



## **Food Server - Room Service (Full Time)**

Job ID:HOT01XW6

Location Name: Hilton Chicago and Towers

Location Address: 720 South Michigan Ave, Chicago, IL, 60605

Full/Part Time: Full-time

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

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

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences. Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

What will I be doing?

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

Respond to guest requests in a timely, friendly and efficient manner

Ensure knowledge of menu and restaurant promotions and specials

Take guest food and/or beverage orders and input orders in appropriate point-of-sale system

Retrieve and deliver food and beverage orders in a timely manner

Ensure guest satisfaction throughout the meal service

Serve alcoholic/non-alcoholic beverages in accordance with federal, state, local and company regulations

Ensure serving station is well-stocked at all times

EOE/AA/Disabled/Veterans

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/food-server-room-service-full-time-job-chicago-illinois-5796496?cntry=united-states>

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## **Housekeeping Coordinator**

Job ID:HOT01T20

Location Name: The Drake Hotel

Location Address: 140 E. Walton Place, Chicago, IL, 60611

Full/Part Time: Full-time

A Housekeeping Coordinator organizes the work-flow of the housekeeping dispatch office, and responsible for performing the tasks to the highest standards.

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

One of the most recognized names in the industry, Hilton Hotels & Resorts offers housekeeping Office Administrative Assistant/Clerk organizes the work-flow of the housekeeping dispatch office.

travelers a world of authentic experiences. Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

What will I be doing?

A Housekeeping Coordinator organizes the work-flow of the housekeeping dispatch office. Specifically, you would be responsible for performing the following tasks to the highest standards:

Organizes the work-flow of the housekeeping dispatch office by assigning work, running PMS work reports, balancing work loads, preparing schedules, charting/logging work. Answers all phone calls. Dispatches work requests via 2-way communication system. Handles team member and guest requests by delegating to the appropriate individuals and follow up to ensure completion. Maintains the computerized Work Order System. This requires logging and recording all service requests, implementation, distribution, and closing of all Work Orders. Ensure vacant/ready rooms are available to the Front Office through coordination with the housekeepers. Candidate must have strong computer knowledge, OnQ preferred. Person who works in the evenings will assist with guest requests, discrepancies, and team member issues. Person who works in the evening can be on their own at times.

EOE/AA/Disabled/Veterans

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/housekeeping-coordinator-job-chicago-illinois-5680208?cntry=united-states>

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### **Dietary Aide**

Job Code: 157717

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: None

Job Type: Per Diem

Minimum Education Required: High School or equivalent

Category: Food and Nutritional Services

FTE: 0.01

### **Position Summary:**

Hartgrove Hospital is a 160-bed leading psychiatric hospital dedicated to providing quality behavioral health services for its diverse population of children, adolescents and adults. Hartgrove Hospital has become the flagship behavioral health facility within Universal Health Services, Inc., its parent company. As a leader in behavioral health within UHS and in the Chicago area, Hartgrove Hospital is a state-of-the-art facility offering some of the most advanced technologies and programs found in the behavioral health field. We are dedicated to our teamwork approach and provide a compassionate and therapeutic environment, as well as offering a continuum of specialty programs throughout our inpatient, partial and outpatient services.

The Hospital is seeking a Per Diem Dietary Aide to work approx. 20 hours per week. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

### **Job Duties include the following:**

- Assures that quality food services are rendered to patients, employees, visitors, Medical Staff and other allied health professionals in accordance with the standards, rules and regulations of all regulatory agencies and established Hospital and departmental policies and procedures and appropriate to children, adolescents and adults.
- Assures the maintenance of a safe and sanitary environment.
- Prepares patient snacks, sets patient trays, serves staff meals, assists in preparation and service of beverages, vegetables, salads and desserts as assigned.

### **Requirements include the following:**

- High School Diploma preferred
- Training and experience in quantity food preparation in a hospital
- Ability to follow orders and properly perform assigned tasks.

This is a Per Diem, non-benefited position within the Hospital's Dietary department.

