



TMP PT Server Banquet (Job Number: HOT01KW2)

Work Locations: Waldorf Astoria Chicago 11 East Walton Chicago 60611

EOE/AA/Disabled/Veterans

Job: Banquets, Catering and Convention Services

Schedule: Part-time

Brand: Waldorf Astoria Hotels & Resorts

Shift: Full Availability

Job Level: Team Member

A Banquet Server with Waldorf Astoria Hotels and Resorts is responsible for delivering and serving food and beverage items to banquet guests in a timely, friendly and efficient manner in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will I be doing? As a Banquet Server, you would be responsible for delivering and serving food and beverage items to guests in a friendly, timely, and efficient manner in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you will be responsible for performing the following tasks to the highest standards:

- Set banquet tables to meet function specifications
- Deliver and serve food and beverages, including, but not limited to, meals, condiments and accompaniments
- Ensure menu knowledge
- Remove china, glassware, silverware, etc. from tables at the conclusion of the meal period and deliver to the stewarding area
- Ensure guest satisfaction throughout the meal service
- Respond to guest requests in a friendly, timely, and efficient manner
- Assist fellow team members and other departments wherever necessary to maintain positive working relationships
- Assist others with side work including, but not limited to cleaning, stocking, folding silverware, etc.

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

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

Work Locations: Conrad Chicago 521 North Rush St Chicago 60611

A Food Server with Conrad Hotels and Resorts is responsible for serving food and/or beverages to guests in the hotel/Æs continuing effort to deliver outstanding guest service and financial profitability. If you understand how to provide smart luxury and one-of-a-kind experiences, you may be just the person we are looking for to work as a Team Member with Conrad Hotels & Resorts.

What will I be doing? This is a Seasonal position for our Rooftop Terrace beginning April 01, 2015 and ending in mid October, 2015.

As a Food Server, you would be responsible for serving food and/or beverages to guests in the hotel/Æs continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Respond to guest requests in a timely, friendly and efficient manner
- Ensure knowledge of menu and restaurant promotions and specials
- Take guest food and/or beverage orders and input orders in appropriate point-of-sale system
- Retrieve and deliver food and beverage orders in a timely manner
- Ensure guest satisfaction throughout the meal service
- Serve alcoholic/non-alcoholic beverages in accordance with federal, state, local and company regulations
- Ensure serving station is well-stocked at all times

EOE/AA/Disabled/Veterans

Job: Bars and Restaurants

Schedule: Temporary

Brand: Conrad Hotels & Resorts

Shift: Full Availability

Job Level: Team Member

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Room Service Server (Part-Time) (Job Number: HOT01M9G)

Work Locations: Hilton Chicago and Towers 720 South Michigan Ave. Chicago 60605

A Busperson with Hilton Hotels and Resorts is responsible for setting and clearing dining tables and stocking service stations in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will I be doing?

As a Busperson, you would be responsible for setting and clearing dining tables and stocking service stations in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

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

EOE/AA/Disabled/Veterans

Job: Room Service

Schedule: Part-time

Brand: Hilton Hotels & Resorts

Shift: Full Availability

Job Level: Team Member

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

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Room Attendant (Part-Time) (Job Number: HOT01LTW)

Work Locations: Hilton Chicago O'Hare Airport O'Hare International Airport, Chicago 60666

A Room Attendant with Hilton Hotels and Resorts is responsible for cleaning guest rooms and responding to guest requests in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Room Attendant, you would be responsible for cleaning guest rooms and responding to guest requests in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Clean guest rooms as assigned, including, but not limited to, making beds, cleaning bathrooms, dusting and vacuuming
- Change and replenish bed linens, towels and guest amenities, as needed
- Perform deep cleaning tasks, as needed
- Stock, maintain and transport housekeeping supply cart on a daily basis
- Dispose of trash and recyclables
- Respond to special guest requests in a timely, friendly and efficient manner
- Perform guest turn down service, as needed

EOE/AA/Disabled/Veterans

Job: Housekeeping and Laundry

Schedule: Part-time

Brand: Hilton Hotels & Resorts

Shift: Evening Job

Job Level: Team Member

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Administrative Assistant – NE / COCA COLA

Talent Area : Administrative/Clerical/Office Support

Location : Alsip, IL, USA

Requisition Number : 00034265

Full or Part Time : Regular Employee FT

Position Description

Tracking sick time, vacations, missed punches

- Creating spreadsheets and reports in Excel
- Customer Service
- Answering telephones

- Accounts Payable
- P-Card tracking
- Confidential administrative project related duties
- Maintain confidential information, files

- Runs appropriate system reports to allow for inputting/updating data for established spreadsheets and database files.
- Various duties and projects to support the management team.
- Performs other related duties as needed.
- Interact with employees
- Adhere to CCE and Sarbanes-Oxley compliance around payroll processing.

