



### **Security Guards - PRN**

Rainbow Beach - Chicago, IL

Rainbow Beach, a psychiatric rehabilitation center located in Chicago, Illinois currently has an opening for an experienced Security Guard for PRN hours.

This position requires the following:

Must be able to work PRN flexible hours

Should have previous experience as a security guard, preferably in a healthcare environment

Provide safety and security for the facility

Provide customer service to the residents, staff and visitors and be respectful of all

- \* Should be able to work as part of the team
- \* Prior experience working with mentally ill patients a definite plus
- \* Solid work history with longevity in the workplace

We offer a competitive hourly rate.

Please forward your resume for consideration.

Apply online at <http://www.indeed.com/cmp/Rainbow-Beach/jobs/Security-Guard-c71229b57f4b712b>

### **Service clerk**

Walgreens Fullerton and Kimball - Chicago, IL

The Walgreens location in Logan Square on Fullerton and Kimball is currently hiring service clerks for evenings and weekends.

Job includes but is not limited to ringing on the register, store maintenance, and stocking, as well as customer service.

There is opportunity for advancement based on performance. Must be able to work somewhat flexible schedule, and stay some nights until 12am.

**PLEASE STOP IN STORE TO APPLY.**

Salary: \$10.00 /hour

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**Information Clerk - \$11-13/hr ONLY, less than 3 years ONLY**

Kranze Technology Solutions - Chicago, IL

The requirement for this job is that the applicant must be able to obtain a Security Clearance (after being hired). One requirement for a Security Clearance is that the individual must be a US Citizen.

Please do not apply if you do not meet the Security Clearance requirement.

Pay is no higher than \$13 an hour. Please do not apply if you have higher salary expectations.

**Description**

Kranze Technology Solutions develops custom, complex, and cutting edge aircraft avionics hardware and software systems supporting survivability, situational awareness, interoperability, and data collection systems. KTS is seeking a self-motivated individual to support office management support functions to include but not limited to:

- Review invoices and enter purchasing information into online software
- Create vouchers for accounts payable items with suppliers
- Prepare documentation for bills, invoices, and office items
- File and maintain paper and electronic records through scanning and uploading documents

**Requirements**

- High school diploma or equivalent
- Familiar with Windows and/or Mac OS X and Microsoft Office products including Microsoft Excel
- Excellent leadership, written, and oral communication skills
- US citizen with the ability to obtain a Secret clearance
- Strong organization, communication, and customer service skills
- Attention to detail
- Salary: \$13.00 /hour

**Required experience:**

\$11-13/hr only. Less than 3 years experience only.: 2 years

Apply online at <http://www.indeed.com/cmp/Kranze-Technology-Solutions/jobs/Information-Clerk-e122210889c0592b>

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### **Document Clerk**

All times are in Central Daylight Time.

Job ID 2015-2162

# of Positions Remaining 1

Location US-IL-Chicago

Posted Date 7/8/2015

Category Docket - Other

Days Monday - Friday

Hours 9:30 am - 6:00 pm

Job Type Non-Exempt

Responsibilities for this position include:

Will support the attorneys and paralegals in a variety of clerical tasks

Works under close supervision of an attorney or paralegal to perform clerical tasks specific to the finance practice areas primarily related to closing and post-closing work

Responsible for assembling closing sets in order of closing list, assisting with the distribution of closing sets and other documents, assisting in closings

This will include ordering file folders, attaching/copying exhibits, signature pages, obtaining emails and other correspondence, listing documents not received/ready to be included in distribution, and other similar tasks

Will also be responsible for photocopying, indexing files for Records Center, page-checking, light typing and other clerical assignments relating to finance practice area

Qualifications:

Must be computer literate; Experience with MS Office Suite 2007 Products

Detail oriented, work well under pressure, possess excellent organizational skills, flexible to work overtime and able to adjust to changing priorities; Team oriented; Good communication skills; Must be able to lift boxes (up to 40 pounds); High school diploma required; Associates or Bachelor degree preferred

Prior document clerk or similar experience preferred

We offer competitive compensation and comprehensive benefits, including medical/dental/vision/life/and AD&D insurance, 401(k) savings plan, back-up childcare and eldercare, generous vacation and personal/sick plan, as well as opportunities for professional development and growth.