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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### **Emergency Services Coordinator**

Job Code: 24446

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: None

Job Type: Per Diem

Minimum Education Required: Master's Degree

Category: Healthcare - Rehabilitation

FTE: 0.01

The Hospital is seeking a Weekend and Over Night Admission Coordinator to work various shifts. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

The primary responsibilities are as follows:

- Respond to inquiry calls regarding services.
- Provide appropriate information and referrals.
- Oversee the admission process including appropriateness of the admission, completion of all required admission paperwork, pre-certifications and benefit verifications, and coordination with the Physician, Social Worker, U.R.
- Assure compliance with all applicable laws, codes, rules and regulations that pertains to psychiatric admissions.
- Maintain all data and records regarding the intake and admission process.

#### Requirements

- Master's Degree in Psychology or Social Work required.
- One year of experience preferred.
- Eligibility for licensure or license preferred.
- Working knowledge of Illinois Confidentiality Act, IMHC, EMTALA and ILPA progress.
- Detailed understanding of psychiatric criteria for various levels of care.
- Thorough understanding of DSM-IV criteria.
- Must be self motivated, results-oriented individual who is customer focused.

Bilingual (English/Spanish) candidates a plus!

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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### **Mental Health Specialist**

Job Code: 123242

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 0-10%

Job Type: Full Time

Job Level: Entry Level

Minimum Education Required: Associate Degree

Category: Healthcare - Rehabilitation

FTE: 1.00

**Position Summary:** The Hospital is seeking full time and part time, experienced and new grad Mental Health Specialists to work in our inpatient units with children, adolescent and adult populations. This is a great opportunity to establish a career within behavioral health, as well as an opportunity to further ones career in the field of psychology! This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

The Primary Responsibilities are as follows:

- Run Therapeutic CBT group sessions
- Provide direct patient care under the supervision of a Registered Nurse including patient vital signs, assistance with head to toe assessments and proper clinical documentation
- Maintain a safe and therapeutic milieu including crisis intervention and Q15 observation rounds
- Assure compliance with applicable laws pertaining to psychiatric treatments
- Maintain all patient health data and records

Requirements:

- Prefer Bachelor's degree in Psychology or related disciplines; Associates Degree accepted with applicable years of experience; High School Diploma accepted with 10+ years of experience within the field
- Acute inpatient experience working with children, adolescents and/or adults strongly preferred
- Must possess knowledge of general and psychiatric group processes, therapeutic relationships and processes, age specific growth and development, limit setting, crisis and behavior management
- Must be self motivated, results-oriented individual who is customer focused
- Bilingual (English/Spanish) applicants a plus!

Benefits include:

- Medical, Dental and Vision
- 401k with matching
- UHS Stock Purchase Plan
- Paid Vacation Time
- Flex Spending Accounts
- Much more!!

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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**Mens Associate**

Location: Chicago, IL  
Requisition ID: 205-958930  
Posting Date: 9/10/2015  
Shift: Flexible

**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

Apply online at <http://www.burlingtonstores.jobs/jobs/descriptions/mens-associate-chicago-illinois-job-5125034>

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### **Shoes Associate**

Location: Chicago, IL

Requisition ID: 957438

Posting Date: 9/9/2015

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

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://www.burlingtonstores.jobs/jobs/descriptions/shoes-associate-chicago-illinois-job-5123993>

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### **Stock Merchandise Flow Associate**

Location: Chicago, IL  
Requisition ID: 557-958123  
Posting Date: 9/8/2015  
Shift: Flexible  
Status: Seasonal

At Burlington, we know you're looking for a unique and rewarding work experience, one where you can feel like you make a difference. When joining our stores' team, you will be making that difference to your customers, your community and your career! Each one of our associates matters and we recognize each colleague's contributions in a variety of meaningful ways.

Our Stocking & Receiving associates can learn new skills and work a flexible schedule which is typically Monday through Friday early mornings. As a Burlington Associate, you will have the opportunity to have fun and work with other dedicated team members while providing a great shopping experience to our customers! Our associates are important to us and are the reason for our success. Take the next step in joining our great team, and consider the opportunity below.

