



Administrative Assistant

Enhance executive staff member and department effectiveness by providing professional administrative support.

ADDITIONAL RESPONSIBILITIES

- May serve as representative in various zoo initiatives
- May be required to attend meetings and take meeting minutes
- May do research for projects •Performs other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of modern office practices, procedures and equipment
- Thorough knowledge of PCs, using word processing, spreadsheet and database software, esp. Microsoft Office (Word, Excel, Power Point, Access)
- Broad knowledge of the zoo's mission and philosophy
- Thorough knowledge of and ability to communicate and be understood in business English
- Ability to perform a variety of administrative support assignments requiring considerable exercise of independent judgment and discretion
- Ability to handle confidential matters with discretion
- Ability to organize tasks and time to ensure timely completion of all projects
- Ability to understand and carry out oral and written directions
- Ability to interact courteously and respectfully with supervisor, fellow employees, volunteers, zoo visitors and general public

EDUCATION REQUIREMENTS

Associate Degree. Bachelor's degree preferred.

EXPERIENCE REQUIREMENTS

Two years performing complex and responsible administrative support duties in a fast-paced office environment. Experience in a similar work environment desirable.

PHYSICAL REQUIREMENTS

Ability to sit for long periods of time. Ability to work in open office environment. Ability to traverse zoo grounds to conduct tours facilitates deliveries, escort vendors and coordinate meetings.

ADDITIONAL REQUIREMENTS

Available to work special events that may occur outside of regular work schedule, including evenings, weekends or holidays, as assigned.

Apply online at <http://www.lpzoo.org/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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email job leads to workforce@lashawnford.com
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Guest Service Concessions

Provide professional and courteous service to guests and operate seasonal concessions.

ADDITIONAL RESPONSIBILITIES

- Accept directions during safety drills and emergency situations.
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES

- Posses a pleasant, service-oriented and enthusiastic personality.
- Excellent communication skills.
- Excellent organizational skills.
- Ability to quickly and accurately operate cash register or PC.
- Ability to perform numerical detail work with speed and accuracy.
- Ability to work independently
- Ability to handle multiple work assignments.
- Ability to interact courteously and respectfully with supervisors, fellow employees, volunteers, guests and general public.

EDUCATION REQUIREMENTS

High School degree (or equivalent)

EXPERIENCE REQUIREMENTS

One-year cash handling experience preferred

NOTE: A comparable combination of education, experience or training that would provide the level of knowledge, skills and ability required may qualify an individual

PHYSICAL REQUIREMENTS

- Ability to work alone for long periods
- Ability to remain on feet for long periods of time
- Ability to traverse zoo grounds
- Ability to work in small, confined space
- Ability to work in all weather conditions
- Ability to work with mild cleaning supplies
- Ability to do light lifting of boxed merchandise

ADDITIONAL REQUIREMENTS: Available to work all necessary hours, including weekends, holidays, special events and all shifts.

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Seasonal Grounds Worker

To perform a variety of semi-skilled tasks involving plant care, watering and garden maintenance.

ESSENTIAL JOB FUNCTIONS

- Participate in the proper daily watering of planted containers and garden beds throughout the zoo grounds. Setup and remove hoses as necessary for watering tasks.
- Groom plant material for aesthetic appeal.
- Fertilize gardens and plant material as needed.
- Remove dead plant material and replant as necessary.
- At end of the growing season, remove all plant material and prepare containers for winter storage.
- Participate in debris pickup and removal.
- Assist in the loading, unloading and transportation of plants, garden equipment and materials.

ADDITIONAL RESPONSIBILITIES

- May be asked to represent the zoo at internal and external functions, including but not limited to zoo special events.
- May use electric cart and/or hand truck to transport plants and supplies.
- May use vehicle for zoo pick-ups and deliveries.
- May be asked to direct volunteers and guests in a zoo emergency.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of proper handling and use on a variety of related tools, equipment and machinery.
- Ability to understand and carry out oral and written directions.
- Ability to organize tasks and time to ensure timely completion of all projects.
- Ability to interact courteously and respectfully with supervisors, fellow employees, volunteers, zoo visitors and general public.
- Ability to operate electric cart.
- Knowledge of appropriate gardening techniques and practices helpful.