- High school diploma or GED required.
- Some college preferred.
- 0-2 years experience in automated office environment.
- Working knowledge of Microsoft Office applications, SAP, and Kronos.
- Excellent phone etiquette.
- Knowledge of multi-line phone systems.
- Bilingual skills a plus.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/administrative-assistant-ne-alsip-illinois-job-1-5456264>

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Transport Driver

Talent Area : Transportation/Driver

Location : Niles, IL, USA

Requisition Number : HV054538

Full or Part Time : Regular Employee FT

Position Description

Responsible for driving and transporting finished goods from production facility to warehousing facilities.

- Transport finished goods or raw materials between facilities.
- Load and unload goods using forklift or pallet jacks or connect or disconnect trailers at destination.
- Complete pre- and post trip inspections, as well as verify load and seal numbers.
- Maintain DOT time log, Bill of Lading, and other paperwork as required.
- Maintain vehicle, product and equipment to company standards.
- High School - GED diploma preferred.
- 1-3 general work experience preferred.
- Ability to operate a 2/4 wheel dolly.
- Ability to operate all type of industrial power trucks.
- Familiar with DOT regulations.
- Valid Class A and driving record within MVR policy guidelines. HAZMAT endorsement

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/transport-driver-niles-illinois-job-1-5455633>

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Presser (Part-Time) (Job Number: HOT01LYE)

Work Locations: The Palmer House Hilton 17 East Monroe Street Chicago 60603

Maintains constant supply of clean linens for the hotel. Performs all stages of linen processing, including collecting, transporting, sorting, weighing, loading and unloading (washers, dryers and chutes), ironing, folding, storing and delivering. Cleans l

If you understand the importance of upholding a brands reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

EOE/AA/Disabled/Veterans

Job: Housekeeping and Laundry

Schedule: Part-time

Brand: Hilton Hotels & Resorts

Shift: Full Availability

Job Level: Team Member

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

Part-time Maintenance Data Coordinator (3)

Location: Arlington Heights

Office: Revenue Services

Department: Revenue Services

Job Description:

Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

Qualifications:

Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660

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**Potter's Server (Part-Time)-The Palmer House Hilton
(Job Number: HOT01GCR)**

Work Locations: The Palmer House Hilton 17 East Monroe Street Chicago 60603

A Food Server with Hilton Hotels and Resorts is responsible for serving food and/or beverages to guests in the hotels continuing effort to deliver outstanding guest service and financial profitability.

If you understand the importance of upholding a brands reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Food Server, you would be responsible for serving food and/or beverages to guests in the hotels continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Respond to guest requests in a timely, friendly and efficient manner
- Ensure knowledge of menu and restaurant promotions and specials
- Take guest food and/or beverage orders and input orders in appropriate point-of-sale system
- Retrieve and deliver food and beverage orders in a timely manner
- Ensure guest satisfaction throughout the meal service
- Serve alcoholic/non-alcoholic beverages in accordance with federal, state, local and company regulations
- Ensure serving station is well-stocked at all times

EOE/AA/Disabled/Veterans

Job: Bars and Restaurants

Schedule: Part-time

Brand: Hilton Hotels & Resorts

Shift: Full Availability

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

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Job Title: Data Manager

Agency: Illinois Sentencing Policy Advisory Council
Closing Date/Time: Mon. 06/22/15 5:00 PM Central Time
Salary: \$70,000.00 - \$90,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: SPAC95-15-0001

Minimum Requirements: Requires knowledge, skill, mental development and or equivalent years of experience equal to completion of a master's degree from an accredited university with coursework in computer science, statistical analysis, and/or database management. Requires the equivalent of two years of experience or formal training in basic software and scripting languages, such as, but not limited to, Microsoft Office Suite, SQL, Oracle, Java, or Python. Requires competency with data research methodologies such as machine learning, algorithm development, data mining, complex and unclear datasets from diverse sources. Requires experience applying the principles and practices of data management in a public sector environment. Some experience with criminal justice data collection and analysis preferred. Ability to communicate complex, technical information to lay audiences is preferred.