#### **GENERAL PURPOSE OF POSITION/RESPONSIBILITIES:**

As a part of our in-store operations team, a Stock & Merchandise Flow associate will process new merchandise shipments according to Company standards. Responsibilities include: ticketing, moving, conveying merchandise shipments from shipping and receiving platform to a storage or work area. In addition, this role will include timely stocking, merchandising and presentation of new stock receipts on the sales floor.

Our ideal candidates will be self-motivated, team players, who have the desire to succeed. We care about our associates, have a supportive environment that values trust and respect, we offer a competitive wage and benefits package that includes a generous paid time off plan, plus a great associate discount, and a company matched 401(k)!

Come join our team. You're going to like it here!

Burlington Stores is an equal opportunity employer committed to workplace diversity.

Apply online at <http://www.burlingtonstores.jobs/jobs/descriptions/stock-merchandise-flow-associate-chicago-illinois-job-5123328>

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### **Room Attendant (Part-Time)**

Job ID:HOT01XW8

Location Name: Hilton Chicago O'Hare Airport

Location Address: O'Hare International Airport, Chicago, IL, 60666

Full/Part Time: Part-time

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

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

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences. Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

What will I be doing?

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

Clean guest rooms as assigned, including, but not limited to, making beds, cleaning bathrooms, dusting and vacuuming

Change and replenish bed linens, towels and guest amenities, as needed

Perform deep cleaning tasks, as needed

Stock, maintain and transport housekeeping supply cart on a daily basis

Dispose of trash and recyclables

Respond to special guest requests in a timely, friendly and efficient manner

Perform guest turn down service, as needed

EOE/AA/Disabled/Veterans

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/room-attendant-part-time-job-chicago-illinois-5783453?cntry=united-states>

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### **Executive Floor Attendant - Full Time**

Job ID:HOT01XKO

Location Name: Hilton Chicago and Towers

Location Address: 720 South Michigan Ave, Chicago, IL, 60605

Full/Part Time: Full-time

An Executive Floor Attendant with Hilton Hotels and Resorts 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 it be like to work for this Hilton Worldwide Brand?

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What will I be doing?

As an Executive Floor Attendant, 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

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/executive-floor-attendant-full-time-job-chicago-illinois-5782407?cntry=united-states>

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### **Guest Service Concessions**

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

**ESSENTIAL JOB FUNCTIONS**

- Greets all guests in a welcoming and courteous manner.
- Open and close concessions including completing operational checklists and forms, selling services, cash handling, operating equipment and balancing banks.
- Perform in an usher role for special events
- Maintain order and tidiness of the work area which includes cleaning duties.
- Is knowledgeable of concession operations.
- Through cross training, be able to work at all concession areas.
- Adhere to dress code.
- Maintain the Seven Guidelines to Great Guest Service.

### **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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### **Retail Sales Associate**

To work as a cashier, assist in restocking the sales floor, assist in checking in new merchandise, greet the guests as they enter the store and assist them with any questions they may have.

#### **ESSENTIAL JOB FUNCTIONS**

- Enters sales into the register and balances cash drawer daily.
- Greets and welcomes all guests entering the shop, as well as thanking them for supporting the Zoo when they leave.
- Monitors crowd levels and potential shoplifting situations, alerting management to any problems.
- Follows all shop policies and procedures and seeks management assistance when needed.
- Assists in straightening and restocking of shelves.
- Answers Zoo related questions.
- Knowledgeable in store merchandise.
- Adheres to all loss prevention guidelines and procedures.
- Perform various tasks and other duties as assigned.