EDUCATION REQUIREMENTS

High School degree (or equivalent).

EXPERIENCE REQUIREMENTS

Experience watering and fertilizing plants helpful.

Apply online at <http://www.lpzoo.org/careers>

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Part-Time Driver Franklin Park

Job ID 2015-145812

Category Customer Service/Support - Driver

Location US-IL

Area Chicago O'Hare Airport

The Driver delivers vehicles safely and timely to the appropriate destination(s).

The starting salary is \$10.00/hour

Responsibilities:

The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions.

Drive and deliver vehicles locally or out of area as needed, following all rules of the road

Deliver vehicles to appropriate destination in a safe and courteous manner

Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles

Organize travel route and ensure vehicle paperwork is accurate and timely

May need to communicate via 2-way radio or cellular phone

May be asked to clean vehicles

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age.

12 months work experience preferred.

Must have valid driver's license with no more than one moving violation and/or at-fault accident on driving record in the past three years.

No drug or alcohol related conviction on driving record in the past five years.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for \$10.00 per hour.

Must be willing to work weekends

Must be able to work a flexible schedule of 3-4 days a week, 25 hours a week.

Apply online at <https://us-erac.icims.com/jobs/145812/part-time-driver-franklin-park/job>

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Part-Time Car Detail (O'Hare Airport)

Job ID 2015-145814

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago O'Hare Airport

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires.

Clean vehicle exterior by hand, brush or by operating washing equipment

Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand

Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required)

Determine need for and add windshield fluid, gas, oil, water and antifreeze

Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle

Verify appropriate stickers are attached to vehicle (registration, plates, etc.)

May be responsible for maintaining an inventory of cleaning supplies

May assist with local automobile deliveries

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old. High school diploma or GED required

Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 5 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work \$10.00/hour at a non negotiable starting salary.

Apply online at <https://us-erac.icims.com/jobs/145814/part-time-car-detail-%28o%27hare-airport%29/job>

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Shuttle Bus Driver (O'Hare International Airport)

Job ID 2015-142205

Category Customer Service/Support - Driver

Location US-IL

Area Chicago O'Hare Airport

DOT Requirements:

We are subject to certain Department of Transportation Regulations. Candidate will be required to submit to and successfully complete a D.O.T. medical examination.

May drive a maximum of 10 hours after 8 consecutive hours off duty prior to starting shift. You may not work more than 70 hours in 8 consecutive days.

Responsibilities:

Deliver customers and vehicles to appropriate destination in a safe and courteous manner. Greet each customer personally in a friendly and welcoming manner
Operate the courtesy shuttle in accordance with all laws and regulations while following company policy to ensure a safe and pleasant operating environment
Assist customer(s) load and unload luggage, enter and exit vehicle and miscellaneous customer needs. Notify Manager of any customer or vehicle problems including daily maintenance, including but not limited to ensuring proper oil, tire and fluid levels
Provide appropriate local information, distribute maps and handouts as required
Communicate with office and other drivers via 2-way radio or cellular phone
Performs miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 25 years of age. Must have a high school diploma or equivalent.
Must have a valid drivers license. No more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years. No drug or alcohol related conviction on driving record in the past 5 years. Previous driving experience in a similar vehicle (large shuttle van or bus) preferred. Must have previous customer service experience.
Must be able to lift a minimum of 50 pounds to assist customers.
Must be authorized to work in the U.S. and not require sponsorship, now or in the future. Must be available to work a day during the weekend
Must be available to work the hours of 5:00pm - 1:00AM
Must be willing to work for \$11.00/hour

Apply online at <https://us-erac.icims.com/jobs/142205/shuttle-bus-driver-%28o%27hare-international-airport%29/job>

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Sr. Customer Assistance Representative - Evanston