Work Hours & Location/Agency Contact:
Work Hours: 9:00am - 5:00pm Mon – Fri

Work Location: IL Sentencing Policy Advisory Council
300 W. Adams, Suite 200, Chicago, IL 60606

Agency Contact: Michelle Tallman
Public Safety Shared Services Center
IDOC, 1301 Concordia Court
PO Box 19277
Springfield, IL 62794
Phone: 217-557-6015

How to Apply:
Applicants interested in applying for this position must submit a bid form (if applicable) and a completed and signed NEW version of the CMS-100 Employment application to the agency contact at the address above. This is a NON-CODE title and no grade from CMS is required.

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Job Title: Staff Development Specialist I

Agency: Human Services

Closing Date/Time: Mon. 06/22/15 5:00 PM Central Time

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-91-90783

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tools), educational methods, psychology of individuals, organizational group behavior, labor relations or equivalents. Requires two years of professional experience in education or a related field. Requires ability to travel.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
Stroger, 600 South Hoyne, Chicago, IL 60612

Please submit CMS 100 (revised 10/2014) applications and bid form to:
Bureau of Employee Services
Lisa Horsley
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
FAX: 217-524-2116

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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General Laborer- SEASONAL ONLY

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00034447

Full or Part Time : Seasonal/Casual FT

Position Description

Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.

Operate industrial power equipment
Restock and replenish as appropriate.

Perform general maintenance.
Ensure compliance with regulatory and company policies and procedures.

Fill in for other positions as needed.
Perform general warehouse/production/cooler service duties.

Periodic bending, kneeling, lifting of 50+ pounds and climbing.
High School Diploma Preferred.

0 - 1 year of general work experience.
Prior warehouse/production/equipment service experience preferred.

Ability to operate a manual / powered pallet jack or lift product.
Demonstrated attention to detail.
Forklift certification is a plus.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-seasonal-only-alsip-illinois-job-1-5456351>

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Warehouse Distribution Supervisor (3rd Shift)

Talent Area : Supply Chain

Location : St Charles, IL, USA

Requisition Number : 00033230

Full or Part Time : Regular Employee FT

Position Description

Responsible for supervising the warehousing and shipping of incoming and outgoing materials. Supervises warehouse personnel.

- Staff, train, evaluate and develop team members.
- Supervise the daily activities of the warehouse.

- Schedule warehouse team members to meet the demands of the facility.
- Allocate necessary space for stock rotation.
- Assist and maintain appropriate inventory levels and product loss control.

- Oversee shipping and receiving functions as applicable.
- Secure company assets.
- Manage within labor and OPEX budget

- High school diploma or GED required.
- Bachelor's degree preferred.
- 1-3 years warehouse/inventory experience required.

- Requires experience managing people/budgets.
- 2+ years supervising warehouse/inventory staff preferred.
- Computer and database application skills.

- Familiarity with inventory management systems.
- Ability to operate a manual / powered pallet jack or lift product.
- Forklift certification is required upon commencement of work.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/warehouse-distribution-supervisor-3rd-shift-st-charles-illinois-job-1-5345845>

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Janitor (3rd shift) - DAW0000121

Duties and Responsibilities

Kennedy-King College is seeking a Janitor 3rd Shift.

Perform all traditional janitorial work in and around the buildings.

Dust all ledges, counter tops, files, office equipment, desk and walls. Dust mop all hard surfaces. Spot cleaning or complete washing of all walls, files, desk tops, office glass, partitions, doors, chairs, blackboards, mirrors, waste baskets and garbage cans, office machines and ash trays. Thorough cleaning of all bathroom fixtures and partitions. Polishing furniture. Metal polishing. Hosing and sweeping of sidewalks. Trash removal. Dismantling and cleaning of light fixtures. Operation of vacuum cleaners. Cleaning of Venetian blinds (washing & vacuuming). Policing of facility and grounds (inside & outside). Washing of exterior walls. Scraping of gum and other objects from hard surfaces and carpet. Spot cleaning furniture or carpet, but not more than 2 hours per day. Setting up and /or take down of chairs and tables. Wet mopping or spot mopping public corridors, washrooms, classrooms and any hard surfaces. Operation of compactors and /or balers. Maintenance of outside ground (raking, grass cutting, watering, garbage, etc.). Adheres to CCC Customer Service Excellence standards. Performs other duties as assigned.

Qualifications: Completion of a high school diploma or the equivalent preferred. Preference will be given to current temporary janitors at City Colleges of Chicago. Must be able to perform all duties listed above.

