



Bellman - Crowne Plaza

Job Description:

Experience our superior accommodations in downtown Chicago, where we are surrounded by the ethnic Greektown restaurants and the unique restaurants of Restaurant Row on Randolph Street.

Whether you are visiting the United Center to attend a Chicago Bulls game, taking in a concert or watching the Chicago Blackhawks, our downtown Chicago accommodations offer beautifully appointed rooms for business and pleasure travelers alike.

Step out of your guest room and enjoy the view of the Chicago skyline from one of our balconies featured in every room.

JOB OVERVIEW: Deliver exceptional service and perform any other duties assigned, for example guest registration, telephone services, concierge services, and guest reservations to deliver a guest experience that is unique and brings the brand to life.

At Crowne Plaza®, we want our guests to feel successful and energized, which means we need you to:

- Create energy by being upbeat, fun loving and surprising and delighting our guests
- Act and look the part by being clever, professional and setting a positive example
- Know your guests by being thoughtful, adaptable and building connections for them
- Make it happen by being perceptive, finding a way to say 'yes' and taking ownership

QUALIFICATIONS AND REQUIREMENTS

High School Diploma or equivalent / 6 months of Front Office/Customer Service experience. Night Auditor experience higher preferred. Must speak fluent English. Other languages preferred.

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

Apply online at <http://ihg.jobs.net/job/Bellman-Crowne-Plaza/J3J83R6080ZXZDCK593/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Program Aide - Bright Club

Date Posted: April 19, 2015 | Chicago , IL

Position Type: Part-Time

Summary:

Assists the Program Instructors with the implementation of recreational programs for youth. This position is located at 10740 S. Calhoun Ave., Chicago, IL

Description:

Position Responsibilities:

- Assists in the delivery of age appropriate programs and activities in the Club.
- Maintains accurate and current statistics for reporting purposes
- Encourages youth to participate in programs and activities. Works with small groups of youth.
- Assumes the responsibility of other program staff in their absence.

Qualifications:

Education: High School Diploma or G.E.D. required.

Experience: 1 year of experience working with school-age youth in educational or recreational setting

Skills: Have an understanding of developmental characteristics of youth. Be self-motivated, creative, energetic and spontaneous. Other duties as assigned.

Environmental and Working Conditions: Will be working in a Club environment with children.

Physical requirements related to bending, reaching, stretching, walking, running and sitting.

To Apply

Please send cover letter and resume to jobsearch@bgcc.org.

For more information about Boys & Girls Clubs of Chicago, please visit the organization's website at www.bgcc.org.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



College Lab Assistant I - Biology Department - WIL0000470

Wilbur Wright College
4300 N. Narragansett Ave
Chicago, IL 60634

Overview of the Position

To assist the biology and physical science faculty members in all phases of laboratory procedures and/or lecture demonstrations emphasizing laboratory safety practices.

1. Supervise students during biology and chemistry laboratory classes.
2. Prepare living and preserved specimens, reagents, chemical solutions, equipment and materials for laboratory procedures and demonstrations as needed.
3. Perform and evaluate prospective and/or current experiments.
4. Set up, operate and maintain existing instruments, audio-visual materials, procedures and equipment as requested.
5. Maintain laboratories and storerooms of the biology and physical science departments as to cleanliness, orderliness, safety, and availability of equipment and maintaining inventory using computer software.
6. Assist in the student registration process.
7. Adheres to CCC Customer Service Excellence Standards.
8. Perform other duties as assigned.

Qualifications

1. Minimum two years of college with course work in general and advanced biology and general and organic chemistry.
2. Knowledge of routine laboratory safety practices and the ability to perform routine biological and chemical laboratory procedures.
3. Computer literacy is also required.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Other Office/Administrative Support
Primary Location: Wilbur Wright College
Employee Type: Full Time | Regular
Union Code: 1708Unit1
Job Posting: Apr 23, 2015, 10:13:51 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Security Officer - TRU0000428

Primary Objective: Protects and assists college students, faculty, staff, and visitors during an assigned shift. Protects all property of the college and reduces the risk of liability to the college. Enforces state and municipal laws and the rules of the Board of Trustees. This is a bicycle patrol position. Candidates will undergo training in bicycle patrol techniques. Patrols and monitors assigned areas, including buildings, dock areas and parking lots, maintaining a professional appearance at all times. Protects and assists staff, students and visitors. Ensures only authorized individuals with proper identification are allowed in the building/offices. Appears in court hearing related to campus incidents when he/she has signed a complaint, is required as a witness, or is served with a subpoena. Reports all incidents on incident report forms prior to completion of shift and notifies supervisor of disturbances and/or irregularities. Operates CCC vehicles for patrol and other assignments, at the discretion of the supervisor. Enforces parking regulations. Responds to sick or injured persons and calls 911 when required. Provides emergency services to their best ability to prevent further harm or injury. Secures access to building and offices. Maintains proper maintenance and handling of security radios and equipment. Performs other duties as assigned.