Job ID 2015-145023

Category Customer Service/Support - Customer Service/Support

Location US-IL

Area Chicago: North Suburbs

Responsibilities:

Take incoming calls- reservations, rate quotes, general questions and answers, provide information and resolution for customers, other branches, insurance companies, dealerships, repair shops and other vendors. Manage outgoing calls for callback management, A/Rs and miscellaneous calls as assigned. Provide a high level of customer service by assisting customers and assessing their rental needs in person and over the phone. Meet and greet customers in a friendly and timely manner. Provide directions and general assistance. Assist to assess condition of rental upon return Process returns, check-ins and exit transactions. Effectively market the company while picking up customers up and/or dropping off customer in a safe and courteous manner and assisting customers as needed. Understand and communicate rental terms and conditions, vehicle features and other services. May sell optional protection products, upgrades, fuel options and other additional equipment. Responsible for notifying Management of any known vehicle problems and any required vehicle maintenance Clean vehicle interior and exterior by hand or by operating washing equipment when needed. Perform various administrative and basic accounting functions such as: research and billing support tasks, accounts receivables, transfer and key logs, run miscellaneous reports, supply maintenance, process customer billing Perform miscellaneous and backup duties job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old. High school diploma or GED equivalent required Some college preferred. Must have at least 1 year prior customer service retail or administrative support experience. Must have a valid drivers license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years No drug or alcohol related conviction on driving record in the past 5 years Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future. Apart from religious observation, must be able to work the following schedule(s): Tuesday 7:00am-6:00pm, Wednesday 12:00pm-6:00pm and Thursday 7:00am-6:00pm

Apply online at <https://us-erac.icims.com/jobs/145023/sr.-customer-assistance-representative---evanston/job>

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Job Title: Intelligent Transportation Systems (ITS) Specialist

Opening Date/Time: Tue. 08/11/15 12:00 AM Central Time

Closing Date/Time: Mon. 08/24/15 11:59 PM Central Time

Salary: \$65,000.00 - \$77,000.00 Annually

Job Type: Technicians

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Engineering

Typical Qualifications:

Bachelor of Science degree in computer engineering or electrical engineering is required for this position. Certification by Cisco or other network equipment manufacturer is required. 5-7 years of Experience in Intelligent Transportation Systems or related field. Must have the ability to work overtime as required including during off hours / holidays / weekends. Must carry Tollway issued cell phone for on-call support and for response to calls/incidents before or after shift hours / weekends / holidays.

Supplemental Information:

1. Supports the Traffic Operations Unit in planning and developing new ITS initiatives and projects.
2. Coordinates with Design Section Engineers to produce final plans, specifications and estimates from conceptual documents.
3. Coordinates with construction managers during the deployment and construction phase of ITS projects.
4. Coordinates the integration, testing and acceptance of new projects.
5. Coordinates with Engineering Project Managers to successfully deploy or maintain ITS equipment as part of roadway and bridge construction projects.
6. Reviews existing ITS-related design manuals, deployment guidelines, typical details, plans and specifications and implements revisions and updates as necessary.
7. Researches new ITS technologies and develops new design documentation, details, and specifications as necessary.
8. Monitors and facilitates the operation and maintenance of ITS equipment.
9. Coordinates with other Tollway departments to successfully integrate, operate and maintain ITS equipment as directed.
10. Other duties as assigned.

Apply online at <http://agency.governmentjobs.com/illinoistollway/default.cfm>

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Chef

Brookdale Chicago, IL

8/3/2015

Employment Type Full-Time

Job Type Other

Education Not Specified

Experience Not Specified

Industry Healthcare - Health Services

Required Travel Not Specified

Job ID 18876

JOB DESCRIPTION

Full-Time Sous Chef (To support the Executive Chef at our 248 unit Independent and Assisted Living community; Experience in hospitality or senior living is a plus; Must be able to work some evenings/weekends/holidays; ServSafe certification required but can train)

