



## Human Resources Coordinator - DIS0000607

### Responsibilities:

- Prepare and maintain employment records related to hiring, separations, leaves, transfers, and promotions.
- Schedules grievance hearings and addresses labor relations matters on behalf of the Colleges as needed.
- Provides assistance with employee training and development.
- Coordinate data for salary survey submissions.
- Coordinate recruiting activities including job posting, resume screening, etc.
- Respond to inquiries regarding policies and procedures and benefits.
- Performs other duties as required.

### Qualifications

- Bachelor's degree.
- Extensive computer and software experience, including spreadsheets, database management, PowerPoint and desktop publishing.
- Demonstrated ability to coordinate a high volume of diverse assignments.
- Must possess business maturity and be able to handle confidential situations.
- Must be self-directed.
- Must possess excellent verbal and written communication skills.
- Ability to work with minimal supervision and take initiative.
- Ability to perform moderate to complex research.

Perks of this Role: We offer excellent benefits at a very low cost; Retirement and Investment plans; generous vacation and holidays and tuition reimbursement. For a more detailed overview of benefits please visit our benefits page.

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

Job: Human Resources  
Primary Location: District Office  
Employee Type: Full Time | Regular  
Union Code: N/A  
Job Posting: Jun 5, 2015, 12:23:56 PM

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

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## **College Financial Aid Advisor I - DAL0000575**

### Duties and Responsibilities

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 students' 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: Daley College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Jun 5, 2015, 2:54:36 PM

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

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**Customer Service Representative at Chicago Marriott Downtown Magnificent Mile in Chicago**

540 N Michigan Ave Chicago, IL

Job Type: Full Time

Shift: Morning, Afternoon, Night, Overnight

The Chicago Marriott Downtown Magnificent Mile, located at 540 North Michigan Avenue, Chicago, IL, 60611 is currently hiring a Guest Service Representative.

Responsibilities include: Organize, confirm, process, and conduct all guest check-ins/check-outs, room reservations, requests, changes, and cancellations. Secure payment; verify and adjust billing. Activate and file room keys. Process all guest requests and relay messages. Print contingency lists to have a record of all guests in case of emergency. Identify and explain room features to guests; supply guests with directions and information regarding property amenities, services, and hours of operation, and local areas of interest. Ensure that any outstanding requests or problems from the previous day receive priority and are resolved. Run and review daily reports/logs. Complete designated cashier and closing reports in the computer system. Accept and record wake-up call requests and deliver to appropriate department. Count bank at beginning and end of shift; secure bank. Process all payment types, adjustment vouchers, paid-outs, correction vouchers, and miscellaneous charges; provide change. Notify Loss Prevention/Security of any guest reports of theft.

Follow all company policies and procedures; report accidents, injuries, and unsafe work conditions to manager; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets. Welcome and acknowledge all guests according to company standards; anticipate and address guests' service needs; assist individuals with disabilities; thank guests with genuine appreciation. Speak with others using clear and professional language; answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others; support team to reach common goals. Comply with quality assurance expectations and standards. Stand, sit, or walk for an extended period of time. Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance. Perform other reasonable job duties as requested by Supervisors.

To submit your application for this job, please go to:

<https://marriott.taleo.net/careersection/2/jobdetail.ftl?job=15000VLP>

Marriott International is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. Marriott International does not discriminate on the basis of disability, veteran status or any other basis protected under federal, state or local laws.

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**Night Cleaner (Part Time) (Job Number: HOT01MLP)**

Work Locations: Embassy Suites Chicago - Downtown/Lakefront 511 Columbus Drive Chicago 60611

A Night Cleaner with Embassy Suites Hotels is responsible for cleaning and maintaining designated areas of the hotel and responding to guest requests in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will I be doing?