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of guest service and retail operations.
- Skill in effectively resolving difficult guest service situations.
- Skill in presenting a pleasant, service-oriented persona, able to deal persuasively with zoo guests and vendors.
- Ability to express oneself clearly and effectively in oral and written form.
- Ability to read and understand written and oral instructions.
- Ability to represent the Zoo in a professional manner at all times.
- Well-developed interpersonal skills. Ability to get along with diverse groups. Tactful and mature.
- Ability to interact courteously and respectfully with supervisors, fellow employees, volunteers, zoo visitors and general public

**EDUCATION REQUIREMENTS:** High School degree (or equivalent)

**PHYSICAL REQUIREMENTS:** Ability to remain on feet for long periods of time.

Ability to frequently bend, stoop, reach and climb.

No allergy to plants or animals which may interfere with the ability to work.

Ability to work in all weather conditions.

#### **ADDITIONAL REQUIREMENTS**

Available to work holidays and special events which may occur outside of regular work schedule as assigned.

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**Bakery Service Team Member-Part Time (161892) / Whole Foods**

Req ID 161892 - Posted 09/10/2015 - Store - Midwest - IL, Chicago - West Loop (10572) - Team/Department (1) - Part-Time - Store - Team Member - United States

**SUMMARY:**

As a member of our Bakery Team, your role will include setting and maintaining attractive bakery displays, preparing and serving products and supporting the regional Bakery vision. You will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members. The Bakery departments may include artisan bread, cakes, pastry, gelato, juice and coffee bars.

**REQUIREMENTS:** - Knowledge of bakery products and customer service experience preferred. - Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers. - Ability to follow instructions and procedures. - Ability to sell proactively. - Aptitude to gain extensive product knowledge. - Ability to visually examine products for quality and freshness. - Effective time management skills. - Strong work ethic and integrity. - Proper handling of knives and other cutting equipment. - Available for flexible scheduling to meet the needs of the department.

**Essential Job Functions:** - Stand and walk for extended periods of time. - Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat. - Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds. - Repetitive use of hands for grasping, pushing, pulling, and fine manipulation. - Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

At Whole Foods Market we provide a fair and equal employment opportunity for all team members and candidates regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Whole Foods Market hires and promotes individuals solely on the basis of their qualifications for the position to be filled.

Number of Openings: 1.00

Benefits Category: 1

Close Date: 09/25/2015

Apply online at

[https://career4.successfactors.com/career?career\\_ns=job\\_listing&company=WFM&navBarLevel=JOB\\_SEARCH&rcm\\_site\\_locale=en\\_US&career\\_job\\_req\\_id=161892&selected\\_lang=en\\_US&jobAlertController\\_jobAlertId=&jobAlertController\\_jobAlertName=&s.crb=MigtImXk%2fNvGFjDIshY8B58ZJqs%3d](https://career4.successfactors.com/career?career_ns=job_listing&company=WFM&navBarLevel=JOB_SEARCH&rcm_site_locale=en_US&career_job_req_id=161892&selected_lang=en_US&jobAlertController_jobAlertId=&jobAlertController_jobAlertName=&s.crb=MigtImXk%2fNvGFjDIshY8B58ZJqs%3d)

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## **Cashier (161882) / Whole Foods**

Req ID 161882 - Posted 09/10/2015 - Store - Midwest - IL, Chicago - Lincoln Park (10252) - Team/Department (1) - Full-Time - Store - Team Member - United States

### **SUMMARY:**

Your role will include assisting customers during the checkout process, performing all cash register functions, bagging groceries, and working at customer service desk on occasion. Additionally you will work to maintain attractive Customer Service displays and support the regional Customer Service vision. You will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members.

### **REQUIREMENTS:**

- Previous Front End or Customer Service experience preferred
- Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers
- Ability to follow instructions and procedures
- Ability to sell proactively
- Ability to learn about natural and organic foods and products
- Effective time management skills
- Strong work ethic and integrity
- Ability to visually examine products for quality and freshness
- Available for flexible scheduling to meet the needs of the department.
- Use of box cutters

### **Essential Job Functions:**

- Stand and walk for extended periods of time.
- Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat.
- Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds.
- Repetitive use of hands for grasping, pushing, pulling, and fine manipulation.
- Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

At Whole Foods Market we provide a fair and equal employment opportunity for all team members and candidates regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Whole Foods Market hires and promotes individuals solely on the basis of their qualifications for the position to be filled.

