowledge of Hospital safety policy and procedures.
- Excellent communication and organizational skills along with an exceptional level of professionalism. • Bilingual in Spanish/English a strong plus!!

Apply online at <https://uhs.ats.hrsmart.com/cgi-bin/a/highlightjob.cgi?jobid=130664>

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Police Officer

Homewood, Illinois
Homewood Police Department
17950 Dixie Highway
Homewood, IL 60430
Phone: 708-206-3420 ext. 3
Fax: 708-206-3497
E-mail: knorbut@homewoodil.gov
Website: www.homesweethomewood.com
Salary: \$63,963 - \$84,405
Population: 19,323
Sworn Officers: 37
Application Deadline: 6/15/15

The Board of Fire & Police Commissioners of Homewood, IL will hold a written examination on 6/20/15 to establish an eligibility list for the position of POLICE OFFICER.

Qualifications:

Applicant must be at least age 21 (by June 20, 2015) and not over 35 years of age (unless otherwise allowed per Illinois State Statute 65 ILCS 5/10-2.1-6)
Applicant must be a United States Citizen and/or an alien admitted for permanent residence or lawfully admitted for temporary residence with evidence of intention to become a United States Citizen
Applicant must have a valid driver's license
Applicant must have a minimum of 60 college credit hours from a "certified" college or university; and
Applicant must submit proof of successful completion of the Illinois Peace Officer Wellness Evaluation Report (P.O.W.E.R.) at one of the locations listed below.
Certification cards must show a completion date of no earlier June 20, 2014. The cost of completing this test will be the responsibility of the applicant.
NIPSTA (847) 998-8090 www.nipsta.org
Triton College (708) 456-0300 ext. 3326 www.triton.edu/POWER
Joliet Junior College (815) 280-2674 www.jjc.edu/fitness-center

Application Fee: \$10

Application packets are available at: Homewood Police Department
17950 Dixie Highway

Applications must be submitted to the Homewood Police Department no later than 7:00 am on 6/15/15. Applications are not available online. EOE

Apply online at <http://www.theblueline.com/feature/ILhomewood5.html>

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Correctional Officer
Cook County, Illinois
Cook County Sheriff's Department
69 W. Washington Street, Suite 1100
Chicago, IL 60602
Phone: 312-603-0170
Fax: 312-603-9865
E-mail: john.koch@cookcountyil.gov
Website: www.cookcountysheriff.org

Salary: \$48,726 - \$71,504
Population: 5,194,675
Sworn Officers: 3,500
Application Deadline: Until Filled

ALL APPLICANTS MUST:

- BE A UNITED STATES CITIZEN
- BE 21 YEARS OF AGE OR OLDER OR 20 YEARS OF AGE WITH TWO (2) YEARS OF COLLEGE CREDIT IN LAW ENFORCEMENT FROM AN ACCREDITED COLLEGE OR UNIVERSITY
- HAVE A VALID HIGH SCHOOL DIPLOMA OR G.E.D. ACCEPTABLE TO THE SHERIFF'S MERIT BOARD
- HAVE A VALID DRIVERS LICENSE ACCEPTABLE TO THE SHERIFF'S MERIT BOARD
- HAVE A VALID FIREARM OWNERS IDENTIFICATION CARD (FOID), OR BE ABLE TO OBTAIN A FOID CARD WITHIN ONE MONTH OF APPOINTMENT

Please be advised applicants will be disqualified from consideration for employment as a Cook County Correctional Officer if it is determined that the applicant has:

- Committed the deliberate omission, concealment or falsification of relevant facts from any personnel security questionnaire, personal history statement, or similar form used to conduct investigations, determine employment qualifications, etc.
- Been convicted of a felony
- Committed employment related crimes
- Sold illegal drugs
- Used illegal drugs within a specific period of time
- Acquired extensive debt or evidence of extreme financial negligence

2015 Cook County Sheriff's Correctional Officer Application
Apply online at <http://www.cookcountysheriff.org>

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Local Truck Driver

McDoughahan - Chicago, IL

A Transportation Company in the South Suburbs is looking for a motivated and independent truck driver. This is a day shift Monday thru Friday position with competitive pay, good equipment, and a pleasant work atmosphere.

In order to qualify for the position, you must meet the following qualifications:

CDL-A (Hazardous Material Endorsement Preferred, but not required)

2 Years of Intermodal Container Experience

A Clean MVR/PSP Score

Current DOT Medical Card (the LONG form)

Minimum Age 23

Please respond with a résumé.

