



Bellperson Driver - Holiday Inn - Chicago O'Hare Rosemont, IL

Company: Holiday Inn
Employee Type: Part-Time
Location: Chicago, IL
Job Type: Transportation
Experience: Not Specified
Date Posted: 3/16/2015
Job: Front Office -United States
Job ID: R190231_0-EN

Do you see yourself as a Bellperson who will to assist incoming and outgoing guests in transporting luggage to and from guest rooms?

We currently have a Bellperson Driver position available at our Holiday Inn Chicago O'Hare Rosemont property located in Illinois.

Job Requirements

High School diploma or equivalent, plus some guest service experience or hotel experience is preferred. You may be required to work nights, weekends, and/or holidays. This job requires ability to perform the following: carrying, pushing, or lifting items weighing up to 100 pounds.

In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan.

Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

So what's your passion? Please get in touch and tell us how you could bring your individual skills to IHG.

IHG is an equal opportunity employer: Minorities / Females / Disabled / Veterans.

Apply online at <http://ihg.jobs.net/job/Bellperson-Driver-Holiday-Inn-Chicago-O-Hare-Rosemont-IL/J3F3NW6TZTP9KBRYXNT/>

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Sales & Catering Coordinator- Holiday Inn Chicago O'Hare- Rosemont

Company: Holiday Inn

Employee Type: Full-Time

Location: Chicago, IL

Job Type: Sales, Restaurant - Food Service

Experience: Not Specified

Date Posted: 3/14/2015

Job: Administrative Support -United States

Job ID: R193772_0-EN

This role is responsible for coordinating services for clients and in-house guest and provide administrative and sales support for the department. These responsibilities may include: respond to client calls and special requests and obtain final details, dates, times, and hotel room and meeting room requirements; administrative duties such as typing proposals, letters, contracts, etc.; coordinate outside vendor services needs where appropriate; and follow-up with client to ensure that arrangements meet their needs. This position may also perform other duties as assigned (guest room tours, property tours, special guest requests, maintaining calendars, answering phones and routing to appropriate sales staff, handling of mail, faxes, etc.)

Job Requirements

Requirements include a High School diploma or equivalent plus 1 year experience in a sales/catering office or related field. Some College is preferred. You must be able to type at least 50 wpm; proficient computer skills. You may be required to work nights, weekends, and/or holidays.

In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

So what's your passion? Please get in touch and tell us how you could bring your individual skills to IHG.

IHG is an equal opportunity employer Minorities / Females / Disabled / Veterans

Apply online at <http://ihg.jobs.net/job/Sales-Catering-Coordinator-Holiday-Inn-Chicago-O-Hare-Rosemont/J3H4WJ78VQ7L8PKP924/>

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Storage Facility Housekeeper

U-Haul Moving Centers
U-Haul Moving & Storage of Bronzeville
2601 S LaSalle St
CHICAGO, IL

Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed.

Prior cleaning service or custodial experience is preferred.

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 9am to 5pm

Mon - 2pm to 7pm

Tue - 2pm to 7pm

Wed - 2am to 7pm

Thu - 2am to 7pm

Fri - 2pm to 7pm

Sat - 9am to 2pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=148635&mode=

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Customer Service Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Lincoln Park
1200 W Fullerton Ave
CHICAGO , IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service. Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 6am to 7pm

Mon - 6am to 2pm

Tue - 8am to 3pm

Wed - 8am to 3pm

Thu - 8am to 3pm

Fri - 2pm to 8pm

Sat - 6am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147914&mode=

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Assistant General Manager

U-Haul Moving Centers
U-Haul Moving & Storage of Lincoln Park
1200 W Fullerton Ave
CHICAGO, IL

Description:

U-Haul is looking for an Assistant General Manager to assist the General Manager by directing and motivating center personnel in order to meet objectives, as well as maintaining good customer relations at all times.

Requirements:

- Valid driver's license and a good driving record
- Ability to operate motor vehicles with both types of transmission (automatic or standard)

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 6pm to 7pm

Mon - 6am to 8pm

Tue - 6am to 8pm

Wed - 6am to 8pm

Thu - 6am to 8pm

Fri - 6am to 8pm

Sat - 6am to 8pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=146313&mode=

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Facility Maintenance Technician

U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO, IL

Description:

Maintain and repair U-HAUL® facilities including moving centers, storage centers and other U-Haul buildings.