As a Houseperson, you would be responsible for cleaning and maintaining designated areas of the hotel 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 designated areas including, but not limited to, restrooms, public areas, offices and banquet/meeting/conference rooms
- Perform tasks including, but not limited to, dusting and polishing furniture and fixtures, vacuuming, mopping, sweeping, shampooing carpets, washing windows, cleaning/waxing floors, removing and disposing of trash and emptying ashtrays
- Greet guests in a friendly manner
- Report maintenance deficiencies and items in need of repair
- Stock and maintain supply rooms, as needed
- Perform deep cleaning tasks and special projects (for example: mattress flipping, furniture moves, etc.), as needed
- Deliver guest requests and assist in cleaning guest rooms, as needed

EOE/AA/Disabled/Veterans

Job: Housekeeping and Laundry

Schedule: Part-time

Brand: Embassy Suites

Shift: Overnight

Job Level: Team Member

Apply online at [https://hilton.taleo.net/careersection/us\\_external/jobdetail.ftl](https://hilton.taleo.net/careersection/us_external/jobdetail.ftl)

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**Laundry Attendant (Job Number: HOT01KS6)**

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

A Laundry Attendant with Hilton Hotels and Resorts is responsible for assuring appropriate inventory and distribution of clean linens for guest rooms and food & beverage service to maintain Hilton's high standards of quality.

What will I be doing?

As a Laundry Attendant, you will be responsible for assuring appropriate inventory and distribution of clean linens for guest rooms and food & beverage service to maintain Hilton's high standards of quality.

- Deliver linen to storage rooms and areas located throughout the hotel. Place linen items in the correct locations using size, color and department to maintain organization.
- Load delivery carts according to specified requirements obtained from the inventory sheets.
- Complete inventory forms used to obtain accurate count of items in stock to determine restocking requirements.
- Receive carts of processed linen from laundry production and prepare for delivery.
- Maintain complete and accurate records of distributed linen.

EOE/AA/Disabled/Veterans

Job: Housekeeping and Laundry

Schedule: Full-time

Brand: Hilton Hotels & Resorts

Shift: Day Job

Job Level: Team Member

Apply online at [https://hilton.taleo.net/careersection/us\\_external/jobdetail.ftl](https://hilton.taleo.net/careersection/us_external/jobdetail.ftl)

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**FT Server (Job Number: HOT01IXJ)**

Work Locations: Waldorf Astoria Chicago 11 East Walton Chicago 60611

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

If you understand the value of providing guests with an exceptional environment and personalized attention, you may be just the person we are looking for to work as a Team Member with Waldorf Astoria 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 hotel/Es 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: Food and Beverage

Schedule: Full-time

Brand: Waldorf Astoria Hotels & Resorts

Shift: Full Availability

Job Level: Team Member

Apply online at [https://hilton.taleo.net/careersection/us\\_external/jobdetail.ftl](https://hilton.taleo.net/careersection/us_external/jobdetail.ftl)

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## **Receiving Associate**

Location: Chicago, IL  
Requisition ID: 838-916664  
Posting Date: 6/8/2015  
Shift: Flexible  
Status: Regular

### **GENERAL PURPOSE OF POSITION:**

As a part of the store operations team, the Receiving Associate will process incoming and outgoing freight according to Company standards. Responsibilities in this role will be within 1 of 4 areas: Material Handler, Direct Associate, Processing Associate or Line Handler.

**RESPONSIBILITIES:** Operate handtruck to move, convey, or hoist shipments from shipping and receiving platform to storage or work area

**MATERIAL HANDLER:** Ensure that Central Line and Direct Line have all necessary supplies and clear debris from processing area; Clear processed garments/cartons to staging areas; Ensure the truck is unloaded; Key receive Direct Shipments; Verify floor readiness of pre-ticketed cartons and move to floor ready staging area

### **DIRECT ASSOCIATE**

Help receive and sort direct cartons when they arrive  
Prepare and finish appropriate paperwork for Direct cartons  
Open cartons, sort, hang, and tag products

### **PROCESSING ASSOCIATE**

Take unprocessed garments from Line Handler; Check, ticket, and hang garments  
Identify errors in garment count and ticketing; Handle hang sorter cartons and bring to floor staging area

### **LINE HANDLER**

Open boxes, identify items, and debug garments  
Direct unprocessed garments to Production Associates  
Identify "exceptions" and remove from regular assembly line  
Sort cartons as they come off the Nest-a-flex

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Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/receiving-associate-chicago-illinois-job-5051914>

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**Front Office Supervisor (Job Number: HOT01M5U)**

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

A Front Office Supervisor with Hilton Hotels and Resorts is responsible for assigning work and ensuring the completion of daily tasks in Front Office operations in the hotels continuing effort to deliver outstanding guest service and financial profitability.