Qualifications: Must be an active or retired sworn officer, in good standing with a current or former law enforcement or corrections agency, with at least two years of experience in a law enforcement capacity. Must have a valid driver's license, current CPR and/or first aid certification, and hazardous material training. Completion of a high school diploma or the equivalent, Associates degree or higher preferred. Knowledge of all relevant state statutes and local ordinances. Ability to articulate verbally in a clear and distinct manner during emergency and non-emergency situations. Have a valid driver's license. Ability to make accurate decisions based on observations and perceptions. Must be able to work well with staff and students. Must be able to handle situations with tact, diplomacy, and persuasiveness. Basic knowledge of personal computers and the applicable software. Working knowledge of report writing and ability to learn report codes. Must be self-directed and able to prioritize assignments. Weekday Evenings and Weekend only!

We are an equal opportunity and affirmative action employer.

Job: Security Officers
Primary Location: Truman College
Employee Type: Part Time | Regular
Union Code: Local 1600
Job Posting: Apr 22, 2015, 9:07:15 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Business Advisor - HAR0000371

This position is responsible for providing one-on-one business advising and technical assistance to program scholars. The position helps program participants successfully develop business growth plans and implements change strategies. Participates in the grant funded business initiative training seminar with a strong emphasis on techniques for facilitating peer learning, the triage approach for working with the scholars, and facilitating the growth plan project. . Partners with continuing education lecturers in the development of the localized materials as described in the core curriculum. Leads in the identification and recruitment of local Business Support Services (BSS) providers. Meets with scholars on an individual basis at least 5-6 times per program. Works with scholars to connect them to external Business Support Services as needed. Keeps records of meetings and tracks individual participant progress. Coordinates with grant funded business initiative lecturers on program content and delivery. Assists in the classroom to coordinate group activities and support the lecturer of the day. Assists other local lecturers as needed to support quality curriculum delivery. Provides specific content linkages for scholars across sessions and modules. Participates in bi-weekly debriefing sessions, with Director and Module Lecturers, to support program integration and consistency. Provides appropriate resources and content for the Learning Management System. Attends opening and closing program events and all clinics and networking events. Networks with business support services providers to enhance ecosystem. Participates in assessment of scholars, sessions, and program. Adheres to CCC Customer Service Excellence standards. Performs related duties as required.

Qualifications: Masters degree Business Education, Career Counseling, Human Relations, or related field is required. Experience with and/or ability to employ a case management approach for advising participants in the educational, business components and financial services aspects of the program. Must be self-directed with the ability to work independently within changing deadlines. Ability to analyze and address business support services. Demonstrated experience with computers and database related software. Excellent verbal and written communication skills required. Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Other Office/Administrative Support
Primary Location: Harold Washington College
Employee Type: Full Time | Regular
Union Code: N/A
Job Posting: Apr 21, 2015, 2:03:38 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



College Financial Aid Advisor I - WIL0000469

Wilbur Wright College
4300 N. Narragansett Ave
Chicago, IL 60634

Overview of the position: Under general supervision, counsels and provides information to college applicants regarding student financial assistance programs; and performs related duties as required. Counsels and advises students, parents and other interested parties on the availability of student financial aid programs to assist in meeting college education costs. Interviews students applying for financial aid assistance, answers questions regarding eligibility requirements and informs them of the types of financial aid available including grants, loans and work/study programs. Assists students in completing financial aid applications and reviews submitted applications for accuracy and completeness. Uses a personal computer to verify student eligibility for Federal, State and college based financial aid assistance programs. Prepares and maintains manual and computerized permanent records and files of financial assistance awarded to students. Monitors student's academic status to insure they continue to meet eligibility requirements for financial aid awards. Refers students for employment placement in work/study program. Maintains records, work reports and time sheets for students enrolled in work/study program; may act as a field liaison explaining work/study program to potential employers. Perform other duties as assigned.

Qualifications

Graduation from high school or the equivalent plus two years of college supplemented by at least two years of responsible clerical experience; or an equivalent combination of training and experience. Some knowledge of applicable financial aid software. Knowledge of financial aid procedures in a college setting. Knowledge of financial aid programs. Ability to operate a personal computer; perform basic math computations; interpret college and financial aid policies and procedures. Good interviewing skills. Good verbal communication skills. Good human relations skills.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Finance

Primary Location: Wilbur Wright College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Apr 21, 2015, 1:13:18 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Program Aide - Morgan Park

Date Posted: April 19, 2015

Chicago , IL

Position Type: Part-Time

Summary:

Assists the Program Instructors with the implementation of recreational programs for youth ages 6-18.