Perks of this Role: Excellent benefits at a low cost; investment plans 403(b) & 457(b); SURS retirement plan; generous vacation, holidays, personal & sick days plus tuition reimbursement. For a more detailed overview of benefits, please visit our benefits page ([click here](#)).

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

Job: Janitorial

Primary Location: Dawson Technical Institute

Employee Type: Full Time | Regular

Union Code: Loc1 SEIU

Job Posting: Jun 8, 2015, 3:01:46 PM

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

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Lifeguard-Part Time - DAL0000578

Duties and Responsibilities

Provides water surveillance and swimming rule enforcement ensuring the safety of swimming patrons.

Under the general supervision of the CCC Athletics Department, provides water surveillance and swimming rule enforcement ensuring the safety of patrons participating in recreational swimming activities, learn-to-swim classes, or competitive swim training, swim meets, or other aquatic facility activities.

Watches for unusual activities on the part of swimmers and is able to recognize struggling swimmers, drowning swimmers, distressed swimmers, and swimmers with sudden medical conditions such as stroke, heart attack, asthma, diabetes, or seizures along with the ability to recognize potential emergency conditions or situations.

Provides rapid response lifesaving swim rescue and basic first-aid treatment and CPR administration, if required. Fills out incident report forms after accidents or injuries proactively collecting witness names and numbers. Maintains safe and clean aquatic facilities along with proper maintenance of life saving equipment and related materials and supplies. Participates in in-service training to maintain life guarding skills.

Wears appropriate uniform, attire, and life-saving gear for the position.

Exhibits public respect and enthusiasm as duties and responsibilities are carried out in all work environments. Performs other related duties as assigned.

Qualifications

How to Apply:

For consideration, all interested candidates, including current CCC employees, must submit a current resume and a cover letter in MS Word or PDF format. Submit by electronic mail only to the below email address, type the position title that you are applying for in the Subject heading, and indicate Full Time or Part Time position.

We are an equal opportunity and affirmative action employer.

Job: Athletics/Sports/Recreation

Primary Location: Daley College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Jun 8, 2015, 3:00:08 PM

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

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College Clerical Asst I - Part-Time - TRU0000439

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. 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: Truman College
Employee Type: Part Time | Regular
Union Code: 1708 - PT
Job Posting: Jun 8, 2015, 11:51:17 AM

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

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Outlets Manager - Coq D'Or (Job Number: HOT01LAZ)

Work Locations: The Drake Hotel 140 E. Walton Place Chicago 60611

A Restaurant Manager with Hilton Hotels and Resorts is responsible for directing and organizing the activities and services of a hotel food and beverage outlet (restaurant, lounge, room service, coffee shop, etc.) in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will I be doing? As a Restaurant Manager, you would be responsible for directing and organizing the activities and services of a hotel food and beverage outlet (restaurant, lounge, room service, coffee shop, etc.) in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

Specifically, you would be responsible for performing the following tasks to the highest standards:

- Manage all outlet operations to include, but not limited to, guest service standards and initiatives, product quality, cost controls and overall profitability, marketing initiatives, systems use and management, budgeting and forecasting, department management, policy and procedure implementation and enforcement and meeting participation and facilitation
- Monitor and develop team member performance to include, but not limited to, providing supervision and professional development, conducting counselling and evaluations and delivering recognition and reward
- Monitor and assess product and service and satisfaction trends, evaluate and address issues and make improvements accordingly
- Ensure compliance with health, safety, sanitation and alcohol awareness standards
- Initiate and implement marketing and up-selling techniques to promote restaurant food and beverage and services and to maximize overall revenue
- Ensure team members have current knowledge of outlet offerings, products, services, facilities, events, pricing and policies and knowledge of the local area and events
- Recruit, interview and train team members

EOE/AA/Disabled/Veterans

Job: Bars and Restaurants

Schedule: Full-time

Brand: Hilton Hotels & Resorts

Shift: Day Job

Job Level: Manager

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Dispatcher

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Transportation, or designate, performs dispatcher functions encompassing supervision and coordination of bus routes and Bus Operators. Maintains work assignment board on daily basis. Operates base radio coordinating detours and notifies proper authorities in emergencies, breakdowns or upon Bus Operator's request. Maintains appropriate dispatch paperwork. Answers phones and field calls. Assists with bus operator run/vacation picks, passenger complaints, monitor reports and monitors bus operators compliance with Pace rules policies and procedures. Other duties as assigned or required.

