



Checker

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00033594

Full or Part Time : Regular Employee FT

Position Description

The Warehouse Checker role is accountable for performing various warehousing tasks in alignment with all logistics SOP's within ETQ. In addition to executing these processes, the Warehouse Checker is responsible for meeting all Safety, Quality, and GMP regulations and requirements in order to effectively meet customer needs while delivering key logistics objectives and productivity goals.

- High school diploma or GED required. - Bachelor's degree preferred. - 1+ years of general work experience required. - Prior warehouse/inventory/ auditing experience preferred. - Strong math skills. - Basic computer skills. - Ability to work with minimal supervision. - Forklift certification is preferred.

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- High school diploma or GED required. - Bachelor's degree preferred. - 1+ years of general work experience required. - Prior warehouse/inventory/ auditing experience preferred. - Strong math skills. - Basic computer skills. - Ability to work with minimal supervision. - Forklift certification is preferred.

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Electrician

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00036265

Full or Part Time : Regular Employee FT

Position Description

Responsible for electrical repairs and preventative maintenance on all production equipment/machinery - Provide preventative maintenance and repairs in maintaining PLC based control systems - Maintain and provide repair for compressed air, low pressure steam, and ammonia refrigeration systems - Maintain contact with supervision and co-workers in order to ensure and report progress - Maintain compliance with all company policy and procedure guidelines - Remain aware of and trained on all technical advances within the area of responsibility - Answer and complete service calls in an efficient manner - Utilize proper waste disposal procedures - Assist and support the department in achieving and maintaining budgetary goals - Maintain an accurate log of all parts used and assist in maintaining inventory - Support and assist mechanics with expertise in electrical equipment

- High School diploma or equivalent - 3 - 5 years previous electrical maintenance experience - Ability to read and utilize schematics in equipment repair - Previous experience with Allen Bradley programmable controllers and electro-cam controllers - Previous experience in troubleshooting and maintaining PLC and SLC along with 24-volt and 110-volt control systems - Knowledge of and experience with electrical and pneumatic transducers and hydraulic systems/controls - Prior experience with steam/compressed air and ammonia refrigeration systems - Ability to plan and prioritize work demands and schedules - Solid PC system skills and ability to use software applications

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Inventory Control Assistant-Part-Time /Thurs – Fri, 12PM – 5PM & Sat 12 – 8:30PM

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : 00022745

Full or Part Time : Seasonal/Casual PT

Position Description

Responsible for warehouse inventory maintenance and reconciliation on a daily basis.

- Count all full goods and raw materials in the warehouse on a daily basis, manually or using a handheld scanner.
- Research and reconcile daily inventory variances.
- Reconcile the daily, monthly, and annual inventory to the SAP computer system.
- Identify and report close dated product.
- High school diploma or GED required.
 - Associate's degree preferred.
 - 0-3 years warehouse/inventory experience required.
- Prior auditing experience preferred.
 - Strong computer and database skills.
- Strong math skills.
 - Ability to read and follow directions.
 - Ability to work with minimal supervision.
 - Forklift certification is preferred.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/inventory-control-assistant-part-time-thurs-fri-12pm-5pm-sat-12-830pm-alsip-illinois-job-1-5650011>

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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.

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Warehouse Distribution Supervisor

Talent Area : Supply Chain

Location : St Charles, IL, USA

Requisition Number : 00033230

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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Job Title: Human Resource Associate - Opt 2 (Merit Comp)

Agency: Human Services
Closing Date/Time: Mon. 09/14/15 4:00 PM Central Time
Salary: \$2,367.00 - \$4,502.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: CF014
Bid ID#: 10-81-92945

Description of Duties/Essential Functions Benefits Supplemental Questions

This position performs specialized human resource activities in the HR Office at Elgin Mental Health Center. Types and processes all approved personnel transactions including hires, transfers, reinstatements, leaves of absence, promotions, suspensions, discharges and all other CMS 2 actions. Assists Benefits Coordinator in the administration of the Group Insurance Program. Maintains employee's personnel file and salary history. Composes and type routine correspondence, letters and report. Prepares facility's posting of vacant positions in accordance with applicable department and contractual agreements. Serves as office receptionist and responds to inquiries regarding employment to general public.