What will I be doing?

As a Front Office Supervisor, you would be responsible for assigning work and ensuring the completion of daily tasks in Front Office operations 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:

- Assign work and supervise team member performance in all Front Office procedures including, but not limited to, guest check-in and check-out, lobby traffic and flow, luggage assistance, telephone operator services and determining room rates and availability
- Respond to guest inquiries and resolve issues and complaints in a timely, friendly and efficient manner
- Support and assist team members in handling guest inquiries and requests and in resolving guest complaints
- Schedule, assign daily work, lead pre-shift meetings, inform and train team members
- Monitor, observe and assist in evaluating team member performance
- Monitor lobby traffic and adjust staffing accordingly

EOE/AA/Disabled/Veterans

Job: Front Office

Schedule: Full-time

Brand: Hilton Hotels & Resorts

Shift: Full Availability

Job Level: Supervisor/Team Leader

Apply online at [https://hilton.taleo.net/careersection/us\\_external/jobdetail.ftl](https://hilton.taleo.net/careersection/us_external/jobdetail.ftl)

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**Executive Steward (Job Number: HOT01M6N)**

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

An Executive Steward with Hilton Hotels and Resorts is responsible for managing and directing stewarding operations to ensure designated food and beverage outlets have necessary supplies and equipment in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will I be doing?

As an Executive Steward, you would be responsible for managing and directing stewarding operations to ensure designated food and beverage outlets have necessary supplies and equipment 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:

- Manage all stewarding operations to include, but not limited to, inventory management, maintenance of sanitation and cleanliness standards, systems management, budget and forecasting, health inspections, safety initiatives, , report generation, department management, meeting participation and facilitation, implementation of policies and procedures, cost controls and overall profitability
- Lead staff in daily coordination and distribution of 'big four' items: china, glassware, linen and silver
- Oversee equipment storage and distribution according to established standards
- Monitor and develop team member performance to include, but not limited to, providing supervision and professional development, scheduling, conducting counseling and evaluations and delivering recognition and reward
- Recruit, interview and train team members
- Ensure compliance with health, safety, sanitation and alcohol awareness standards and prepare for health inspections

EOE/AA/Disabled/Veterans

Job: Stewarding

Schedule: Full-time

Brand: Hilton Hotels & Resorts

Job Level: Manager

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### **Sportswear Associate**

Location: Chicago, IL  
Requisition ID: 838-916206  
Posting Date: 6/6/2015  
Shift: Flexible  
Status: Regular

#### **GENERAL PURPOSE OF POSITION:**

As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard company assets.

#### **FOCUS OF POSITION:**

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks  
Deliver excellent customer service and demonstrate a high degree of professionalism

#### **RESPONSIBILITIES:**

Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service  
Maintain an awareness of all promotions and advertisements  
Assist in floor moves, merchandising, display maintenance, and housekeeping  
Assist in processing and replenishing merchandise and monitoring floor stock  
Aid customers in locating merchandise  
Communicate customer requests to management  
Assist in completing price changes as a member of the mark-down team  
Participate in year-end inventory and cycle counts  
Assist in ringing up sales at registers and/or bagging merchandise  
Any other tasks as assigned from time to time by any manager

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**Cook III (Full Time) (Job Number: HOT01MLQ)**

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

A Cook III with Hilton Hotels and Resorts is responsible for preparing, maintaining and monitoring quality control for hot food items in the hotel's continuing effort to deliver outstanding service and financial profitability.