If Mayer Brown sounds like the right place for you, and if you have the qualifications we are seeking, please apply through the career section (no e-mailed resumes, please) on [www.mayerbrown.com](http://www.mayerbrown.com). EOE m/f/d/v

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**TEAM MEMBER - CASHIER & FOOD PREP JOB**

Full Job Title: Taco Bell Team Member - Cashier & Food Prep

Job Number: 25953BR

Location: Chicago, IL

Date Posted: 7-8-2015

You enjoy people and providing friendly, accurate service to customers as well as your teammates and managers.

Key responsibilities include greeting customers in the restaurant or drive-thru, taking and ringing up orders, handling payment and thanking customers.

You'll also prepare and store food ingredients, assemble food and beverage orders, check to make sure they're correct, package products, and maintain a clean, safe work and dining environment.

Team Member behaviors include:

Being friendly and helpful to customers and co-workers.

Meeting customer needs and taking steps to solve food or service issues.

Working well with teammates and accepting coaching from management team.

Having a clean and tidy appearance and work habits.

Communicating with customers, teammates and managers in a positive manner.

This Summary Overview generally describes key job duties for Taco Bell Corporate employees.

It is not all-inclusive, and a similar job at other Brands, Franchise or License locations may be different.

Apply online at [http://jobs.tacobell.com/US/en-US/Job-Details/Team-Member-Cashier-Food-Prep-Job/Chicago-IL/XjdP-jf647-ct101993-jid27235626?s\\_cid=indeed](http://jobs.tacobell.com/US/en-US/Job-Details/Team-Member-Cashier-Food-Prep-Job/Chicago-IL/XjdP-jf647-ct101993-jid27235626?s_cid=indeed)

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### **Pharmacy Technician**

Walgreens pharmacy - Chicago, IL

Pharmacy technician  
Full or Part time positions  
Flexible schedule required  
Detailed with great customer service skills.  
Able to multi-task, and take direction.  
High School degree or GED required.

Salary: \$10.50 /hour

Apply online at <http://www.indeed.com/cmp/Walgreens-pharmacy/jobs/Pharmacy-Technician-8c11581a578b7a59>

### **Server at Henry's Swing Club in Chicago**

18 W Hubbard St Chicago, IL  
Job Type: Part Time  
Shift: Afternoon, Night

#### Job Description

Henry's Swing Club, part of DMK Restaurants, is NOW HIRING Hosts/Hostesses, Servers and Bartenders for our upbeat and fast-paced restaurant. We're looking for candidates that have experience in a high volume environment. We offer growth opportunities to advance your career, so don't miss out on being a part of a company that believes in training and developing our teams and promoting from within.

#### Responsibilities Include:

- Greet customers with a warm and friendly welcome.
- Ensure hygiene of the dining area and food for best satisfaction of the customers.
- Accurately answer customer's inquiries regarding the menu, prices, food preparation, etc.
- Provide outstanding customer service experience to customer's anticipated needs.
- Depending on the needs of the restaurant, the employee may complete other duties assigned as needed to deliver an efficient work environment

To apply: Please respond to this ad with your resume and/or cover letter!

<https://www.shiftgig.com/jobs/chicago/-customer%20service>

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**Host/Hostess at Ada Street in Chicago**

1664 N Ada St Chicago, IL

Job Type: Part Time

Shift: Afternoon, Night

**Job Description**

Ada Street, part of DMK Restaurants, is NOW HIRING barbacks, servers and food runners for our upbeat and fast-paced restaurant. We're looking for candidates that have experience in a high volume environment. We offer growth opportunities to advance your career, so don't miss out on being a part of a company that believes in training and developing our teams and promoting from within.

**Responsibilities Include:**

- Greet customers with a warm and friendly welcome.
- Ensure hygiene of the dining area and food for best satisfaction of the customers.
- Accurately answer customer's inquiries regarding the menu, prices, food preparation, etc.
- Provide outstanding customer service experience to customer's anticipated needs.

Apply online at <https://www.shiftgig.com/jobs/chicago/-customer%20service>

**Counter Attendant at Peeled Juice Bar in Chicago**

1571 North Sheffield Chicago, IL

Job Type: Full Time

Shift: Morning, Afternoon, Night

**Job Description**

Duties will include:

- \*Making/serving smoothies, select juice and acai bowl combinations.
- \*Providing the highest quality customer service to all customers.
- \*Maintaining a clean work area during and at the close of service.

Food handler certification preferred

Possibility for advancement to shift lead

Smiles and a positive attitude are MANDATORY

Apply online at <https://www.shiftgig.com/jobs/chicago/-customer%20service?page=2>

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### **Front Desk Receptionist**

Options Medical Weight Loss - Chicago, IL

We are seeking an individual to fill our Front Desk Receptionist position to join Chicago's premier Medical Weight Loss Center.