This position is a Merit Comp position.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of two years of college. Requires the ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact: Shift: 8:00am-4:00pm Monday-Friday
Elgin Mental Health Center - Human Resource Office
CONTACT: Human Resource Office
Elgin Mental Health Center, 750 S. State St., Elgin, IL 60123
Phone: 847-742-1040, ext 2095 or 2029 Fax: 847-429-4933

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).

Option 2 – Typing

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Job Title: Mental Health Administrator I

Agency: Human Services
Closing Date/Time: Fri. 09/18/15 5:00 PM Central Time
Salary: \$3,174.00 - \$6,004.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: 01
Plan/BU: RC062
Bid ID#: 10-72-92966

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to (1) A Master's Degree in administration, education or the behavioral sciences and successful completion of a comprehensive training program at the Mental Health Administrator Trainee level, (2) three years progressively responsible professional experience in or applicable to the provision of therapeutic patient services for the mentally ill or developmentally disabled and successful completion of an approved training program or (3) three years progressively responsible supervisory experience in or applicable to the care, treatment and development of the mentally ill or developmentally disabled and successful completion of an approved training program.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:30 AM -5:00 PM Monday through Friday
WORK LOCATION: Elisabeth Ludeman Center
114 N. Orchard Drive, Park Forest, IL 60466

CONTACT: Alice M. Chambers

Human Resources Representative –Building #60
Ludeman Center, 114 N. Orchard Dr., Park Forest, IL 60466
(708) 283 3015

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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Job Title: Office Associate - Opt 2

Agency: Human Services
Closing Date/Time: Thu. 09/17/15 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-10-83875

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex, specialized clerical and office support functions for the Bureau; serves as facility contact to CMS Call Center; utilizes computer word processing programs; types complex correspondence, reports and other information from handwritten hard copy; answers and screens telephone calls; receives, screens and forwards incoming mail; maintains calendar and makes travel arrangements for Bureau Chief; maintains bureau filing system and serves as bureau timekeeper.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years office experience; requires ability to type accurately at 45 wpm.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Business Services, 401 S. Clinton, Chicago, IL 60607

Please submit applications to: Bureau of Employee Services
Kelly Kindred, 100 S. Grand Avenue East, 3rd Floor, Springfield, IL 62762
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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Job Title: Support Service Worker

Agency: Human Services

Closing Date/Time: Mon. 09/21/15 4:00 PM Central Time

Salary: \$2,805.00 - \$3,788.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10-81-75956

Description of Duties/Essential Functions Benefits Supplemental Questions
This position provides general housekeeping duties for the patient units in the Forensic Treatment Program.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of High School supplemented by six months experience in the support service functional area to which assigned.

Work Hours & Location/Agency Contact:

Shift: 7:30am - 3:30pm

Location: Elgin Mental Health Center (Forensic Unit)

Contact:

Human Resource Office

Elgin Mental Health Center

750 S State St., Elgin, IL 60123

Phone: 847-742-1040, Ext 2095 or 2029

Fax: 847-429-4933

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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Job Title: Admin Project Assistant

Department: Hospital Administration

Shift: 1st

Full/Part: Type 4 (Temporary)

Job Number: 2015-1974

General Summary: This position is a part-time position emphasizing work experience that is particularly relevant to students completing the Master of Science degree in Health Systems Management. Work will typically include managing projects and analyses related to operational performance for Rush University Medical Center in both clinical outcomes and administration. The position is 20 hours per week, beginning during the fall quarter, and continuing during through the academic year. During academic breaks, up to 32 hours per week is allowed at the discretion of the direct supervisor's permission of the HSM Department, and approval of the job sponsors for RUMC / RUMG

Knowledge, Skills and Abilities Required:

Candidates MUST be enrolled in the Rush Health Systems Management graduate program, seeking HSM internships. Qualitative and quantitative data analysis; general knowledge of organizations, specifically health care organizations.

Proficient with computer applications; experience with Microsoft Access and Excel preferred. Excellent written and oral communication skills and interpersonal skills; excellent organizational skills. Must be able to work and problem-solve independently and efficiently. Must possess excellent analytic and interpersonal skills.