Salary: \$50,000.00 /year

Apply online at <http://www.indeed.com/cmp/McDoughahan/jobs/Local-Truck-Driver-4d6cf334939e4abf>

Administrative Assistant/Receptionist

Di Giorgio Corporation

Document ID: A9151-39XW

Posted on: 04/14/2015 J

Job Type: Regular

Contract Intern Temporary

Job Schedule: Full-time / Part-time

Hourly Wage: \$18 -- \$25

Primary responsibilities: Professionally and courteously answers incoming calls and directs callers as appropriate Handles inquiries from customers and public Greets and directs visitors upon arrival to facility Receives, sorts and sends out mail, UPS, and Fed Ex deliveries Orders office supplies, POS and related marketing materials as needed Performs daily route tie-outs, which includes daily reconciliation of delivery route postings and cash receipts Assists with accounts payable and graphics as needed Provides reports and other data to departments as needed Regularly attends work as scheduled Performs other duties as assigned to meet business needs Minimum qualifications: High School Diploma or equivalent required; Associate's degree in Administrative field preferred 1-3 years' experience in administrative and/or accounting role preferred

Apply online at <http://cj.chicagojobs.com/job/il/chicago/administrative-assistant-receptionist-A9151-39XW>

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Barista (US)

Location: CHICAGO, IL 60610 (STARBUCKS COFFEE COMPANY - 1230 N. WELLS)

Location Details

Starbucks Corporation

Job Summary and Mission: This position contributes to Starbucks success by providing legendary customer service to all customers. This job creates the Starbucks Experience for our customers by providing customers with prompt service, quality beverages and products, and maintaining a clean and comfortable store environment. Models and acts in accordance with Starbucks guiding principles.

Summary of Experience: No previous experience required

Basic Qualifications

Maintain regular and consistent attendance and punctuality, with or without reasonable accommodation

Available to work flexible hours that may include early mornings, evenings, weekends, nights and/or holidays

Meet store operating policies and standards, including providing quality beverages and food products, cash handling and store safety and security, with or without reasonable accommodation

Engage with and understand our customers, including discovering and responding to customer needs through clear and pleasant communication

Comply with a dress code that prohibits displaying tattoos, piercings in excess of two per ear, and unnatural hair colors, such as blue or pink

Prepare food and beverages to standard recipes or customized for customers, including recipe changes such as temperature, quantity of ingredients or substituted ingredients

Available to perform many different tasks within the store during each shift

Required Knowledge, Skills and Abilities

Ability to learn quickly. Ability to understand and carry out oral and written instructions and request clarification when needed. Strong interpersonal skills. Ability to work as part of a team. Ability to build relationships

Starbucks Corporation will consider qualified applicants with criminal histories in a manner consistent with all federal, state, and local ordinances.

Apply online at

https://wfa.kronostm.com/index.jsp?LOCATION_ID=47875585061&locale=en_US&applicationName=StarbucksNonReqExt&SEQ=postingLocationDetails&POSTING_ID=667441924&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed

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COSTCO Warehouse / Store

Cashier Assistant

Packs member orders into boxes and transfers items to a separate cart for Cashiers. Performs cleanup, cart retrieval, merchandise restocking and runs for items as directed.

Cashier

Processes member orders, collects payment while providing a high level of member service. Performs clean up, department set-up and closing tasks as necessary.

Stocker

Stocks and straightens merchandise for sale in the warehouse. Clears and cleans aisles, and assists members.

Food Service Assistant

Prepares and sells food and drinks to customers. Pulls and stocks supplies and ingredients, cleans kitchen area and eating area. Provides prompt and courteous member service.

Bakery Wrapper

Garnishes, weighs, wraps, labels and merchandises bakery products.

Service Deli Assistant

Prepares, packages, and labels meals, entrees, salads, party trays, rotisserie chicken, ribs, sushi, and sliced meats and cheeses. Assembles take-and-bake pizzas.

Membership Assistant

Processes member sign ups, renewals and added cards. Instructs members and potential members about membership, warehouse and credit programs. Assists members regarding item availability. Issues replacement and temporary cards, keys credit applications and provides a high level of member service.

Apply online at <http://www.costco.com/job-opportunities.html#warehouse>

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Forklift Operator Part Time

Job ID: 15002535

Primary Location: Northbrook, IL

Shift: 9pm to 2am / Monday through Friday (overnights)

Pay: \$13.00 per hour

We offer competitive pay, comprehensive benefits to include medical, prescription, dental, vision, flex time, life, disability, EAP, 401(k) with match, profit sharing, tuition reimbursement, paid vacation, and more!

The Forklift Operator / Warehouse Associate is responsible for ensuring that our product is moved within our warehouse in a safe and efficient manner, that proper inventory is maintained, and good housekeeping and warehouse standards are upheld.