Brookdale Lake View - 3121 N. Sheridan Road Chicago, IL 60657

Job #: 039013

At Brookdale, you will enjoy a rewarding career with a forward thinking company while receiving an impressive portfolio of benefits designed to help you maintain a comfortable lifestyle for you and your family, including • Major Medical • Dental • Vision • Flexible Spending Account • Short-term Disability • Long-term Disability • 401(K) with Company Match • Life Insurance • Tuition Reimbursement • Paid Vacation & Holidays • Continuing Education • License Reimbursement

****Benefits are available for Full-Time Employees****

JOB REQUIREMENTS

We seek the following qualifications: * High school diploma or GED; College degree in the hospitality field or equivalent experience is preferred * Experience in various phases of food service operations preferred * 2 years of commercial kitchen cooking experience and 1 year of supervisory experience * Current ServSafe Certification * Obtain and hold any local or state-required food handling/supervision/sanitation licenses or certifications * Knowledge of special diets - will be responsible for all food production, sanitation, and regulation compliance in two kitchens * Flexibility with schedule - availability for day, evening, holiday and weekend shifts is required * Must enjoy working with the senior population

Please visit www.brookdalecareers.com to apply for this position.

Brookdale is an EOE-(Equal Opportunity Employer) and drug free work place.

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Residential Construction Manager

Smart Tech Homes Chicago, IL

8/4/2015

Employment Type Full-Time

Job Type Construction

Education 2 Year Degree

Experience At least 3 year(s)

Manages Others Yes

Industry Construction

Required Travel Not Specified

Position: Residential Construction Superintendent

About the Job

The Construction Superintendent is responsible for all aspects of construction for multiple assigned homes in Chicago, from start to finish, including accurate implementation of upgrades and modifications, follow through with home owners for punch list and warranty issues. Will also be involved with material take-offs, obtaining quotes from suppliers and sub-contractors and other aspects of budgeting. Responsible for working with company management on project specific, construction administrative matters. * - Selected candidates will be interviewed by phone followed by an in person interview.

JOB REQUIREMENTS

Some college or equivalent experience. 3 years minimum experience in the residential building new construction industry in a supervisory capacity. Must be comfortable and skilled with interacting with contractors, suppliers, city building inspectors, company management, sales agents and home buyers. Strong ability to prioritize tasks and resolve issues to minimize delays and to prevent an increase in production costs Responsible for coordination and modification of scheduling of trades, vendors and inspections. Responsible for detailed inspections for each trade after completion Actively responsible for work site safety and maintaining a clean and orderly environment. Stay up to date on relevant City of Chicago building codes Must be pro-active and have a sense of urgency when required Must be a good problem solver, self motivated and show leadership ability Must be comfortable with email, and other basic computer skills A vehicle is required

Additional language skills, such as Polish and Spanish would be useful but is not required

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Job Title: Corrections Nurse II

Agency: Corrections

Closing Date/Time: Wed. 08/19/15 4:00 PM Central Time

Salary: \$5,640.00 - \$7,669.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 01

Plan/BU: RC023

Bid ID#: IDOC-29-82-15-1108

09826-29-82-210-60-01

Minimum Requirements:

Requires (a) graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and three years of progressively responsible professional nursing experience; or (b) a bachelor's degree in nursing and two years of professional experience; or (c) a master's degree in nursing. Requires licensure as a registered nurse in the State of Illinois. Requires extensive knowledge of professional nursing principles and procedures and theory; requires knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions; requires thorough knowledge of methods and techniques utilized in developing educational programs; requires current Cardiopulmonary Resuscitation certification; Advanced Cardiac Life Support (ACLS) training and certification is preferred.