The Ideal Candidate:

- Must have at least one year working in a medical clinic or facility in a similar role.
- You're outgoing and friendly, and you enjoy assisting others.
- Ability to learn and adapt to challenging situations
- Ability to multi-task and handle multiple responsibilities.
- Must have experience using an EMR or similar software..
- You have experience with computers and MS based programs like Outlook, Word, Excel, and can type 50 WPM.
- Most of all, you are motivated to succeed, and believe in taking action and delivering superior results.

Responsibilities

- Answering phones, booking all appointments, entering all proper demographics in EMR
- Manage incoming calls and memorize phone script and track appointments set, and shows.
- Manage all assigned KPI's that coincide with job duties.
- Work directly with the Director, and Providers.
- Prep patient files and organize blood work, forms, and follow all HIPPA protocols. .
- Manage inventory and complete assigned orders as needed.
- To attend all training's assigned in state and out of state.

Pay is \$12 an hour plus commission and team an uncapped bonus after 90 days of employment.

Please reply with your resume, cover letter, and pay requirements.

Required experience:

Medical Office Reception: 1 year

Apply online by clicking this link <http://www.indeed.com/cmp/Options-Medical-LLC/jobs/Front-Desk-Receptionist-0333e2a00ac84891?sjdu=QwrRXKrQZ3CNX5W-09jEvRfQ2IAUyuwhAgxPW4jiRzU2L1E04cL1GyHiWeK-8tq94jBwZAS7MrxqDONqLbvIICz01gz3G9gSaleINISmZXc>

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## Front Desk Agent

Primary Location: United States-Chicago-Swissôtel Chicago

Employee Status: Regular

### Summary of Responsibilities:

The main responsibilities and tasks of this position are as listed below, but not limited to these: To consistently offer professional, friendly and engaging service

To coordinate and provide administrative support to the Front Office department

To ensure the smooth and efficient operation of the Front Office under the guidance of the Front Office Manager. To communicate and coordinate regularly with other departments in the hotel. To follow department policies, procedures and service standards. To follow all safety policies . Other duties as assigned

Qualifications: We are looking for a well organized and creative candidate with excellent communication and interpersonal skills, who is able to display a Quality in Life and work in a dynamic environment. In addition, the candidate should possess:

Previous customer related experience an asset. Previous PMS experience an asset

Must be computer literate in Microsoft Window applications

Must be able to type 25 words per minute. Must possess a professional presentation

Must possess strong verbal and written skills

Strong interpersonal and problem solving abilities. Highly responsible & reliable

Ability to work well under pressure in a fast paced environment

Ability to work cohesively with fellow colleagues as part of a team

Ability to focus attention on guest needs, remaining calm and courteous at all times

### Physical Aspects of Position:

Physical aspects of the position include but are not limited to the following:

Frequent standing, walking and sitting throughout shift

Occasional kneeling, pushing, pulling, lifting

Occasional ascending or descending ladders, stairs and ramps

Visa Requirements: Must have the legal right to work in the United States.

Job Level: Colleague

Schedule: Full-time

Shift: Rotating / Shift Work

Travel: No

Closing Date: 22.Jul.2015, 10:59:00 PM

Job Number: SCH00368

Apply online at

[https://frhi.taleo.net/careersection/ext\\_frhi/jobdetail.ftl?lang=en&job=806843&src=JB-10760](https://frhi.taleo.net/careersection/ext_frhi/jobdetail.ftl?lang=en&job=806843&src=JB-10760)

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**Re-Post: Special Recreation Leader (Hourly- Year Around Position) -Marquette  
6734 S. Kedzie Ave., 60629 Job ID: 2204**

Closing Date: 07/21/2015

Special Recreation/Special Recreation Leader

Date Posted: 7/8/2015

Location: SPECIAL RECREATION

Region: Districtwide

**CHARACTERISTICS OF THE CLASS:**

Under direct supervision, provides assistance to staff in conducting recreational activities for children and adults with disabilities during the operation of day camp activities. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Assists staff with individuals with disabilities in therapeutic recreation programs at day camps. Spots for tumbling and gymnastics. Leads and participates in drills and agility exercises. May accompany groups of children on field trips to educational institutions or public functions. Assists in unorganized play and athletic activity at day camps and encourages and enforces safety standards. Issues and collects recreational equipment supplied for public use. Assists therapeutic recreation staff in conducting simple arts, crafts, drama, music, physical and other recreational activities. Read to children and teach simple drawing, songs and painting.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

One year experience working with individuals with disabilities is required. Graduation from high school or equivalent certification (GED) is recommended.