What will I be doing?

As a Cook III, you would be responsible for preparing, maintaining and monitoring quality control for hot food items in the hotel's continuing effort to deliver outstanding service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Prepare, maintain and monitor quality control for hot food items including, but not limited to, meat, fish, fowl, sauces, stocks and seasonings
- Prepare food items according to designated recipes and quality standards
- Prepare guest orders in a friendly, timely and efficient manner
- Maintain cleanliness and comply with food sanitation standards at all times
- Visually inspect all food sent from the kitchen and ensure plates are clean and appetizing
- Practice correct food handling and food storage procedures according to federal, state, local and company regulations

EOE/AA/Disabled/Veterans

Job: Culinary

Schedule: Full-time

Brand: Hilton Hotels & Resorts

Shift: Full Availability

Job Level: Team Member

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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 8pm

Mon - NA

Tue - NA

Wed - NA

Thu - NA

Fri - 6am to 9pm

Sat - 6am to 9pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=151596&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=151596&mode=)

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### **Storage Facility Housekeeper**

U-Haul Moving Centers  
U-Haul Moving & Storage of Avondale  
3250 N Kedzie Ave  
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 - 6am to 8pm  
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=152684&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=152684&mode=)

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**Parts Specialist**

U-Haul Repair Facilities  
Park Forest Rers  
PARK FOREST , IL

Description:

Order and stock all parts, materials, tools and supplies.

Maintain inventory levels on computer. Stock shelves; deliver parts.

Record parts descriptions on repair statements.

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 7am to 4pm

Tue - 7am to 4pm

Wed - 7am to 4pm

Thu - 7am to 4pm

Fri - 7am to 4pm

Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=151471&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=151471&mode=)

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**Hitch Professional**

U-Haul Moving Centers  
U-Haul Moving & Storage of Fox Valley  
195 S Rte 59  
AURORA , 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 - NA

Mon - 7am to 4pm

Tue - 7am to 4pm

Wed - 7am to 4pm

Thu - NA

Fri - NA

Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=149357&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=149357&mode=)

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**Loss Prevention Assoc**

Location: Chicago, IL  
Requisition ID: 205-914411  
Posting Date: 6/1/2015  
Shift: Flexible  
Status: Regular

**General Purpose of Position:**

The Loss Prevention Associate is responsible for executing the company's Loss Prevention, Shortage Control and Safety programs at the store level. Responsible for monitoring the physical protection and safety standards for the store's merchandise, physical structure, customers and associates. Act as a deterrent to individuals involved in dishonest activity and if necessary make an apprehension as required. Detect report and resolving matters in the area of safety, inventory shortage, cash handling and theft, and for providing customer service as per company standards.

**Focus of position:**

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks  
Deliver excellent customer service and demonstrate a high degree of professionalism

**Skills and Competencies:**

- Ability to provide outstanding customer service
- Ability to communicate effectively, both written and verbal.
- Ability to execute assigned responsibilities in difficult and stressful situations.
- Ability to maintain a fair, consistent set of standards, using judgment and discretion and adhere to all company and department policies and procedures.
- Ability to communicate in a clear, concise, understandable manner, and listen attentively to others
- Ability to operate all equipment necessary to perform the job
- Ability to stand for extended periods, and to move and handle merchandise, which entails lifting, and perform all functions as set forth above.

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### **File Clerk/Office Assistant**

ChildServ - Chicago, IL

Who we are: At ChildServ, we put kids and their families first.

ChildServ is a child and family services organization, providing community-based programs to underserved children and families in the Illinois counties of Cook, Lake and DuPage. Our services range from family support groups to group homes for youth in Lisle, Naperville and Downers Grove. ChildServ serves children and families in our community through a comprehensive, tailored service program that truly helps children build, achieve and sustain better lives.