Perform duties including plumbing, carpentry, masonry, electrical, and repair or maintenance of central heating and air conditioning systems.

Responsible for all routine roof and signage inspections.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time or Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 8am to 5pm

Tue - 8am to 5pm

Wed - 8am to 5pm

Thu - 8am to 5pm

Fri - 8am to 5pm

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147911&mode=

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Facility Maintenance Helper

U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO , IL

Description:

Assist in the facility maintenance of U-Haul moving centers, storage centers and other U-Haul buildings.

Perform work requiring nailing, sawing, cutting, painting, etc. Use power tools for repetitive operations.

Perform clean-up duties at renovation site.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time or Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 8am to 5pm

Tue - 8am to 5pm

Wed - 8am to 5pm

Thu - 8am to 5pm

Fri - 8am to 5pm

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147912&mode=

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Reservation Manager

U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO , IL

Description:

Direct incoming U-Haul equipment to dealerships and moving centers to fill every confirmed reservation.

Assist in controlling rental equipment inventories within the assigned marketing company geographic area to balance customer requirements with rental equipment supply.

Monitor current competitor rates and maintain inventory records.

Update, review and audit reports which indicate equipment inventory levels, etc.

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 7am to 7pm

Mon - NA

Tue - NA

Wed - NA

Thu - NA

Fri - 11am to 8pm

Sat - 11am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=148719&mode=

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Posting Title: Food Service Associate

Auto req ID 651BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Food Service Operations

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

We are seeking individuals that are able to work a flexible schedule that would include working weekend days (when we are busiest) as well as regular week days. The work shifts are usually from 4 to 8 hours in length generally during the hours that Brookfield Zoo is open. The work schedule may start as early as 8:00 a.m. and end as late as 7:00 p.m. (10:00 p.m. on weekends and for special events). We are seeking individuals that are able to work a flexible schedule that would include working weekend days (when we are busiest) as well as regular week days. The work shifts are usually from 4 to 8 hours in length generally during the hours that Brookfield Zoo is open. The work schedule may start as early as 8:00 a.m. and end as late as 7:00 p.m. (10:00 p.m. on weekends and for special events). Generally you must be at least 16 years of age for this position; you must be 21 years of age to serve alcoholic beverages.

The requirements for this position include: High School graduate or (GED) equivalent preferred. Basic math skills and willingness to learn. Strong customer service and interpersonal skills required with the ability to communicate effectively with the public and staff required. Demonstrated ability to work effectively under pressure, ability to handle multiple tasks and ability to meet deadlines required. Must project a neat, clean, professional appearance at all times. Must be able to work effectively and accurately and at a brisk pace during busy periods. Incumbent must work non-standard hours including evenings, holidays, and weekends. Work schedules are based on the needs of the operation and may be adjusted due to weather conditions or for other reasons. Food Service Associates may be assigned to work in restaurants, refreshment stands, mobile carts, or other outdoor sales locations (certain positions have minimum age requirements). Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability and Spanish fluency a plus. This requisition is to actively recruit for numerous openings for 2015 at a variety of food service locations.

The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer – Minorities / Women / Veterans / Disabled.

Apply online at

https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?SID=%5en4o5HOZM%2fx00RILfCzGveMjFJJJaCw_slp_rhc_wXOEPSnpxlgDwDAI9Iv2jop3yrA3kT4sp&jobId=99317&ype=search&JobReqLang=1&recordstart=1&JobSiteId=5163&JobSiteInfo=99317_5163&QId=0

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U-Box Customer Care Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Logan Square
4100 W Fullerton Ave
CHICAGO, IL

Description:

Under the direction of the U Box Storage Facility Manager, operate an 8000 pound propane forklift, a truck mounted forklift and a straight truck to load and transport cargo to and from specified destinations. Prepare, receive and provide appropriate documentation for the delivery or pick up of goods. Load, secure, and unload cargo. Ensure warehouse storage facility is clean, dry and secure at all times. Perform "Customer Ready" inspections of UBox containers prior to dispatch. Verify that the container, and any other equipment rented, is returned in the same condition as when rented. Use on-line computerized dispatch and rental systems. Ensure timely delivery; provide customer assistance to include the sale of support items. Maintain radio or telephone contact with dispatcher to receive delivery or pick up instructions. Load storage containers onto truck bed for delivery to storage facility. Use a truck mounted forklift to remove containers from vehicle, and position in the designated storage location. Maintain accurate location information in the system to aid in retrieval of the stored items.