**Knowledge, Skills and Abilities:**

Basic knowledge of competitive sports programs for people with disabilities. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities. Basic swimming skills. Ability to exercise good judgment.

**SALARY: \$ 12.63 PER HOUR**

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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**Re-Post: Special Recreation Leader (Hourly- Year Around Position) -Davis Sq 4430S. Marshfield Ave., 60609 Job ID: 2205**

Closing Date: 07/21/2015

Special Recreation/Special Recreation Leader

Date Posted: 7/8/2015

Location: SPECIAL RECREATION

Region: Districtwide

**CHARACTERISTICS OF THE CLASS:**

Under direct supervision, provides assistance to staff in conducting recreational activities for children and adults with disabilities during the operation of day camp activities. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Assists staff with individuals with disabilities in therapeutic recreation programs at day camps. Spots for tumbling and gymnastics. Leads and participates in drills and agility exercises. May accompany groups of children on field trips to educational institutions or public functions. Assists in unorganized play and athletic activity at day camps and encourages and enforces safety standards. Issues and collects recreational equipment supplied for public use. Assists therapeutic recreation staff in conducting simple arts, crafts, drama, music, physical and other recreational activities. Read to children and teach simple drawing, songs and painting.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

One year experience working with individuals with disabilities is required. Graduation from high school or equivalent certification (GED) is recommended.

**Knowledge, Skills and Abilities:**

Basic knowledge of competitive sports programs for people with disabilities. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities. Basic swimming skills. Ability to exercise good judgment.

**SALARY: \$ 12.63 PER HOUR**

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**Special Recreation Leader (Hourly- Year Around Position) - NORWOOD 5801 N. Natoma Ave., Chicago, IL. 60631 Job ID: 2206**

Closing Date: 07/21/2015

Special Recreation/Special Recreation Leader

Date Posted: 7/8/2015

Location: SPECIAL RECREATION

Region: Districtwide

**CHARACTERISTICS OF THE CLASS:**

Under direct supervision, provides assistance to staff in conducting recreational activities for children and adults with disabilities during the operation of day camp activities. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Assists staff with individuals with disabilities in therapeutic recreation programs at day camps. Spots for tumbling and gymnastics. Leads and participates in drills and agility exercises. May accompany groups of children on field trips to educational institutions or public functions. Assists in unorganized play and athletic activity at day camps and encourages and enforces safety standards. Issues and collects recreational equipment supplied for public use. Assists therapeutic recreation staff in conducting simple arts, crafts, drama, music, physical and other recreational activities. Read to children and teach simple drawing, songs and painting.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

One year experience working with individuals with disabilities is required. Graduation from high school or equivalent certification (GED) is recommended.

**Knowledge, Skills and Abilities:**

Basic knowledge of competitive sports programs for people with disabilities. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities. Basic swimming skills. Ability to exercise good judgment.

**SALARY: \$ 12.17 PER HOUR**

Apply online at

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**Special Recreation Leader (Hourly- Year Around Position) - MCGUANE - 2901 S. POPLAR AVE., 60608 Job ID: 2200**

Closing Date: 07/21/2015

Special Recreation/Special Recreation Leader

Date Posted: 7/8/2015

Location: SPECIAL RECREATION

Region: Districtwide

**CHARACTERISTICS OF THE CLASS:**

Under direct supervision, provides assistance to staff in conducting recreational activities for children and adults with disabilities during the operation of day camp activities. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Assists staff with individuals with disabilities in therapeutic recreation programs at day camps. Spots for tumbling and gymnastics. Leads and participates in drills and agility exercises. May accompany groups of children on field trips to educational institutions or public functions. Assists in unorganized play and athletic activity at day camps and encourages and enforces safety standards. Issues and collects recreational equipment supplied for public use. Assists therapeutic recreation staff in conducting simple arts, crafts, drama, music, physical and other recreational activities. Read to children and teach simple drawing, songs and painting.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

One year experience working with individuals with disabilities is required. Graduation from high school or equivalent certification (GED) is recommended.

**Knowledge, Skills and Abilities:**

Basic knowledge of competitive sports programs for people with disabilities. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities. Basic swimming skills. Ability to exercise good judgment.