Qualifications: Qualified candidate must have at least five (5) years experience in transportation. Must be 21 years of age and possess or be able to obtain a valid Class B Commercial Driver's License. Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions and proficient use of computers with focus on Microsoft Windows. The performance of these duties may be required at any time of the day and night, any day and night of the week. Management experience preferred. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=168

Cashier at Giordano's in Chicago

223 W Jackson Blvd Chicago, IL

Job Type: Part Time

Shift: Morning, Afternoon, Night

Job Description

- 1) Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- 2) Issue receipts, refunds, credits, or change due to customers.
- 3) Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- 4) Greet customers entering establishments.
- 5) Maintain clean and orderly checkout areas.

Apply online at <https://www.shiftgig.com/jobs/chicago,%20il/cashier>

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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

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CAFETERIA WORKER

Facility Presence Saint Joseph Medical Center - Joliet

Department PSJMC FOOD & NUTRIT SER

Schedule Registry/PRN/Flex

Shift Day/PM rotation

Hours Shift Varies

Location Joliet, IL

Req Number 135762

REGISTRY/PRN/FLEX/CWYN (ROTATING SHIFTS)

Calculate purchases and accept various forms of payment. Clean dining area. Ring up cafeteria purchases and accept payments. Evaluate quality of foods by performing temperature checks, taste testing, ensuring presentation. Verify cafeteria deposits after closing register.

Education and/or Experience:

High school diploma or GED preferred. 3-6 months previous experience required

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10029638>

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Cash Office Clerk for Lowe's in Northbrook, IL

Job Description

If you're searching for a career with real growth potential, take a look at the FORTUNE 100 company that serves approximately 15 million customers a week at more than 1,825 home improvement stores in the United States, Canada and Mexico. Founded in 1946 and based in Mooresville, N.C., Lowe's is the second-largest home improvement retailer in the world. For more information, visit Lowe's.com.

For over 60 years, it's what Lowe's has been about. Lowe's vision is to be our customers' first choice for home improvement in each and every market we serve. To earn our customers' trust and meet their individual needs, we will provide valued solutions with the best prices, products and services that make our customers' lives easier.

That simple idea has transformed Lowe's from a neighborhood hardware store into a Fortune 100 company. But we're not finished. We're on our way to even bigger and better things. Providing superior customer service requires superior people.

Cash Office Clerk

Provide accurate balancing of all Lowe's transactions and receipts. Ensure security over all funds. Process and file paperwork as directed. Greet and acknowledge all customers in a friendly, professional manner, providing quick, responsive customer service.

Requirements

Must be available to work a variety of shifts including nights and weekends. Must be proficient in operating all applicable equipment, according to company standards. Able to perform essential job functions with or without reasonable accommodation. For job descriptions, or to apply on-line, go to www.lowes.com/careers. Job Id :870609BR

Lowe's is an equal opportunity affirmative action employer and administers all personnel practices without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, veteran status, genetics or any other category protected under applicable law.

Apply online at

<http://www.job.com/my.job/jobdisplay/page=jobview/pt=2/exl=1/key=309905993/#.VXctZdJViko>

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Office Worker - Amtrak Chicago

All times are in Central Daylight Time.

Location US-IL-Chicago

ID 32495

Posted Date 6/5/2015

Category Administrative/Clerical

Employment Type FULL TIME - REGULAR

Job Summary: WIMS clerk are responsible for processing transactions and QA of product orders.

Essential Tasks and Responsibilities:

Enter data and process transactions in WIMS database. QA product orders coming in and going out of commissary. Answer internal and external calls. Assist client with checking orders prior to trip departure. Maintain files. Ability to construct business emails. Knowledge of inventory processes. Performs duties as a member of a team where duties and responsibilities will be shared and adjusted to the client and/or commissary needs. Relates to all customers in a friendly, accommodating, and respectful manner that creates good will. Sets high personal standards of performance and accepts responsibility and accountability of all actions. Committed to performance improvement and positive change and adheres to department dress code and proper hygiene when reporting to work and performing job duties. Additional responsibilities as needed.

Required Qualifications:

Strong computer skills and proficiency in Microsoft Office programs

Strong problem solving and analytical skills. Excellent communication skills, organization skills, and attention to detail. Attitude geared toward teamwork and client satisfaction. Reliable attendance record. Flexibility in schedule including nights, weekends and some holidays. High school diploma or GED, some college preferred
Ability to sit/stand for extended periods of time

Lifts, carries, pushes, and/or pulls equipment, materials, and supplies weighing 50 pounds or less. One year of previous related experience and skills is desired.

Work Environment: Office/Commissary, involves repetitive motion.

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