Requirements:

Must possess a Class A Commercial Driver License (CDL) or higher, a clean driving record and be able to pass a criminal background investigation. Meet all Department of Transportation (DOT) and U-Haul physical examination requirements.

Work Status:

Full-Time or Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 7am to 7pm
Mon - 7am to 7pm
Tue - 7am to 7pm
Wed - 7am to 7pm
Thu - 7am to 7pm
Fri - 7am to 7pm
Sat - 7am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=137751&mode=

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Storage Customer Service Representative

U-Haul Storage Facilities
U-Haul Moving & Storage of Brighton Park
3401 W 47th St
CHICAGO , IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service. Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements:

A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 9am to 5pm
Mon - 2pm to 7pm
Tue - 7am to 2pm
Wed - 2pm to 7pm
Thu - 7am to 2pm
Fri - 2pm to 8pm
Sat - 7am to 2am

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147867&mode=

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Hitch Professional

U-Haul Moving Centers
U-Haul Moving & Storage of Midway
4705 W 47th St
CHICAGO , IL

Description:

Be familiar with and able to recommend, sell, and install complete towing packages according to manufacturers' specifications while using good mechanical practices.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 9am to 5pm

Mon - 2pm to 7pm

Tue - 2pm to 7pm

Wed - 7am to 2pm

Thu - 7am to 2pm

Fri - 2pm to 8pm

Sat - 7am to 2pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147869&mode=

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Transfer Driver

U-Haul Regional Marketing Offices
Uhc Chicago S & Sw Suburbs
11855 S Cicero Ave
ALSIP , IL

Description:

Drive U-HAUL® trucks needing repair or maintenance, or that have been repaired, to or from a repair shop location to a U-Haul center or dealership.

Tow trailers as needed. Perform pre-inspection checks for type of preventive maintenance required on vehicles. Keep accurate time and mileage logs.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Temporary/Seasonal

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 10am to 6pm

Tue - 10am to 6pm

Wed - 10am to 6pm

Thu - 10am to 6pm

Fri - 10am to 6pm

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147540&mode=

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Service Agent in Chicago Illinois United States / AVIS

As a Customer Service Agent you will work outdoors for your entire shift helping customers with their needs - whether it is directing customers as they return their rental vehicle, ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait. You will also clean the interior and exterior of the vehicles, identify and report any damage - making you an important part of the Payless team.

Compensation & Benefits:

We provide a full-time or part-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision and 401K Savings Plan.

Basic Qualifications/Minimum Requirements:

- Must have a high school diploma
- At least 6 months of experience in a customer service role
- Valid driver's license and a good driving record
- Must be willing and able to work a flexible schedule including nights, weekends and holidays
- Basic computer skills in order to enter information into our database

We provide you: •Competitive pay •Medical, Dental, Vision & 401K
•Full training to learn the business and enhance your professional skills •Paid vacations

In order to be considered for this outstanding opportunity, you must be customer service orientated, self-motivated, personable and willing to work shifts that may include evenings, weekends, and holidays. A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process. Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled

The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Payless Car Rental.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/service-agent/FD1DC2DA481A4F568BCD4AE19FD96AEA/job/>

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Computer Lab Assistant - Part-Time (2 Positions) - HAR0000362

Duties and Responsibilities

The Computer Lab Assistant provides assistance to teachers and students who have tasks to be completed in the Computer Lab. The Assistant ensures the lab maintains an orderly and focused environment conducive to use of computers as tools to complete tasks.

- Demonstrate software applications, and keyboarding and computer techniques to students.
- Assists teachers by maintaining order and discipline among students, recommending selection of appropriate software for class use, instructing teachers in the use of computers and software, and providing general assistance as needed.
- Assist in giving instructions in the use of standard software applications, in context and as required by the teacher.
- Maintains computers and peripheral equipment in clean and working condition.
- Maintains various records such as weekly class schedules, software and computer check-out records, maintenance records, etc.
- Operates computer lab and office equipment such as a computer, printer, and copier; uses various types of software.
- Performs other related duties as required.