ChildServ recognizes that the strength of our organization lies in our commitment to community and the preservation of family. Our homes and services represent more than just a warm bed. In addition to shelter in a therapeutic group home setting, ChildServ provides children and families with:

Counseling; Group therapy; Life skills education; Social activities and recreation

*We are looking for: A full time File Clerk to work in our Wentworth office, in the Greater Grand Crossing neighborhood and near Englewood, is located at:*

What you will do: Under the direct supervision of the Program Manager, the file clerk helps to maintain the document database, and help other employees find documents and files they are looking for, or help make sure that documents they are given are stored and labeled correctly for later use.

Essential Functions: File clerks are responsible for following a filing system and organizing records, such as letters, legal documents, case files, correspondence, invoices and memoranda according to that system. They locate and retrieve requested files, as well as prepare legal document indices, file folders and labels. They may be responsible for keeping files up-to-date. In addition to filing, you may perform other clerical duties, such as handling mail, faxing, using a copy machine, maintaining a calendar, managing office equipment and ordering supplies.

Qualifications: Strong organizational skills, very good memory, can work autonomously but also remain part of the company's team, good penmanship and basic office skills like typing and encoding is needed. Data entry, organization, cross-referencing, scanning, copying and retrieval. Discretion to handle sensitive information. Familiarity with Administrative Procedure 5.

Salary: \$10.00 /hour

Required experience: File clerk: 1 year

Apply online at <http://www.indeed.com/cmp/ChildServ/jobs/File-Clerk-Office-Assistant-7b1935e5b398f365>

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

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**Banquet Steward (Job Number: HOT01MDO)**

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

A Utility Steward with Hilton Hotels and Resorts is responsible for transporting and cleaning cooking utensils and serviceware in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will I be doing?

As a Steward, you would be responsible for transporting and cleaning cooking utensils and serviceware 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:

- Wash dishes and operate the dishwasher to clean all chinaware, silverware and cooking utensils
- Scrub pots and pans
- Burnish, de-tarnish and polish silver
- Stock and maintain supplies and equipment
- Perform cleaning duties including, but not limited to, mopping and removing trash
- Transport and store clean serviceware
- Train other stewards, as needed
- Prepare and place clean serviceware for events and functions

EOE/AA/Disabled/Veterans

Job: Culinary

Schedule: Full-time

Brand: Hilton Hotels & Resorts

Job Level: Team Member

Apply online at [https://hilton.taleo.net/careersection/us\\_external/jobdetail.ftl](https://hilton.taleo.net/careersection/us_external/jobdetail.ftl)

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**Banquet Houseperson (Part Time) (Job Number: HOT01JBT)**

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

A Banquet Set-Up Attendant with Hilton Hotels and Resorts is responsible for setting and cleaning banquet facilities for functions in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will I be doing?

As a Banquet Set-Up Attendant, you would be responsible setting and cleaning banquet facilities for functions 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 tables and chairs to meet function specifications.
- Clean meeting space including, but not limited to, vacuuming, sweeping, mopping, polishing, wiping areas and washing walls before and after events

EOE/AA/Disabled/Veterans

Job: Engineering, Maintenance and Facilities

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](https://hilton.taleo.net/careersection/us_external/jobdetail.ftl)

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**Banquet House Attendant (Job Number: HOT01JW4)**

Work Locations: Conrad Chicago 521 North Rush St Chicago 60611

A Banquet Set-Up Attendant with Conrad Hotels and Resorts is responsible for setting and cleaning banquet facilities for functions in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

What will I be doing?

As a Banquet Set-Up Attendant, you would be responsible setting and cleaning banquet facilities for functions in the hotel/Es 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 tables and chairs to meet function specifications.
- Clean meeting space including, but not limited to, vacuuming, sweeping, mopping, polishing, wiping areas and washing walls before and after events

EOE/AA/Disabled/Veterans

Job: Banquets  
Schedule: Full-time  
Brand: Conrad Hotels & Resorts  
Shift: Full Availability  
Job Level: Team Member

Apply online at [https://hilton.taleo.net/careersection/us\\_external/jobdetail.ftl](https://hilton.taleo.net/careersection/us_external/jobdetail.ftl)

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