This position is located at 1425 W. 112th Street, Chicago, IL

Description:

Position Responsibilities:

- Assists in the delivery of age appropriate programs and activities in the Club.
- Maintains accurate and current statistics for reporting purposes
- Encourages youth to participate in programs and activities. Works with small groups of youth.
- Assumes the responsibility of other program staff in their absence.
- Other duties as assigned.

Environmental and Working Conditions:

Will be working in a Club environment with children.

Physical Requirements:

Physical requirements related to bending, reaching, stretching, walking, running and sitting.

This is a part time position located at 1425 W. 112th Street, Chicago, IL

To apply please submit a cover letter and resume to jobsearch@bgcc.org

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Intern (Seasonal) Region Office Job ID: 2093

Closing Date: 05/07/2015

Administrative/Intern (H)

Date Posted: 4/23/2015

Location: CENTRAL REGION - GARFIELD PARK

TITLE: INTERN (H) SEASONAL

CHARACTERISTICS OF THE CLASS: Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

EXAMPLE OF DUTIES: Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities: Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Salary: \$12.00 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Administrative>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Human Resources Associate - WIL0000429

Under general supervision of the College Human Resources Director, this position is responsible for performing professional human resource responsibilities including recruitment; onboarding/orientation of new hires; monitoring, processing and maintaining all personnel records and transactions and responding to human resources related questions. Monitors faculty and staff recruitment and hiring activities. Maintains a vacancy list for the college; reviews applications and screens for qualified candidates. Sees the hiring process through to onboarding. Enters applicant data into automated applicant tracking system designed to document pre-employment processing and ensures that applicants complete requirements. Represents the College HR Director in his/her absence. Handles labor relations matters on behalf of the HR Director as needed, including terminations, suspensions, reductions in force and explanations of collective bargaining agreements. May require involvement in disciplinary matters in the absence of the HR Director. Analyzes HR workforce trends and identifies areas for process improvements. Delivers high levels of customer service when responding to inquiries regarding policy, pay and other HR procedures. Prepares written communication, correspondence and reports as required by assigned projects. Conducts exit interviews and understands drivers of turnover. Actively networks and recruits to increase a pool of qualified candidates.

Qualifications: Bachelor's degree from an accredited college or university supplemented by at least (3) three years of working experience in human resources, recruitment & staffing, administration or a related field. Master's degree preferred. Must be able to work well with employees at all levels of the organization, including internal and external customers. Must be able to handle all situations with tact, persuasiveness, and diplomacy. Must possess a high level of confidentiality. Must possess excellent verbal and written communication skills. Must be able to work well within a culturally diverse environment with the ability to handle all situations with diplomacy, tact, and confidentiality. Must possess the ability to proofread, prioritize work and to respond to customers' calls in a timely and courteous manner. Analytical and good planning skills; Results-oriented. Must possess the ability to be self-directed and handle multiple projects simultaneously. Good organizational skills required. Must be computer proficient with knowledge of a variety of software programs. Experience using automated Human Resources Management Systems highly desirable.
Wilbur Wright College, 4300 N. Narragansett Ave, Chicago, IL 60634

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Coordinator I - Fire Science - MAL0000530

This position is responsible for the overall direction, day-to-day operation and growth of a specific program at the College. Provide direction in the development, management, coordination and operation of the program.

Works closely with the administrative staff at the college to determine the goals and objectives of the program. Performs calculations and compiles pertinent data required for budgetary and fiscal reports. Prepares mandatory reports related to program funding. Retains a compilation of statistics, written reports and correspondence related to program activities. Prepares monthly mandatory reports for management review. Participates in program assessment and review to ensure the viability of the program. Attends monthly staff meetings and serves as liaison to community and state agencies for the purpose of receiving appropriate students services and maintaining good public relations. Markets the program and recruits students for the program at Chicago Public Schools and other supporting agencies. Adheres to CCC Customer Service Excellence. Performs other duties as assigned.

Qualifications

Must have Fire Science Instructor Certificate

Bachelor's Degree in Fire Science preferred

A minimum of three year's previous work experience in providing services to special populations. Previous experience in the organization and execution of daily operations of a department. Must be self-directed, innovative and able to assess current operations in an effort to develop practical action programs to improve the functioning of the department. Must maintain an effective liaison among agencies, staff, administrators and the community to promote overall responsiveness to the program. Excellent verbal and written skills required with the ability to communicate persuasively with tact and diplomacy.

We are an equal opportunity and affirmative action employer.

Job: Health Care

Primary Location: Malcolm X College

Employee Type: Part Time | Regular

Union Code: 1600PTPROF

Job Posting: Apr 20, 2015, 9:17:19 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Room Attendant

JOB OVERVIEW:

Thoroughly clean to the Hotel's established cleaning standards of 16 guest rooms as assigned daily. Work within a flexible schedule based on Hotel occupancy.