Key Job Responsibilities:

Timely and accurate loading and unloading of route delivery trucks per ticket requirements

Timely and accurate loading and unloading of tractor-trailer trucks

Responsible general housekeeping to ensure our warehouse standards are met in a safe and professional manner. This may include sweeping, consolidation of product, facility maintenance, organizing product and other tasks as necessary

Maintain the integrity of products through proper handling and storage

Maintain accurate inventories

Ensure safe operation of a forklift

Movement of delivery trucks including truck refueling which requires working outdoors

Key Qualifications:

1-3+ years of forklift and/or warehouse experience preferred

Ability to lift up to 60 lbs. as needed

Willingness to work a second or third shift (based on location)

Able to work days other than Monday thru Friday, based on business needs

Ability to work both indoors and outdoors in all weather conditions

Possess basic computer knowledge

The Nestle companies are equal opportunity and affirmative action employers and are looking for diversity in candidates for employment: Minority/Female/Disabled/Protected Veteran

Apply online at <http://nestlewaterscareers.com/illinois/supply-chain/jobid7395746-forklift-operator-part-time-jobs>

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Direct Store Delivery Representative

Job ID: 15002274

Primary Location: Chicago, IL

Ice Mountain Water

Compensation: - \$42,992 (bi-weekly paid salary) - A performance incentive based commission structure for \$10K or more to be earned on top of the base salary in additional attainable earnings - A comprehensive benefits package to include but not limited to medical, prescription, dental, vision, disability and life insurance plans, EAP, 401(k) with a 50% employer match, profit sharing, tuition reimbursement, paid vacation, and more!

Schedule/ Hours: Monday through Friday (full time hours)

6am start time to daily workload completion

Reports to: Direct Store Delivery Unit Leader

Zone Sales Development Manager - Mid West

Qualification Requirements include:

Bachelor degree in a general business field preferred (high school diploma, GED, or equivalent experience is a firm minimal requirement). The ability to complete and successfully pass post offer requirements of a pre-employment background check, pre-employment drug screen, and required DOT physical. 1 to 2 years of experience in a prior merchandising role, direct store delivery role, account management role, retail sales or customer service role, or business development role. Prior work history involving outdoor and/or physical labor work. Bilingual Spanish fluency (preferred but not required). Ability to secure and maintain CDL Class B license with airbrake endorsement (post conditional offer requirement--training after receipt of permit offered) Motor Vehicle Report: no more than 2 moving violations in the last 3 years Motor Vehicle Report: (last 7 years) displaying no major driving offenses including DUI/DWI, reckless driving, refusal to test, leaving the scene of an accident, driving a commercial vehicle without a CDL, or at-fault fatal incident Must be 21 years of age or older (DOT requirement)

This is a tremendous opportunity! We offer competitive pay based on education, experience, and other qualifications. We offers comprehensive benefits including medical, prescription, dental, vision, flex, life, disability, EAP, 401(k) with match, profit sharing, tuition reimbursement, paid vacation, and more!

The Nestle companies are equal opportunity and affirmative action employers and are looking for diversity in candidates for employment: Minority/Female/Disabled/Protected Veteran

Apply online at <http://nestlewaterscareers.com/chicago/delivery-driver/jobid7358166-direct-store-delivery-representative-jobs>

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Operation Administrator

Location: Chicago

Office: Revenue Services

Department: Paratransit

Job Description:

The Operations Administrator is responsible to maintaining the functionality of the Chicago Paratransit office.

This includes but is not limited to: coordinating meeting rooms; assists Paratransit managers and staff in the management of various projects; supervises front desk receptionists; answers service inquiries and communicates with internal and external customers; processes vendor billings and receivables; assesses vendor performance and contract compliance; orders office supplies, coordinates servicing of all office equipment, reconciles vendor invoices and submits to accounts payable, responsible for petty cash; coordinates and maintains the use of Pace vehicles for use by staff; reconciles sign in and timesheets; organized Pace office functions, communicates notices to staff as required by management, maintains contractor contact information, prepares routine correspondence for meetings and other duties as required.

Qualifications:

Bachelor's Degree or equivalent work experience and three or more years of experience in paratransit operations preferred.

Work is primarily performed in an office setting but travel may be required.

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications. Must have and maintain a valid Illinois Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=655

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P/T Driver/ Clerk

Location: Arlington Heights

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Regional Manager-South Holland or designee, the Driver/ Clerk is responsible for taking loaner/unassigned vans for preventative and unscheduled maintenance, wash vans and delivery of temporary loaner replacement vans to vanpool drivers throughout the Pace service area. On days when van movements are not required, the part-time Driver/Clerk will perform various clerical duties including data entry and filing as needed.