Work Hours & Location/Agency Contact:

WORK HOURS: 11:00 p.m to 7:00 a.m. Days Off varies

LOCATION/AGENCY: IDOC/Stateville Correctional Center, P.O. Box 112 Joliet, IL 60434

CONTACT: Jamille Kent, Human Resources Rep., Stateville Correctional Center, P.O Box 112 Joliet, IL 60434 815-727-3607 ext. 5693 Fax # 815-727-0838 email

Jamille.Kent@doc.illinois.gov

How to Apply:

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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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Job Title: Internal Security Investigator II

Agency: Human Services

Closing Date/Time: Mon. 08/17/15 5:00 PM Central Time

Salary: \$5,146.00 - \$7,849.00 monthly

\$61,752.00 - \$94,188.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 3

Plan/BU: RC062

Bid ID#: 10-14-92088/92089/92090

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of two years of college, with coursework in law, government, liberal arts, history or business or public administration, plus four years professional experience in law enforcement investigatory work or related field; or requires knowledge, skill and mental development equivalent to completion of four years college, with major coursework in law, government, liberal arts, history or business or public administration, plus two years professional experience in law enforcement investigatory work or a related field; or requires knowledge, skill and mental development equivalent to completion of a master's degree, with major course work in law enforcement investigatory work or a related field; or requires completion of the F.B.I. National Academy of comparable law enforcement schooling, plus two years of professional experience in law enforcement investigatory work of a related field. Requires ability to travel.

Work Hours & Location/Agency Contact: 8:30a.m.-5:00p.m.

OIG/Madden 1200 S 1st Street, Pav 12, Hines, IL 60140

Please submit CMS 100 (revised 10/2014) applications to:

Kelly Kindred / Bureau of Employee Services

Contractual Rights Hiring Unit

100 S. Grand Avenue, East, 3rd Floor , Springfield, IL 62762

PHONE: 217-557-0347 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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Title Security Officer

Auto req ID 2543BR

Branch Chicago

Branch Phone Number 312-372-4790

Job Requisition Location Chicago

NOW HIRING! Whelan Security is searching for bright and talented professionals who wish to share in the unique culture of our family business – one where people feel inspired, encouraged, and rewarded.

Qualifications

A successful candidate must meet the following requirements:

Legally authorized to work in the United States

At least 21 years of age or older as required by applicable law or contractual

requirements. Possess at least a high school education or equivalent (GED)

Demonstrate a stable work history. Pass an extensive background screening which includes, but is not limited to, criminal background checks (local, state and federal), drug test, aptitude tests, skills assessment, interviews, and personality profile (behavioral assessment) Previous contract services, hospitality, military or law enforcement experience is desirable.

Education: Be Rewarded: We are proud to acknowledge and reward exceptional employees who make a difference to customers, the team, and the organization through our comprehensive Employee Recognition Program.

Be Valued: We are more than a team – we are a family! The distinctive culture of our family business sets us apart from every other contract security company in the industry.

Apply Now at

https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?SID=%5eui_slp_rhc_jpRSwHR_RiJWwVz9ddRqI8XH2IebLw8wVCqFw%2fUuKHnJNgmVLCYaV6WdJwV9ka&jobId=205675&type=search&JobReqLang=1&recordstart=1&JobSiteId=5325&JobSiteInfo=205675_5325&GQId=771

Click "Apply" to begin the application process immediately; or if you wish to expedite your application, we encourage you to visit our local branch office located at 33 North LaSalle Street, Suite 1730, Chicago, IL 60602 to apply in person. For more information, you can also call us at 312-372-4790.

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Title: Special Response Officer

Auto req ID 2642BR

Branch Chicago

Branch Phone Number 312-372-4790

Job Requisition Location Chicagoland Area

Job Description: Whelan Security is searching for bright and talented professionals who wish to share in the unique culture of our family business – one where people feel inspired, encouraged, and rewarded.

The Special Response Officer is responsible for interacting with team members, tenants and the client, as well as ensuring the site is safe and secure. This position is best suited for individuals who can provide customer service to the highest of standards – capable of representing Whelan as the premier provider of security services in the industry. Position will require individuals willing to work first, second, and third shifts with open availability. Starting rate is \$12 per hour. Qualifications Successful candidates should be 21 years of age or older, legally authorized to work in the United States, and possess at least a high school education or equivalent (GED). Candidates must demonstrate a stable work history and pass an extensive background screening which includes, but is not limited to, criminal background checks (local, state and federal), drug test, aptitude tests, skills assessment, interviews, past employment verification, and a personality profile (behavioral assessment).