Qualifications

- High school graduate or equivalent with Vocational/Technical School training in PC/micro computer system use, and one to two years of experience in a teaching environment coupled with computer use or instruction; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.
- Must be a team player with good communication skills.
- Ability to work independently with minimal supervision.
- Ability to relate well with students, faculty and staff.
- Ability to follow written and verbal instructions.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer. Thank you for your interest in CCC!

Job: Information Technology
Primary Location: Harold Washington College
Employee Type: Part Time | Regular
Union Code: 1600PTPROF
Job Posting: Mar 23, 2015, 9:52:02 AM

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

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College Clerical Assistant II-Public and Human Services - HAR0000363

Duties and Responsibilities

College Clerical Assistant II Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

- Transcript request processing, enrollment verification processing, mid-term grade entry, front counter services, archived record services, transfer credit posting, degree audit processing, grade administrative and no-show withdrawals.
- Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail.
- Assists in reviewing time sheets and prepares attendance reports for payroll processing. Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items.
- Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies.
- Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information. •Adheres to CCC Customer Service Excellence standards.
- Performs related duties as required.

Qualifications

- Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience.
 - Proficient in PC desktop and related software programs. Ability to operate a personal computer.
 - Ability to keyboard 45 words per minute. Ability to follow verbal and written instructions.
 - Skill in basic filing, record keeping and operation of a variety of office machines.
- Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.
Thank you for your interest in CCC!

Job: Clerical/Secretaries
Primary Location: Harold Washington College
Employee Type: Full Time | Regular
Union Code: 1708Unit1
Job Posting: Mar 23, 2015, 9:16:29 AM

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

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Security Assistant (2 Positions - HAR0000351)

Duties and Responsibilities

Under supervision, and reporting to the Director or Assistant Director of Security, patrols and monitors buildings, grounds and other areas at college campuses to ensure the safety and security of students, faculty, staff and the general public. These are unarmed positions that support Security Officers and the activities of the OSS. Performs related duties as required.

Provides a uniformed presence at an assigned college monitoring access and entry to buildings for the safety and security of students, employees and the general public.

- Patrols on foot and in a vehicle to provide security and watch for unusual or suspicious activities, and monitors activities in campus buildings and surrounding grounds to guard against crime, theft and vandalism.
- Notifies supervisor and Security Officers on duty of disturbances and/or irregularities. Contacts emergency responders such as police, fire, and/or ambulance personnel, as required.
- Issues student identification cards, verifying student information and uses an ID Badging system with printer to create student identification cards.
- Provides security escort services as needed to and from buildings and parking areas on campus. Responds to service calls and alarms and takes appropriate actions.
- Informs and warns violators of any City Colleges of Chicago policy violations as appropriate.
- Provides public assistance to students, faculty and the general public, providing information such as directions, office locations, and general campus information.
- Operates two-way radio equipment to maintain communications with supervisors and other security personnel.
- Updates operations and incident logs to record activities during assigned shift.
- Assists Security Officers in carrying out security and safety duties as directed.

Qualifications

- High school diploma or GED required.
- Permanent Employee Registration Card (PERC), as issued by the Illinois Department of Financial and Professional Regulation (IDFPR) preferred.
- Valid State of Illinois driver's license is required.
- Must pass a criminal background check and fingerprint screen.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Security Officers

Primary Location: Harold Washington College

Employee Type: Part Time | Regular

Union Code: Local 1600

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

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Part Time Food Service Worker - WAS0000119

Duties and Responsibilities

Kennedy-King College is seeking a Part Time Food Service Worker.

Assist with the preparation of food and beverages, cleaning work areas, equipment, utensils, washing dishes, dining room bussing, delivery of food, cashiering, customer service and operation of food cart.