Must have the ability to work with a team of professionals. Good written and oral communication skills. Ability to work collaboratively and effectively with diverse community groups and healthcare professionals. Ability to implement effective change and maintain results. Ability to prioritize and multitask in a fast-paced environment.

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Job Title: Admin Project Assistant - Part time, Temporary - Rush University

Department: CHS Health System Mg

Shift: 1st

Full/Part: Type 4 (Temporary)

Job Number: 2015-1851

General Summary: This position is a part-time position emphasizing work experience that is particularly relevant to students completing the Master of Science degree in Health Systems Management. Work will typically include managing projects and analyses related to operational performance for Rush University Medical Center in both clinical outcomes and administration. The position is 20 hours per week, beginning during the fall quarter, and continuing during through the academic year. During academic breaks, up to 32 hours per week is allowed at the discretion of the direct supervisor's permission of the HSM Department, and approval of the job sponsors for RUMC / RUMG

Knowledge, Skills and Abilities Required:

Candidates MUST be enrolled in the Rush Health Systems Management graduate program, seeking HSM internships. Qualitative and quantitative data analysis; general knowledge of organizations, specifically health care organizations. Proficient with computer applications; experience with Microsoft Access and Excel preferred. Excellent written and oral communication skills and interpersonal skills; excellent organizational skills. Must be able to work and problem-solve independently and efficiently. Must possess excellent analytic and interpersonal skills. Must have the ability to work with a team of professionals. Good written and oral communication skills. Ability to work collaboratively and effectively with diverse community groups and healthcare professionals. Ability to implement effective change and maintain results. Ability to prioritize and multitask in a fast-paced environment.

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Job Title: Cashier - Dietary Cafe - Part-time

Department: Dietary Cafeteria

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2015-1947

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.

This is a part-time position which is 40 hours every two weeks; benefit-eligible.

Position Qualifications Include:

High School diploma/GED 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: Cook 1-Cafe - Part-time

Department: Dietary Cafeteria

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2015-1961

Position Qualifications Include:

High School Diploma/GED required

Minimum of two years general cooking experience especially in cold food preparation and/or Cook's assistant, in an institutional or health care setting, preferred.

Illinois Department of Public Health and City of Chicago Sanitation Certification required within six months of hire and maintain thereafter.

Ability to read, write and speak English

Basic math skills to calculate recipe ingredients and quantity adjustments, calculate weight and measures

Problem solving ability

Can demonstrate skills in the use of culinary hand tools (knives, etc.) and small processing equipment (vegetable choppers & processors)

Must have organizational skills

Ability to exert 25 pounds of effort to push or pull a cart, ability to lift and carry 50 pounds minimum, stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils, ability to stand and walk 100% of the time

Ability to transport hot/cold items for service and production using recognized safety equipment in a safe manner that does not endanger self or others.

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Job Title: Food Service Supervisor - Dietary Patient Food Services

Department: Dietary Patient Food Service

Shift: 4th (Rotating)

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

Job Number: 2015-2035

Job Description:

Full-time Food Service Supervisor

Supervises daily food service operations to ensure that goals and standards of unit/department are met. Ensures compliance with all applicable regulatory agencies, department quality monitors and targets and corporate and departmental policies and procedures. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Knowledge, Skills & Abilities

Associate Degree in Food Service or minimum of three years experience in a supervisory capacity in foodservice operations (from- retail, business, and healthcare). Illinois Department of Public Health and City of Chicago Sanitation Certification required within six months of hire. Competent in preparation of spreadsheets, data bases, word processing.

Skills: Ability to supervise multiple employees performing multiple tasks, self directed, strong interpersonal skills, organization skills, problem solving, creative, verbal skills, conflict resolution, aware of daily department operations and able to identify unusual situations that arise, manage stress effectively.

Abilities: 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 and computer keyboard, able to communicate using a variety of audio-technology, able to see, will involve long periods of sitting, standing or walking (about 90%).