Close Date: 09/17/2015

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**Cake Decorator (161338) / Whole Foods**

Req ID 161338 - Posted 09/09/2015 - Store - Midwest - IL, Chicago - Lincoln Park (10252) - Team/Department (1) - Part-Time - Store - Team Member - United States

**SUMMARY:**

As a Cake Decorator, you will be responsible for creating appealing designs on our specialty bakery goods. You will ensure a positive company image by providing courteous, friendly, and efficient service to customers and team members.

**REQUIREMENTS:**

- Ability to follow instructions and established procedures.
- Ability to perform simple math operations (addition, subtraction, multiplication, division). Basic reading skills sufficient to read and understand recipes and information about ingredients.
- Good interpersonal skills and ability to communicate effectively with other Team Members and leadership.
- Cake decorator/pastry production experience required.
- Creative cake decoration skills, ability to make flowers, decorative borders, elegant piping techniques.
- Willingness to learn and grow with the Bakery team.
- Ability to perform physical requirements of position.
- Ability to operate all necessary equipment.
- Use of box cutters
- Available for flexible scheduling to meet the needs of the department.

**Essential Job Functions:**

- Stand and walk for extended periods of time.
- Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat.
- Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds.
- Repetitive use of hands for grasping, pushing, pulling, and fine manipulation.
- Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

At Whole Foods Market we provide a fair and equal employment opportunity for all team members and candidates regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Whole Foods Market hires and promotes individuals solely on the basis of their qualifications for the position to be filled.

Close Date: 09/21/2015

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## **Cashiers Associate**

Location: Chicago, IL

Requisition ID: 762-957832

Posting Date: 9/8/2015

### GENERAL PURPOSE OF POSITION:

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding 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:

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service

Maintain an awareness of all promotions and advertisements

Accurately and efficiently ring on registers and

accurately maintain all cash and media at the registers

Communicate customer requests to management

Enter all media from register into the tally program

Maintain orderly appearance of register area and supplies stocked

Any other tasks as assigned from time to time by any manager

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://www.burlingtonstores.jobs/jobs/descriptions/cashiers-associate-chicago-illinois-job-5122986>

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### **Lay Away Runner**

Location: Chicago, IL  
Requisition ID: 205-957491  
Posting Date: 9/5/2015  
Shift: Flexible  
Status: Seasonal

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

The Lay Away Runner is responsible for storing and releasing layaway merchandise and overall organization of the layaway desk and storage areas.

#### **RESPONSIBILITIES:**

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service. Maintain Layaway Desk ensuring it is free of clutter by taking new layaway merchandise to the layaway room for storage. Place all layaways in their proper location and keep layaway room organized. Assist cashier with bagging layaway merchandise for storage, when time permits. Inform management when overflow space is needed and maintain overflow area as a part of the layaway room. Contact customer when specified period of time has passed without payment to determine if customer still wants merchandise. Retrieve layaways for customer pick-up (Call Ahead for Pick-Up Program and individual customer pick-up). Release merchandise to customer upon receipt of final payment. Return merchandise to selling floor if layaway is cancelled. Assist with other functions within the store as requested by your supervisor or Store Manager.

#### **SKILLS & COMPETENCIES:**

Ability to provide outstanding customer service.  
Ability to process information/merchandise through register system.  
Ability to adjust priorities and manage time wisely in a fast-paced environment.  
Ability to function effectively in a team environment.  
Ability to communicate in a clear, concise, understandable manner and listen attentively to others.  
Ability to reach, count, and write to accurately complete all documentation.  
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

Apply online at <http://www.burlingtonstores.jobs/jobs/descriptions/lay-away-runner-chicago-illinois-job-5121923>

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## **Party City Seasonal Store Sales Associate**