Qualifications:

Qualified candidate must be at least 21 years of age have a valid driver's license, excellent organizational, verbal and written communication skills. Geographic knowledge of the 6-county Chicago region preferred. Qualified candidate must have a good work history and driving record.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=542

Host/Hostess at Remington's in Chicago

20 N Michigan Ave. Chicago, IL

Job Type: Full Time

Shift: Morning, Afternoon, Night

Apply In Person NOW

Monday -- Friday Saturday

8:00 am -- 5:30 pm 8:00 am -- 2:00 pm

20 N. Michigan Ave (Across from the Bean) OR Start the Process Early by Applying Through Our Website: www.remingtonschicago.com

4 Star Restaurant Group has used a modest formula for maintaining and growing our success in the competitive Chicago market: employ exceptional people, serve the highest quality products and apply the highest quality standards each shift, everyday.

WE ARE LOOKING FOR FRIENDLY AND OUTGOING HOSTS AND SERVERS.

BARTENDERS SHOULD HAVE 4 YEARS, HIGH VOLUME, UPSCALE EXPERIENCE

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Bus Person at deca Restaurant + Bar located at The Ritz-Carlton, a Four Seasons hotel in Chicago

160 E Pearson St Chicago, IL

Job Type: Seasonal

Shift: Morning, Afternoon, Night

Neighborhood: Near North Side, Streeterville

Job Description

The Busser is an essential member of the Food & Beverage team.

The Busser position serves guest needs by assisting the Bartender and Lounge Server stock supplies, clear tables and complete guest requests.

Job Requirements

We are looking for an individual who poses an affinity for service! This position requires an applicant with general food knowledge.

Candidates must have good personal presentation and interpersonal skills.

The ability to perform this position to Four Seasons Standards is required.

In addition to discreetly clearing tables, the Busser performs side work, polishes silverware, and refills condiment containers and crumbs tables.

The Busser position requires the ability to lift up to 60 lbs and applicants must have a flexible schedule with the ability to work all shifts, weekends and holidays.

The ideal candidate will have an outgoing personality and a can-do approach to any task!

1-2 years of previous Bussing or Food Running experience is required.

Please note this position will be available until approximately mid October.

Apply online at <https://www.shiftgig.com/jobs/Chicago-IL/server>

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Part-time Bus Operators

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

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

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=145

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Server at Gino's East Sports Bar in Chicago

521 S Dearborn St Chicago, IL

Job Type: Part Time

Shift: Morning, Afternoon, Night

Neighborhood: The Loop, Printer's Row

Job Description

Must have experience. No phone calls. Apply here on Shiftgig at

<https://www.shiftgig.com/jobs/Chicago-IL/server?page=4> or in person Monday-Friday between 2-4pm.

Painter / water damage repair

WILL DAVIS AND COMPANY INC. - Chicago, IL

We are hiring a permanent full-time painter for Residential and Commercial repaint projects. Painters will perform routine to moderately complex surface preparation (water damage repairs including drywall and plaster), painting, and finishing. They will paint residential homes interior and exterior as well as schools and stores.

The hours vary generally 8:00- 4:30. This is a non-union role, full-time, at \$15.00 to \$25.00 hourly. Hourly pay is based on experience and output.

Monday-Friday 8:00am-4:30pm with 30 minute lunch

Saturday and Sunday to maintain schedule

QUALIFICATIONS

High School Diploma or GED required

1-2 years of painting experience required

Valid driver's license and vehicle

Familiarity with standard equipment and tools and proficiency in painting, plastering and related maintenance and repair tasks.

Experience in selecting and applying paint and associated products.

Skill in applying coatings and/or caulking and completing repairs to exterior and interior surfaces.

Skill in wood surface preparation, staining, and/or sealing techniques.

Thorough and attentive to details.

Ability to read and interpret documents in English, such as work orders, safety rules, operating and maintenance instructions, and procedure manuals.

Apply online at <http://www.indeed.com/cmp/WILL-DAVIS-AND-COMPANY-INC./jobs/Painter-40377571d826a920>

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Facilitator 1

Location: Chicago, IL

Job Title: Facilitator 1

Department: Guest Experiences

Status: Temporary, Part-time & Full-time (End date, January 3, 2016)

The temporary part-time & full-time Facilitator 1's (F1) position is part of the Guest Experiences team, responsible for providing a world-class experience for all guests. F1s engage guests in science content in an educational, memorable and fun manner by providing compelling and personalized experiences in Museum exhibits and tours. F1s also perform core operational functions in support of exhibits, wayfinding and opening/closing of the Museum.