At Crowne Plaza ® we want our guests to relax and be themselves which means we need you to: •Be you by being natural, professional and personable in the way you are with people •Get ready by taking notice and using your knowledge so that you are prepared for anything •Show you care by being thoughtful in the way you welcome and connect with guests •Take action by showing initiative, taking ownership and going the extra mile

DUTIES AND RESPONSIBILITIES

- .Cleaning all areas of guest rooms, including but is not limited to making beds, cleaning balcony, vacuuming, dusting and cleaning bathrooms and other duties generally associated with housekeeping functions.
- Changing and replacing soiled linen and glasses and removing all trash and debris on an as needed basis in guest rooms and suites.
- Loading and stocking service carts with linen and towel supplies.
- Turning down beds in all occupied guestrooms and suites.
- performs other duties as assigned

QUALIFICATIONS AND REQUIREMENTS

At least 6 months of housekeeping/laundry experience preferably in a hotel of similar size. Must speak fluent English. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to be on feet for long periods, ability to lift/push/pull 35+ lbs.
- Must be willing to work a variety of day, night, and weekend shifts.
- Must be able to converse in Basic English.
- Ability to bend, stoop, and reach repeatedly.
- Must have excellent interpersonal skills and meet or exceed guests and team expectations and standards.
- Must meet grooming standards.
- Must have a high level of energy.
- Must enjoy working independently.
- Must be a citizen of this country or possess a valid work permit.
- Must attend department meetings.

**** Must Have open availability to work weekends and holidays****

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

Apply online at <http://ihg.jobs.net/job/Room-Attendant/J3K5336GGCH2GKZZQ14/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Bartender

As a Bartender, you ensure consistent drink quality by preparing orders in a short period of time and in accordance with recipes and guidelines established by the Food and Beverage department. You will also maintain a clean, sanitary, and safe work area in a fast paced environment, while providing superior guest service. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.

Verify guests that purchase alcohol are at least 21 years of age.

Possess full knowledge of bar and menu items and be able to make recommendations.

Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area.

Deliver food and beverage orders within established time frames. Consistently use suggestive selling techniques.

Ensure that alcohol is consumed in designated areas only.

Set up and maintain appropriate stock levels for the bar.

Assist in placing orders for all liquor and bar related supplies.

Conduct inventory of all liquor and bar related supplies.

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?

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

Provide proof of age (21 or older).

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

Success in a high volume bar environment.

Demonstrated ability to provide superior guest service.

Have a high aptitude for math and cash handling.

Demonstrate excellent verbal and written communication skills.

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 helping run a food and beverage operation, great benefits and having fun matter to you, apply today at

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

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



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>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



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

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/booth-crew-member>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Busser

As a Busser, you assist the food and beverage team in making sure that every single guest enjoys their experience. How so? You clear, clean, reset tables and assist wait staff. Restock food service supplies while constantly maintaining a clean and safe environment in the auditoriums, lounge and bar. Easier said than done, right?

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

Ensure cleanliness of the Fork & Screen auditoriums, lounge and bar.

Assist wait staff and the bussing of tables.

Clear and reset tables both before and after presentation.

Maintain a clean and well stocked bus station at all times.

Assist with crowd control and seating of guests as needed.

Perform exit greetings at auditorium doors at the end of each presentation.

Perform Ticket Taker duties as needed.

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?

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

Ability to provide superior guest service.

Possess good verbal communication skills.

Have a general knowledge of theatre policies, prices, menu, and bar selections.

Ability to work with minimal supervision.

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.

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 helping run a food and beverage operation, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/busser>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



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>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



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>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Server

As a Server, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You accurately take food and beverage orders, relay orders to kitchen for preparation, deliver prepared food to guests, while providing superior guest service. You will also provides a vital link between our guest and the kitchen staff. Easier said than done, right?

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

Greet guests in a timely and professional manner.

Possess full knowledge of bar and menu items and be able to make recommendations.

Accurately take food and beverage orders in a timely manner. Verify guests that purchase alcohol are at least 21 years of age. Coordinate and assist with reserved seating tactics. Consistently use suggestive selling techniques. Collaborate with kitchen staff to ensure that food orders are accurate. Deliver food and beverage orders within established time frames once the entire order is completed.

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?

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

Proof of age. (Associates who will be serving, pouring, or mixing alcoholic beverage will need to be 18 and in some states 21). Complete basic food handling training and obtain any local or state mandated certification. Demonstrated ability to provide superior guest service. Have a high aptitude for math and cash handling. Good verbal and written communication skills. Obtain any necessary alcohol service licensing requirements. 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, a 401(k) plan, and an employee assistance program. If helping run a theatre, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/server>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



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>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others