



Inventory Planner - (3rd shift) - Niles, IL

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00037641

Full or Part Time : Regular Employee FT

Position Description

Responsible for maintaining inventory at maximum levels; supervisory or lead functions required. - Count and reconcile daily inventory.

- Monitor and track syrup usage in production runs. - Reconcile and confirm daily production orders. - Track and report efficiencies and yields associated with inventory/production. - Reconcile raw materials, all sales loads, and track/report in breakage, damage, and loss.
- Report to management/supervision daily out of stock items/materials
- Perform weekly age analysis and report any close dated product.
- Assist in the training and development of departmental personnel.
- Manage produced product replenishments to surrounding Sales Centers.
- Manage inventory levels to plan at a third party warehouse.
- Review, monitor, and address full good inventory levels to minimize potential out of stock risk to sales. - High level of customer service focus and response required as an operations liaison to a Sales Center. - Create and prioritize product replenishments (IBT's) to meet the DRP plan. - Generate and review daily reports.
- Prepare and file reports. - Other duties as assigned by management.
- High School Diploma or GED required.
- Bachelor's Degree in a related field preferred.
- Minimum of 1 year Inventory Control experience.
- Background knowledge of SAP preferred.
- Familiar with WMS or EIM systems preferred.
- Strong analytical and thinking skills.
- Ability to learn new skills.
- Possess a sense of urgency and attention to detail.
- Need to be flexible with hours.
- APICS - CPIM Certification is a plus.

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Quality Assurance Technician

Talent Area : Quality and Engineering

Location : Alsip, IL, USA

Requisition Number : 00036818

Full or Part Time : Regular Employee FT

Position Description

Responsible for conducting qualitative and quantitative testing of raw materials and finished goods.

- Conduct qualitative and quantitative testing of beverages, syrups, and raw materials throughout the entire production process.
- Analyze syrup beverage and/or water attributes.
- Audit container rinsers, air blowers, filters, and coders to ensure proper operations.
- Conduct package quality inspection and quality audits and isolate product that does not meet standards.
- Receive and test CO2 and all raw materials prior to production process.
- Maintain highest possible housekeeping standards to prevent microbial contamination.

- High school diploma or GED required.
- Bachelor's degree in science related field preferred.
- 1 - 3 years prior production/manufacturing experience OR 2+ years relevant lab technician experience.
- Food/beverage industry experience a plus.

- Demonstrated attention to detail and accuracy.
- Strong analytical skills.
- Ability to read, write, and keep records.
- Good computer skills including literacy with Excel and Word.
- Familiarity with lab safety and handling of hazardous materials.

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File Clerk

Location: NILES, IL

Berman Auto Group is looking for a File Clerk!!!

ESSENTIAL DUTIES:

Filing and filing boxes; Scanning documents

Place materials into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to classification and identification information.

Scan or read incoming materials in order to determine how and where they should be classified or filed. Sort according to guidelines such as content, purpose, user criteria, or chronological, alphabetical, or numerical order

Gather materials to be filed from departments and employees.

General office duties. Must be able to pass a drug test and background screening!

Apply online at

<http://bermanautogroup.com/custom/employment/?id=43857&ref=indeed.com#43857>

Receptionist

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

Job Description:

Under the direction of the Department Manager, Human Resources, the Front Desk Receptionist fills a critical gatekeeper role for Pace Headquarters. The position requires communication skills to serve Pace customers in a courteous and professional manner. Duties include greeting customers, job applicants, vendors, and other visitors; answering in-coming calls and directing them to the appropriate individual/department; receiving and directing clients, mail and packages to appropriate individual/department; selling Ventra passes and maintaining proper accounting of transactions; handling reduced fare card applications, taking customer pictures, and mailing all information to the RTA. Provide route schedules as requested. Other duties as assigned.