**SALARY: \$ 12.17 PER HOUR**

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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**Re-Post: Special Recreation Leader (Hourly- Year Around Position) -  
Kosciuszko 2732 N. Avers ., 60647 Job ID: 2201**

Closing Date: 07/21/2015

Special Recreation/Special Recreation Leader

Date Posted: 7/8/2015

Location: SPECIAL RECREATION

Region: Districtwide

Additional Information: Show/Hide

**CHARACTERISTICS OF THE CLASS:**

Under direct supervision, provides assistance to staff in conducting recreational activities for children and adults with disabilities during the operation of day camp activities. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Assists staff with individuals with disabilities in therapeutic recreation programs at day camps. Spots for tumbling and gymnastics. Leads and participates in drills and agility exercises. May accompany groups of children on field trips to educational institutions or public functions. Assists in unorganized play and athletic activity at day camps and encourages and enforces safety standards. Issues and collects recreational equipment supplied for public use. Assists therapeutic recreation staff in conducting simple arts, crafts, drama, music, physical and other recreational activities. Read to children and teach simple drawing, songs and painting.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

One year experience working with individuals with disabilities is required. Graduation from high school or equivalent certification (GED) is recommended.

**Knowledge, Skills and Abilities:**

Basic knowledge of competitive sports programs for people with disabilities. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities. Basic swimming skills. Ability to exercise good judgment.

**SALARY: \$ 12.63 PER HOUR**

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## Front Office Agent | CHI007099

### Description

Front Office associates are responsible for the guest registration process and communication of hotel services and promotions. This highly visible role gives opportunity for casual conversation and has a direct impact on creating the guest experience. Other duties may include processing forms of payment and responding to guest inquires. You'll be the face of Hyatt as a Front Office Associate. If you have worked at other Hotels as a front desk clerk or you have an interest in hotel clerk jobs, we'd love to hear from you!

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment; if you are ready for this challenge, then we are ready for you.

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences.

You're more than welcome.

### Qualifications

A true desire to satisfy the needs of others in a fast paced environment.

Refined verbal and written communication skills

Ability to stand for long periods of time.

Use your past hotel job experience to make a difference at Hyatt. For immediate consideration for the Front Office Associate position, click Apply Now and complete an application for the Front Office Associate position on the Hyatt Careers Site!

Primary Location: US-IL-Chicago

Organization: Hyatt Regency Chicago

Pay Basis: 16.65 Hourly US Dollar (USD)

Job Level: Hourly/Entry Level Employee | Full-time

Job: Front Office

To search for other hotel jobs at Hyatt visit <http://hyatt.jobs>.

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### **Front Desk Receptionist**

Alexian Brothers Housing and Health Alliance - Waukegan, Illinois

7/8/2015 5:00:32 PM

17552

Clerical Customer Service

Status: Full time

FTE:

Shift Details: 3rd Shift - 12 midnight - 8am, some weekends

Department: ABHHA - 304.3022 TH CASE MGMT

AMITA Health (AMITAhealth.org) is an integrated health system serving communities in western and northwestern suburban Chicago. AMITA Health is a Joint Operating Company formed in February 2015 by Adventist MidwestHealth, based in Hinsdale, Ill., and Alexian Brothers Health System, based in Arlington Heights, Ill., encompassing nine hospitals and an extensive physician provider network of more than 3,000 physicians. AMITA Health is committed to delivering the most efficient, highest quality, faith-based care possible and respecting the faith traditions of all people.

This position is located at Alexian Brothers Housing and Health Alliance - The Harbor in Waukegan, IL.

#### **POSITION SUMMARY:**

This position is primarily responsible for front desk coverage, building security and safety, oversight of general household functions, and resident compliance with policies and procedures. This position works in cooperation with Case Management, Occupational Therapy and Recovery Services.

#### **MINIMUM QUALIFICATIONS:**

- \* High school diploma or GED required;
- \* Demonstrated written and oral communication skills and the ability to do so in a diverse work environment;
- \* Demonstrated ability to use initiative and be a self-starter;
- \* A calm demeanor and ability to make sound decisions in difficult situations;
- \* Ability to work both as a team member and independently, with minimal supervision;
- \* Ability to manage multiple tasks often under time deadlines; and
- \* Bi-lingual Spanish language skills highly desirable.