- Ensure that food is maintained at appropriate temperatures.
- May serve a range of hot and cold food, salads and beverages as assigned.
- Prepare food for delivery and/or serving, packing food properly for safety and delivery.
- Assist in maintaining routine records related to kitchen operation, output and inventory.
- Clean, sterilize and or disinfect areas and or equipment.
- Maintain an inventory of food, kitchen equipment and supplies.
- Keep daily checklist of inventory of food/equipment upon return to kitchen.
- Wash dishes, utensils, pots and pans; maintain established sanitary standards; clean stove, steam kettles, ovens and other standing kitchen equipment; sweep and mop floors.
- Operate kitchen equipment and report all major repairs or servicing needs to proper authority.
- Assist in dining room set-up and clean-up after meals.
- Perform related duties as assigned.

Qualifications

- Ability to understand basic sanitation requirements related to personal hygiene, food and equipment safety and sanitation.
- Ability to manage multiple tasks and meet time schedule.
- Ability to understand and follow oral and written instructions.
- Meet the physical requirements to safely and effectively perform assigned duties.
- Maintain effective work relationships with those contacted in the performance of required duties.
- Skill to interact and communicate positively with other staff and customers.
- Ability to lift and carry 25-50 pounds.

We are an equal opportunity and affirmative action employer.
Thank you for your interest in CCC!

Job: Office/Administrative Support
Primary Location: Washburne Culinary Institute
Employee Type: Part Time | Temporary
Union Code: N/A
Job Posting: Mar 27, 2015, 10:03:35 AM

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

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Executive Receptionist - DIS0000549

Duties and Responsibilities

The District Office is searching for an Executive Receptionist. The Executive Receptionist supports the handling of confidential, high level administrative and executive tasks that involve effective communication and interaction with executive level employees. The Executive Receptionist must have a strong professional demeanor and must be reliable and trustworthy. This individual is expected to carry out all of the duties of the position in a manner consistent with the mission, strategic plan, and goals of City Colleges of Chicago.

- Represents City Colleges of Chicago in a professional and congenial manner, both internally and externally, as the first contact to all clients, vendors, Board Members, employees, etc. on phone and in person.
- Supervises and facilitates the safety and security of visitors to the District Office.
- Fills in as necessary for the Executive Office Manager in her/his absence.
- Prioritizes and manages multiple projects simultaneously and follows through on tasks in an efficient and timely manner that is observant of crucial deadlines.
- Handles confidential work-product communications, including accessing and conveying privileged communications to the appropriate Offices of the District.
- Performs other duties as assigned.

Qualifications

- Bachelor's degree or equivalent combination of education and/or experience required.
- Five years progressive business/office experience which includes administrative duties; researching and writing reports and other correspondence; and verbally disseminating information.
- Extensive computer and software skills, including MS Office suite. Must be able to adapt to computer and software changes as the District continues to upgrade automation.
- Demonstrated ability to coordinate a high volume of diverse assignments, effectively handling competing priorities, maintaining a high level of confidentiality, and maintaining attention to detail.
- Must be able to work well with employees at all levels of the organization, in addition to individuals working outside of the District. Must be able to handle all situations with tact and diplomacy. Must possess flexibility to adjust to a dynamic work environment.
- Must be self-directed and able to prioritize assignments. Must be able to meet assignment deadlines.
- High-level of human relations skills, maturity and considerable discretion in handling confidential matters required.

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

Job: Office/Administrative Support
Primary Location: District Office
Employee Type: Full Time | Regular

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

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College Clerical Asst I - Library (Part Time) - WIL0000432

PRIMARY OBJECTIVE:

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

- Prepares routine records, memos and forms; proofs completed assignments for errors and makes appropriate corrections; maintains office and student record files in alphabetical and/or numerical order.
- Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures.
- Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence.
- Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration.
- Adheres to CCC Customer Service Excellence standards.
- Performs related duties as required.

Qualifications

- Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred.
- Knowledge of word processing software; and knowledge of basic office procedures.
- Ability to keyboard 40 words per minute; ability to follow oral and written instructions; and ability to operate a personal computer.
- Skill in basic filing; and good verbal communication skills.

We are an equal opportunity and affirmative action employer.
Thank you for your interest in CCC!

Job: Clerical/Secretaries
Primary Location: Wilbur Wright College
Employee Type: Part Time | Regular
Union Code: 1708 - PT
Job Posting: Mar 26, 2015, 6:23:33 PM

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

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