Qualifications: Qualified candidate must possess excellent communication and interpersonal skills, 3-5 years experience in customer service as a switchboard operator or in a call center environment is preferred. Must display professional demeanor at all times. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=721

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Inventory Controller II

Location: Waukegan

Office: Internal Services

Department: Materials Management

Job Description:

Under the direction of the Department Manager, Materials Management will be responsible for maintaining all records utilizing the Oracle system, Fuel Force and Fleetwatch, handling incoming and outgoing shipments, issuing parts to mechanics, evaluating parts usage from equipment repair orders, handling bus down situations, reviewing stock levels, preparing reorder notices to replenish and maintain inventory levels, verifying cycle counts, preparing requisitions, preparing and issuing transfers, maintaining MRO inventory balances, maintaining fluid levels, monitoring gas readings, maintaining a clean and organized stockroom, developing and maintaining good written and verbal communications and good rapport with the Superintendent of Maintenance, maintenance staff, Materials Management personnel, vendors, Buyer Planners, Accounts Payable and mechanics. Responsible for traveling to various locations for parts pick up on an as needed basis and other duties as assigned.

Qualifications:

Qualified candidate must possess typing/word processing skills equivalent to the level of an Inventory Controller.

One (1) to two (2) years progressively responsible transit experience is required. Having stockroom operations experience is helpful.

Experienced with the Oracle system and proficient in personal computer, word processing and spreadsheets are preferred.

Good verbal and written communications skills are required. Must possess the ability to lift 75 lbs. and possess or be able to obtain Forklift certification.

Must be at least twenty-one (21) years old and possess a valid Illinois Drivers License. Must be able to work independently and maintain a high level of confidentiality. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=722

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Account Manager Combo - US-ROCKFORD, IL

Talent Area : Sales

Location : Rockford, IL, USA

Requisition Number : HV060340

Full or Part Time : Regular Employee FT

Position Description

The Account Manager is the primary Coca-Cola contact between the large or small store managers or store owners and is responsible for the customer relationships along with increasing business by selling and ordering products within his or her sales territory existing customer base.

- Execute and close all sales calls
- Sell in incremental displays and equipment placements; sell in promotional programs and ensure dealer compliance
- In connection with a sales call, maintain appropriate inventory levels, maintain company assets and point of sale, ensure account meets Company merchandising standards, determine stores' product needs, place and transmit appropriate order in conjunction with existing geographic sales routes
- Communicate account activities to appropriate parties
- Transport, replace and maintain Point of Sale advertising as appropriate for account
- Periodic lifting of 50+ pounds, bending, reaching, kneeling and light merchandising
- High School or GED (General Education Diploma) required
- Bachelor Degree/3-4 Yr College - Univ. Degree preferred
- 1+ years of general work experience
- 1+ years previous sales experience preferred
- Food/beverage industry experience a plus
- Ability to handle multiple customer accounts
- Strong attention to detail and follow-up skills
- Excellent planning and organization skills
- Proficient computer application skills
- Ability to create and conduct sales presentations preferred
- Valid driver's license and driving record within MVR policy guidelines

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/account-manager-combo-us-rockford-il-rockford-illinois-job-1-5846692>

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General Laborer

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00036906

Full or Part Time : Regular Employee FT

Position Description

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment - Restock and replenish as appropriate. - Perform general maintenance.
- Ensure compliance with regulatory and company policies and procedures. - Fill in for other positions as needed.
- Perform general warehouse/production/cooler service duties. - Periodic bending, kneeling, lifting of 50+ pounds and climbing.
- High School Diploma Preferred.
- 0 - 1 year of general work experience.
- Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail. - Forklift certification is a plus.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-niles-illinois-job-1-5750688>

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Maintenance Mechanic

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00036453

Full or Part Time : Regular Employee FT

Position Description

Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.

- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment. - Overhaul and install new equipment.
- Rebuild and fabricate parts. - Perform facility maintenance and maintain clean and safe work area. - Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned. - Perform equipment change-overs and production line set ups.
- Refrigeration/HVAC Trade or Vocational certification preferred. - 0-5 years of industrial maintenance experience required.
- 1+ years of mechanical/electrical experience preferred. - Prior diagnostic/troubleshooting and preventative maintenance experience preferred.
- Previous experience within high-speed industrial environment. - Demonstrated mechanical and technical aptitude. - Basic computer skills.
- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred. - May be required to supply hand tools.

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Warehouse Supervisor - 2nd Shift (Niles, IL)

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00029981

Full or Part Time : Regular Employee FT

Position Description

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

- Staff, train, evaluate and develop team members.
- Supervise the daily activities of the warehouse.
- Schedule warehouse team members to meet the demands of the facility.
- Allocate necessary space for stock rotation.
- Assist and maintain appropriate inventory levels and product loss control.
- Oversee shipping and receiving functions as applicable.
- Secure company assets.
- Manage within labor and OPEX budget.
- High school diploma or GED required.
- Bachelor's degree preferred.
- 1-3 years warehouse/inventory experience required.
- Requires experience managing people/budgets.
- 2+ years supervising warehouse/inventory staff preferred.
- Computer and database application skills.
- Familiarity with inventory management systems.
- Ability to operate a manual / powered pallet jack or lift product.
- Forklift certification is required upon commencement of work.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/warehouse-supervisor-2nd-shift-niles-il-niles-illinois-job-1-5093830>

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Room Attendant (Job Number: HOT020DT)

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

A Room Attendant with Hilton Hotels & Resorts is responsible for cleaning guest rooms and replenishing amenities to deliver an excellent Guest and Member experience while managing guest requests in a timely manner.

What will it be like to work for this Hilton 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 are responsible for cleaning guest rooms and replenishing amenities to deliver an excellent Guest and Member experience. A Room Attendant would also be required to manage guest requests. Specifically, you will be responsible for performing the following tasks to the highest standards:

- Clean guest bedrooms and bathrooms. Vacuum rooms and corridors
- Change and replenish bed linen, towels and guest amenities in line with company guidelines. Undertake regular deep cleaning tasks
- Restock and maintain trolley on daily basis
- Be environmentally aware
- Dispose of waste accordingly
- Manage guest requests in a timely and efficient manner
- Comply with hotel security, fire regulations and all health and safety legislation
- Carry out lost property procedures
- Assist other departments wherever necessary and maintain good working relationships

EOE/AA/Disabled/Veterans

Job: Housekeeping and Laundry

Schedule: Full-time

Brand: Hilton Hotels & Resorts

Shift: Full Availability

Job Level: Team Member

Apply online at

https://hilton.taleo.net/careersection/pr_jobs/jobdetail.ftl?lang=en&job=636108&src=JB-11960

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Utility Steward (Full-Time) (Job Number: HOT020A3)

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

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

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

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

What will I be doing?

As a Utility Steward, you would be responsible for transporting and cleaning cooking utensils and serviceware in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you will be responsible for performing the following tasks to the highest standards:

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

EOE/AA/Disabled/Veterans

Job: Stewarding

Schedule: Full-time

Brand: Hilton Hotels & Resorts

Shift: Full Availability

Job Level: Team Member

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General Laborer Seasonal

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00035087

Full or Part Time : Seasonal/Casual FT

Position Description

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

Operate industrial power equipment
Restock and replenish as appropriate.

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

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

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

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

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

Forklift certification is a plus.

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

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Special Project Assistant (H) Job ID: 2251

Closing Date: 10/13/2015

Administrative/Special Project Assistant (H)

Date Posted: 9/28/2015

Location: Central Administration - PLANNING & DEVELOPMENT

Anticipated Schedule: 25 hours per week working under the direct supervision of a Registered Architect

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 Architecture 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 architecture 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. AutoCAD skills.