Responsibilities: (Duties include, but are not limited to the following):

Learns exhibit content and activities that are grounded in science, technology, engineering and medicine. Encourages guest participation with questions, games, activities and education content related to exhibits and science-related concepts. Proactively engages guests and initiates conversations to provide an exceptional guest experience. Applies inquiry-based approach and uses open-ended questions to teach science content. Adapts guest engagements to reach diverse audiences of varying age, background and knowledge levels. Personalizes engagements by learning and using names, getting to know guests and making science relevant to everyday life. Uses appropriate positive reinforcement and humor to encourage guest participation and build relationships. Anticipates guest issues and proactively solves guest issues and needs. Participates in improve, team-building and science-based activities as part of morning meetings, team meetings and training sessions.

Qualifications: One year of college or 1-2 years' related or relevant experience. Ability to learn and teach exhibit content in a museum environment. Ability to effectively present content in exhibits throughout the Museum in both one-on-one and group situations in an engaging, compelling, energetic manner. Exceptional public speaking skills. Ability to learn math and science content. Ability to learn and engage guests with science content. Ability to anticipate guests' needs and solve guest issues. Positive attitude required: enjoy working with people in a fun, educational atmosphere. Ability to talk and engage guests for long periods of time. Ability to handle several activities at one time. Must be able and willing to work weekends and holidays, and some evenings. Prior formal or informal educational experience, science experience, theater experience, or improvisation experience is important.

The Museum of Science and Industry is an AA/EOE/ADA employer

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Systems Technician

Location: Chicago, IL

Job Title: System Technician

Department: Information Technology

Status: Full Time

The IT Systems Technician provides a customer-focused computer support service to the Museum. They ensure all requests to the IT Help Desk are dealt with effectively and efficiently, and provide support via phone, remote desktop tools or at the user's location. The Systems Technician provides, maintains and troubleshoots computer hardware, software, mobile devices, telephones and printers. This individual is responsible for learning and adhering to Museum policies, applicable compliance regulations and industry best practices.

Qualifications:

Associate's degree or equivalent from a two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience is required. Training and/or relevant experience with Windows 7+, Macintosh OSX, Microsoft Office 2010+ and similar technologies; certification desired. Training and/or relevant experience with Android and iPhone/iPad devices in an enterprise environment. Training and/or relevant experience with VoIP telephones, MFP printers, networking and WiFi. Strong customer service and communication skills. Ability to translate technical language, terminology and concepts into communications customers can understand. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Keen attention to detail and self-motivated. Ability to prioritize and execute tasks in a high-paced environment. Ability to interact with all levels of Museum staff.

Additional Qualifications:

Visual inspection and assessment of hardware or electronic components.

Visual inspection and assessment of components connections.

Technologies in use include Windows PC, Macintosh, Android and iPhone/iPad devices, VoIP telephones, MFP printers, WiFi, and handheld scanners. Software includes Microsoft Office, ManageEngine Service Desk and Desktop Central, SharePoint and mission-critical applications such as Galaxy ticketing, Blackbaud Raiser's Edge, ADP, Microsoft Exchange and Microsoft financial systems.

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Senior Accountant

Location: Chicago, IL

Job Title: Senior Accountant

Department: Accounting/Finance

Status: Full Time

This individual will perform a variety of accounting functions related to the processing and monitoring of accounting/financial data, including, but not limited to, verifying financial report data, inputting journal entries into the financial system, participating in year-end retirement savings audit, and preparation of balance sheet reconciliations. This individual will also perform operating and restricted financial statement analyses as assigned.

Responsibilities: (Duties included, but are not limited to the following):

- Prepare and/or enter journal entries and accruals into MS Great Plains
- Prepare monthly restricted net asset reconciliation
- Reconcile and report on all refunds processed
- Prepare assigned 990 tax return schedules
- Prepare monthly/quarterly balance sheet account analyses
- Assist in recording year-end accruals
- Participate in year-end audit preparation/submission of audit work papers
- Perform operating and restricted financial statement analyses as assigned
- Perform special projects or tasks as assigned
- Perform monthly pledge reconciliations and book pledge data
- Participate in audits of retirement savings plans

Qualifications:

Bachelor of Science in Accounting; four to six years related experience and/or training; or equivalent combination of education and experience. CPA preferred. Ability to respond to common inquiries or complaints from colleagues and guest regulatory agencies, or members of the business community. Must have accounting/finance department experience. Microsoft Dynamics GP experience preferred. Good attention to detail and analytical skills. Good written and verbal communication skills. Requires application of generally accepted accounting principles within accounting system and be able to apply those principles in financial analyses.

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