We are looking for intelligent, courteous individuals with a friendly attitude, professional demeanor, great customer service skills, and the ability to communicate effectively. Previous contract services, hospitality, military, law enforcement or supervisory experience is preferred.

Be Rewarded: We are proud to acknowledge and reward exceptional employees who make a difference to customers, the team, and the organization through our comprehensive Employee Recognition Program.

Apply Now at

https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?SID=%5eSPwhbmcnLFMgAv35EfbckCxCIqNCYA%2fVdU93ucAXvHI88dZ7XIHKEbzqVplaQCS3&jobId=207907&type=search&JobReqLang=1&recordstart=1&JobSiteId=5325&JobSiteInfo=207907_5325&GQId=771

Click "Apply" to begin the application process immediately. For more information, you can also call us at 312-372-4790.

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Title Doorman Security Officer

Auto req ID 2811BR
Branch Chicago
Branch Phone Number 312-372-4790
Job Requisition Location Chicago
Job Description

Qualifications: A successful candidate must meet the following requirements: Legally authorized to work in the United States. At least 21 years of age or older. Possess at least a high school education or equivalent (GED) Demonstrate a stable work history Pass an extensive background screening which includes, but is not limited to, criminal background checks (local, state, and federal), drug test, aptitude tests, skills assessment, interviews, and personality profile (behavioral assessment) Previous contract services, hospitality, military, or law enforcement experience is desirable.

Why Whelan? Be Supported: Whelan employees enjoy a comprehensive benefits package including health insurance, supplemental benefits (including dental, vision, short term disability, life insurance, and legal assistance plans), 401(k) retirement plan, employee assistance program, prescription discount cards, paid vacations, and more!

Be Challenged: Our extensive training program and career progression opportunities create an environment where employees can thrive, succeed, and enhance their careers.

Be Rewarded: We are proud to acknowledge and reward exceptional employees who make a difference to customers, the team, and the organization through our comprehensive Employee Recognition Program.

Be Valued: We are more than a team – we are a family! The distinctive culture of our family business sets us apart from every other contract security company in the industry.

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Title Business Development Manager

Auto req ID 2350BR

Branch Chicago

Branch Phone Number 312-372-4790

Job Requisition Location Chicago

Qualifications : Successful candidates will have at least 5+ years of relevant experience in a business development or management position. A college degree (Bachelors) is preferred although equivalent experience will be considered. Candidates must demonstrate a stable work history and pass an extensive background screening which includes, but is not limited to, criminal background checks (local, state, and federal), drug test, aptitude tests, skills assessments, interviews, past employment verification, and a personality profile (behavioral assessment). The ideal candidate will possess exceptional written and oral communication skills and be comfortable calling on the highest levels of decision makers in an organization in a professional and confident manner. Previous contract services, hospitality, military or law enforcement experience is desirable.

Why Whelan?

Be Supported: Whelan employees enjoy a comprehensive benefits package including major medical insurance, supplemental benefits (including dental, vision, short term disability, life insurance, and legal assistance plans), 401(k) retirement plan, employee assistance program, prescription discount cards, paid vacations, and more!

Be Challenged: Our extensive training program and career progression opportunities create an environment where employees can thrive, succeed, and enhance their careers. **Education: Be Rewarded:** We are proud to acknowledge and reward exceptional employees who make a difference to customers, the team, and the organization through our comprehensive Employee Recognition Program.

Be Valued: We are more than a team – we are a family! The distinctive culture of our family business sets us apart from every other contract security company in the industry.

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Click "Apply" to begin the application process immediately; or if you wish to expedite your application, we encourage you to visit our local branch office located at 33 North LaSalle Street, Suite 1730, Chicago, IL 60602 to apply in person. For more information, you can also call us at 312-372-4790.