Anticipated Salary Offer: \$15.53 per hour

Apply online at

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Program & Event Facilitator (Community Liaison) Job ID: 2211

Date Posted: 9/23/2015 Closing Date: 10/08/2015

Cultural/Program & Event Facilitator

Location: Central Administration - CULTURE ARTS NATURE (part time, 20 hours per week)

The Program & Event Coordinator will serve as a community connector and liaison for the Burnham Wildlife Corridor and other parks in the Bronzeville, Pilsen, and Southeast Side neighborhoods. He/she will be responsible for identifying and collaborating with community-based organizations of all sizes to shape and enhance park spaces, programming, stewardship activities and events. This work involves assessing the needs of local residents and individual parks and communities in order to create mutually beneficial relationships and programming. Excellent verbal and written communication skills in both English and Spanish is required for successful engagement with these communities.

EXAMPLES OF DUTIES: Plans and oversees special citywide programs in order to bring programming resources to the parks. Meets with individuals from partner organizations and determines tasks and then ensures their completion. Works with key individuals to define tasks and timeliness, gather and disseminate information and execute projects, programs and events. Plans and executes after-school programming, summer field trips and festivals. Coordinates staffing assignments and the delivery of supplies. Prepares reports and promotional materials on special programs.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Natural Resources, Environmental Education or Outreach, or a related field, supplemented by three (3) years of experience in event planning, community engagement, or an equivalent combination of training and experience is required. Training in informal science education practices or demonstrated experience in informal science education settings preferred.

Knowledge, Skills and Abilities: Knowledge of education and curriculum design principles. Knowledge of local ecosystems. Ability to understand and implement elements of community based programming. Interpersonal, oral and written communication skills. Organization and planning skills. Driver's license preferred. Excellent verbal and written communication skills in both English and Spanish required.

Career Service: Exempt EEO: Professional FLSA: Exempt

Expected Schedule: approximately 20 hours per week

Expected Salary Offer: \$17.55 per hour

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Attendant Part-time (North Region) Job ID: 2313

Closing Date: 10/05/2015

Custodial/Attendant (H)

Date Posted: 9/22/2015

Location: Norwood Park

Region: North

Budget for up to 20 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

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Junior Tree Surgeon (M) Job ID: 2314

Closing Date: 10/07/2015

Forestry/Junior Tree Surgeon (M)

Date Posted: 9/22/2015

Location: NATURAL RESOURCES - NATURAL RESOURCES

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs landscape construction and tree and shrubbery care activities for the Park District. May perform arboricultural work at Park District nurseries. Performs related duties as required.

EXAMPLES OF DUTIES: Uses a variety of techniques, including climbing with a rope and saddle, to perform tree care, maintenance, removal and other arboricultural activities. Performs planting, pruning, trimming, watering, fertilizing and other related tree and shrubbery maintenance and construction activities. Assists in performing routine tree surgery on damaged plant life including cabling, rodding and cavity work. Treats trees and shrubbery for disease or infestation. Operates landscape construction and tree and shrubbery maintenance equipment and machinery including, but not limited to: backhoes, front end loaders, lopping shears, power saws, aerial towers (with bucket), log booms, brush clippers and stump removers. Performs routine maintenance and repairs on equipment and machinery.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from High School or the equivalent is recommended and if supplemented by a minimum of one year of paid experience performing tree care and maintenance activities, including climbing with rope and saddle, is fully qualifying for this position. Equivalent combination of education and experience may also qualify for this position.

License Requirement: A valid State of Illinois Operators License to spray pesticides, fungicides, is preferred at time of hire and required within one year of hire.

Knowledge, Skills and Abilities: Knowledge of soils, fertilizers and the propagation of plant life. Knowledge of common trees and shrubs and their growth characteristics. Knowledge of diseases and pests associated with trees and shrubs. Skill in the use of landscape construction tools, equipment and machinery. Skill in the use of rope and saddle to climb and perform maintenance on trees. Effective oral communication skills. Ability to safely apply pesticides, fungicides and insecticides.