Waukegan, Illinois

Apply online at [http://jobs.alexianbrothershealth.org/jobs/1181819-Front-Desk-Receptionist.aspx?utm\\_source=Indeed&utm\\_medium=organic&utm\\_campaign=Indeed](http://jobs.alexianbrothershealth.org/jobs/1181819-Front-Desk-Receptionist.aspx?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed)

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## **Upcoming Career Fairs/Events / CTA**

UTI - Full-Time and Part-Time Career Fair  
July 15, 2015  
10:00 AM – 3:00 PM

Universal Technical Institute Campus  
2611 Corporate West Drive  
Lisle, IL 60532

2015 Americans with Disabilities Act Celebration  
July 21, 2015  
9:00 AM – 1:00 PM

James R. Thompson Center  
100 West Randolph Street  
Chicago, IL 60601  
Room 2-025, 2nd Floor

Recruit Military Chicago All Veteran Job Fair  
October 8, 2015  
11:00 AM – 3:00 PM

Macy's on State Street  
111 North State Street  
Chicago, IL 60602

[Click HERE to register for the Veterans Fair](#)

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**Job Title Bus Operator**

Location Chicago, IL, US

Job Type Part - Time Temporary

Department Bus Operations

SALARY TARGET: \$16.12 - \$32.35 PER HOUR

**EDUCATION/EXPERIENCE REQUIREMENTS**

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to be at least 21 years of age.

Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with the following three endorsements: KNOWLEDGE, PASSENGER and AIR BRAKES.

Must possess a High School diploma or GED equivalent.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Possess customer service experience or skills to provide outstanding customer service to passengers.

Must possess a comprehensive knowledge of the rules, regulations and procedures relative to the operation of surface vehicles.

Must possess a comprehensive knowledge of pertinent state and municipal traffic laws.

Must possess the skills necessary to accurately read and interpret bus schedules.

Must possess a thorough knowledge of the fare structure, transfer regulations and the rules and procedures governing Bus Operators.

Required to possess a knowledge of arithmetic.

Required to speak in a clear and accurate manner.

Must possess a thorough knowledge of the preparation and usage of applicable transportation forms.

This is a bargained for position and is not subject to CTA's residency ordinance.

**CTA IS AN EQUAL OPPORTUNITY EMPLOYER**

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**Job Title Car Repairer 'A'**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Rail Maintenance/Rail Operations

SALARY TARGET: \$16.56 - \$33.33 PER HOUR

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification. Inspects, maintains and repairs rail vehicles.

**EDUCATION/EXPERIENCE REQUIREMENTS**

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Must sign and adhere to requirements of Rail Excel Program as specified in the New Car Repairer Understanding. Must perform the physical activities associated with this position and pass a physical examination. Required to possess two (2) years of verifiable experience in electro-mechanical work, or a combination of related work experience and accredited technical training such as high school, trade school or college courses, or applicable military experience. Must include the maintenance of electronic, electro-mechanical, hydraulic and pneumatic components.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Must possess a working knowledge of the operation, repair, testing and adjustment of air conditioning, heating and ventilation systems. Must possess a working knowledge of pertinent electrical maintenance principles and theories. Required to be knowledgeable of the proper use of hand and power operated tools. Required to be knowledgeable of the operation and use of pertinent gauges, meters and test equipment. Required to communicate effectively in written and oral form. Must possess a suitable temperament to maintain amiable relations with various levels of Authority personnel.

This is a bargained for position and is not subject to CTA's residency ordinance.

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**Job Posting Title: Facility Service Associate**

Job ID 896462BR

Line of Business Store

Job Category Maintenance

Department 0804 - Facility Service

Employment Type I Regular

Employment Type II Part-Time

Location # 2301

Location Name Chicago (83Rd & Stewart), IL

Location Address 8411 South Holland Road

**Position Description**

Responsible for ensuring the cleanliness of all store areas, inside and out, such as bathrooms, break rooms, sprinklers, and parking lots. Perform preventative and basic maintenance on all store equipment, ordering and installing parts needed for repair, coordinating with contractors when appropriate. Assist customers on the sales floor when necessary.

**Job Requirements**

Requires morning, afternoon, and evening availability any day of the week. Physical ability to move large, bulky and/or heavy merchandise. Physical ability to perform tasks that may require prolonged standing, sitting, and other activities necessary to perform job duties.

**Minimum Qualifications**

Ability to read, write, and perform basic arithmetic (addition, subtraction).

**Preferred Qualifications**

6 months facility maintenance experience including preventative maintenance and repair on facility systems and equipment (e.g. changing cutting blades, light bulbs, filters). 6 months janitorial/grounds keeping experience.  
6 months customer service experience.

**EEO Statement**

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.

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