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Project Coordinator (M) Job ID: 2250

Closing Date: 08/20/2015

Administrative/Project Coordinator

Date Posted: 8/6/2015

Location: Central Administration - PLANNING & DEVELOPMENT

Date Available: ASAP

CHARACTERISTICS OF THE CLASS:

Under general supervision, assists department heads with the development of policy initiatives and strategic planning priorities. Performs related duties as required.

EXAMPLES OF DUTIES:

Assists department heads with coordinating and developing policy initiatives and strategic planning priorities. Assists department heads with assessments and project planning. Creates a standard project assessment template to include risks, costs, and a synopsis of issues reported. Serves as a representative for the department head at project meetings. Assists the department head in performance management and with identifying operational inefficiencies and ways to implement improvement plans for future evaluation. Prepares written reports for management and works with department heads to gather and convey information and projects results and assessments. Maintains documentation required for project accountability and project assessment.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Bachelor's degree in Business, Public Administration or related field, supplemented by one to three years of office administration experience; or an equivalent combination of education and experience. Knowledge, Skills and Abilities:

Good knowledge of the principles and techniques of business management. Thorough knowledge of all phases of office management. Strong Interpersonal, oral and written communication skills. Ability to work independently. Ability to handle multiple tasks. High level of organizational and planning skills.

Anticipated Salary Offer: \$47,694.70

Career Service: Exempt EEO: Administrative Support FLSA: Exempt Revised 10/31/12

Apply online at

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

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Special Project Assistant (H) Job ID: 2251

Closing Date: 08/20/2015

Administrative/Special Project Assistant (H)

Date Posted: 8/6/2015

Location: Central Administration - PLANNING & DEVELOPMENT
(part-time)

Anticipated Schedule: 25 hours per week

CHARACTERISTICS OF THE CLASS:

Under direct supervision, assists staff members in the research, development, implementation and promotion of Park District special projects. Performs a variety of entry level professional duties in addition to some clerical and administrative duties. Performs related duties as required.

EXAMPLES OF DUTIES: Provides research, writing and communication support on special projects. Performs research duties and field work related to Park District programs and their marketing. Collects and verifies information. Prepares or helps prepare written reports. Follows through with requests for information by compiling accurate data and preparing or providing responses. Summarizes internal departmental reports for general readership. Works with various departmental staff members to gather and convey information. As directed, attends task/project meetings as Park District representative. Helps park managers and supervisors with their marketing activities, consistent with overall Park District promotional and marketing strategies. Helps develop individual displays, publicity and promotional efforts. May maintain records and documentation required for program evaluation and accountability, including budget allocations, itemized costs and expenditures.

MINIMUM QUALIFICATIONS:

Training and Experience: Bachelor's degree in Communications, Public relations, Journalism or related field, or an equivalent combination of education and experience. Experience with a community based agency or program is recommended.

Knowledge, Skills and Abilities: Knowledge of contemporary public relations practices. Knowledge of public policy principles and practices. Ability to research information and prepare clear written or oral reports. Ability to relate to field personnel and community groups. Creative writing and editing skills. Record keeping skills. Basic computer skills.

Anticipated Salary Offer: \$15.53 per hour

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Attendant Part-time (Central Region) -YEAR ROUND Job ID: 2239

Closing Date: 08/17/2015

Custodial/Attendant (H)

Date Posted: 8/3/2015

Location: Anderson Park

Region: Central

CENTRAL REGION - ANDERSON

THIS POSITION IS BUDGETED FOR UP TO 25 HOURS PER WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt
Salary: \$14.13 per hour

Apply online at

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

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Attendant Part-time (South Region) -YEAR ROUND Job ID: 2249

Closing Date: 8/19/15

Custodial/Attendant (H)

Date Posted: 8/5/2015

Location: Palmer Park

Region: South

THIS POSITION IS BUDGETED FOR UP 25 HOURS A WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt
Salary: \$14.13 per hour

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

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