SALARY: \$60,010.02 per year

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Recreation Leader (H) Year Round (REPOST) Job ID: 2316

Closing Date: 10/07/2015

Recreation/Recreation Leader

Date Posted: 9/23/2015

Location: Hayes Park

Region: South

(YEAR ROUND POSITION) up to 28 hours per week

CHARACTERISTICS OF THE CLASS:

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

EXAMPLES OF DUTIES:

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from high school or an equivalent certification (GED) is required

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt

SALARY: \$12.63 per hour

Apply online at

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Job Title: Cashier - Dietary Cafe

Department: Dietary Cafeteria

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-2292

Job Description:

Do you have experience working with a cashier register in a food service industry? If this describes your expertise and interests, you may be the right candidate for the full-time Cashier position in the Food and Nutrition services department.

Position Highlights:

Operates cash register during meal service; reconciles bank at start of shift and bank, cash, meal tickets and register receipts at end of shift.

Position Qualifications Include:

High School diploma is required
Ability to read, write, speak English
Bilingual preferred
Strong math skills

Illinois Department of Public Health & City of Chicago Sanitation Certification required within three months of hire.

Minimum of one year experience as cashier in a high volume foodservice operation

Interpersonal skills, customer service oriented, problem solving

Ability to exert 25 pounds of effort to push or pull a cart,

Ability to lift and carry 40 pounds minimum,

Stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils, cash register keyboard,

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Job Title: Pharmacy Tech I *

Department: Pharmacy

Shift: 4th (Rotating)

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-1312

Position Qualifications:

Must be a high school graduate or equivalent.

Eligible for pharmacy technician licensure in Illinois.

Must obtain PTCB (Pharmacy Technician Certification Board) certification within 6 months of hire date.

Successfully complete competency exam that will test the ability to compute mathematical calculations required for usual dosage determinations.

Previous experience as a pharmacy technician or equivalent health-care related practice preferred.

May be exposed to certain hazardous materials, including but not limited to chemotherapeutic agents.

Lifting up to 30 pounds, continuous standing and frequent walking may be required.

Position Highlights: Pharmacy Technician I assist licensed pharmacists in the practice of pharmacy performing duties such as preparing, filling and labeling medications for patients in the Medical Center. As patient care assignments dictate, the technician I is responsive to the explicit need of neonatal, pediatric, adolescent, adult, and geriatric patients. When relevant, appropriate standards of practice and sensitivity to the psychosocial needs of these patient populations are exercised. The Pharmacy Technician I exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

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Recreation Leader (H) YEAR ROUND Job ID: 2311

Closing Date: 10/05/2015

Recreation/Recreation Leader

Date Posted: 9/21/2015

Location: LeClaire/Hearst Community Center

Region: Central

(YEAR ROUND POSITION) up to 15 hours per week

CHARACTERISTICS OF THE CLASS:

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

EXAMPLES OF DUTIES:

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from high school or an equivalent certification (GED) is required

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt

SALARY: \$12.63 per hour

Apply online at

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Job Title: Laboratory Technician I

Department: RES F Immun/Micro

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Microbiology

Job Number: 2015-2140

Position Highlights:

The laboratory technician enters patient demographic information and places laboratory test orders in the LIS. Issues laboratory results over the telephone in a professional and courteous manner. The technician exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies

Microbiology Duties:

Perform specimen processing and receiving.

Perform Microscan setup.

Perform Rapid Testing.

Load specimens on the blood culture and Fungal/AFB culture instruments.

Stock supplies in Specimen Receiving and Microscan.

Record temperatures.

Perform and record quality control testing.

Blood Center Duties:

Review blood product requests for special requirements.

Reconcile blood and plasma inventory.

Dispense blood products, using required safety checks.

Return blood products after dispense, using required suitability criteria.

Packs and unpacks blood coolers with required documentation.

Disinfect the work area and blood coolers. This is a representative description of duties for the above position. It is not an exhaustive list of duties which may be required.

Position Qualifications Include:

High school diploma/GED required.

Medical Technology student.

Knowledge of medical and laboratory terminology preferred.

Typing skills of 35 wpm preferred.

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