Sales Associate-60300

### **JOB SUMMARY:**

Delivers exceptional customer service through personal contact with customers  
Interacts with and assists customers  
Answers the telephone and rings on register  
Processes balloon orders  
Handles Personalization Studio orders  
Assists in receiving and stocking procedures  
Unloads merchandise from trucks  
Checks in shipments  
Stages merchandise for the sales floor  
Packs out merchandise  
Top and down stocks merchandise  
Assists in merchandising procedures  
Responsible for maintaining assigned sections in store as determined by the General Manager  
Sets and maintains merchandise presentation planner (MPP)  
Sets and maintains plan-o-grams  
Flexes and fills seasonal aisles  
Ensures proper labeling and signing  
Sets and maintains ad in-stock  
Executes corporate directed price changes and clearance markdowns  
Assists in ensuring data integrity  
Assists with seasonal packaway  
Performs other duties as needed

### **KNOWLEDGE SKILLS & ABILITIES:**

Excellent verbal and written communication skills  
Good planning and organizational skills  
Ability to multi-task  
Creative thinking  
Ability to maintain composure under pressure  
Ability to lead, delegate and motivate staff  
Physical Requirements  
Lift, push, pull 25 lbs  
Frequent kneeling, bending and stooping  
Climb ladders

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<https://recruiting.adp.com/srccar/public/RTI.home?d=PartyCityEvergreen&c=1098541>

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**Part-Time Customer Service Agent (Midway Airport)**

Job ID 2015-142209

Location US-IL-Chicago

Category Customer Service/Support - Customer Service/Support  
Airport / City Chicago Midway Arpt

Overview: The Customer Service Agent (exit booth agent/handheld agent) provides superior, friendly, and efficient customer service at time of rental and return using the company approved sales and service techniques.

This person will help facilitate the rental process by verification and documentation of all necessary driver information to provide for an efficient and timely rental and return experience.

They will pleasantly handle and resolve customer questions, comments, and complaints while working face-to-face at the airport.

All interested candidates must have a flexible work schedule and be able to work late evenings and weekends.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old

High School Diploma or G.E.D. required

Must have minimum of 1 year experience handling customer service functions

Must have basic computer skills

Must be able to work outdoors in the elements with long periods of standing

Must have a valid driver's license with no more than 2 moving violations within the last 3 years

No drug or alcohol related convictions on driving record in the last 3 years

Must be able to speak, understand, read and write English

Must be authorized to work in the U.S. 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/hour non negotiable starting salary.

Apply online at <https://nationalalamo-erac.icims.com/jobs/142209/part-time-customer-service-agent-%28midway-airport%29/job>

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**Sales Agent- (Midway Airport)**

Job ID 2015-142193

Location US-IL-Chicago

Category Sales - Sales

Airport / City Chicago Midway Arpt

This is a part time evening position working approximately 25 hours/week.

**Responsibilities:**

Use company approved sales and service techniques when determining customer needs

Offer optional products to meet customer wants and needs.

Prepare all rental and return documents accurately and completely.

Qualify each customer using our company rental requirement guidelines.

Provide customers assistance with directions, maps, local area information, appropriate service information, etc.

Review rental parameters with all customers to ensure a complete understanding of our rates and service charges.

Ensure that the return date and time on the rental agreement is accurate.

Review all charges at the time of vehicle return.

Prepare the Rental Agreement Folder with all required information.

Answer the phones to assist customers in a friendly, helpful and prompt manner.

Assist customers by effectively resolving all customer service issues.

Assist and coordinate customers within the queue to minimize any wait time and promote the most efficient service method as required.

**Knowledge/Skills/Abilities**

Possess strong skill set in customer service and problem prevention

Ability to communicate instructions from management to other positions

Ability to work in high stress and pressure situations

Ability to effectively offer and sell incremental items

Comply with all uniform appearance requirements

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old. High School Diploma or G.E.D. required

Must have a minimum of 1 year of commission or incentive based sales experience

Must be authorized to work in the U.S. and not require work authorization sponsorship by our company now or in the future

Must be able to work 3-4 nights a week until 1AM, including weekends

Must be able to accept a pay rate of \$10.00/hour plus incentives

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