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Job Title: Security Officer - 2nd Shift

Department: Security

Shift: 2nd

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

Specialty: Security

Job Number: 2015-1868

Job Description:

Security Officer - Full-Time

2nd Shift: 2:30p - 11:00p

Position Qualifications Include:

High School graduate or GED. Previous hospital security experience preferred but not required. Valid Driver's (Illinois, Indiana, Wisconsin) license required. Must have a prior driving record deemed acceptable to Rush based upon the results of a Motor Vehicle Report check conducted by Human Resources. Applicant must qualify for a Chicago Special Police Certificate. Must possess and be responsible for maintaining current Permanent Employee Registration Card (PERC) or, if hired before January 2004, must possess a Chicago Special Police Certificate. Must have completed 20 hours firearm training as demonstrated through a certification of successful completion of Firearms Training Course. Must be eligible to obtain a Firearm Control Card (FCC) within six months of employment. Illinois Firearm's Owner's Identification Permit (FOID) required. International Association for Healthcare Security and Safety ("IAHSS") certification required within six months of employment and maintained thereafter.

Ability to handle confidential matters. Ability to exercise independent judgment; excellent customer service skills. Must be able to stand or walk during the majority, if not entire tour of duty and be able to withstand weather extremes for external assignments. Physically able to perform required responsibilities. Must be able to qualify for and successfully demonstrate the use and maintenance of firearms and departmental equipment. Must be able to wear body armor.

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Director-Security - MAL0000573

Duties and Responsibilities

CITY COLLEGES OF CHICAGO - DIRECTOR SECURITY - MALCOLM X - FULL-TIME

Ensures an atmosphere conducive to learning by planning, organizing and directing the activities involved in the preservation of the safety and security of a District facility.

Investigates complaints and solves crimes.

Develops procedures to minimize losses and stop crimes. Informs students, faculty and staff of college rules and regulations regarding safety, property control, parking regulations, emergency response procedures, and building access.

Reviews all incident reports, initiates the required follow-up actions, and forwards all required reports to management.

Serves as the liaison to the Chicago Police Department to facilitate investigations needing further action.

Responsible for the security and safety of all persons utilizing the institution's facilities. Implements, enforces, and adheres to security policies and procedures for the district and the college.

Oversees property of the college is protected and reduces the risk of liability to the college. Performs other duties as assigned.

Qualifications

B.A. degree in related field plus 6 years law enforcement experience with 4 years supervisory experience. Knowledge of all relevant state statutes and local ordinances.

Physical ability to perform the duties and responsibilities of the position.

Must be able to handle all situations with tact, persuasiveness, and diplomacy.

Ability to communicate effectively in both verbal and written forms.

Working knowledge of personal computers and the applicable software required.

Good decision making skills and the ability to exhibit firmness with understanding when dealing with students and staff. Excellent employment record.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Job: Administration

Primary Location: Malcolm X College

Employee Type: Full Time | Regular

Union Code: N/A

Job Posting: Sep 4, 2015, 2:37:11 PM

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Customer Service Aide Job ID: 2296

Closing Date: 09/18/2015

Administrative/Customer Service Aide

Date Posted: 9/4/2015

Location: Maggie Daley Park

Title: Customer Service Aide

THIS POSITION IS BUDGETED FOR UP TO 19 HOURS A WEEK.

Under supervision, is responsible for providing friendly and efficient customer service for all park patrons, and performs related duties as required.

EXAMPLES OF DUTIES:

Supervises the front desk and lobby area of a large park insuring that park rules and policies are being implemented. Greets visitors and serves as an information center for patrons and park users. Explains park programs, schedules and directs individuals to proper program areas. Registers patrons for programs and classes. Maintains records and files for class/program registration, attendance and any information necessary for park management.

Answers the telephone in a kind, professional manner. Directs calls to appropriate person and takes messages for staff involved in class/program service delivery. Conducts tours of the facility.

MINIMUM QUALIFICATIONS:

TRAINING AND EXPERIENCE:

Graduation from High School, or, an equivalent GED, or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively. Well developed social and telephone skills. Customer service and the ability to relate well with others at all times while on duty. Ability to learn and accurately convey program and related information. Ability to use common sense and discretion.

2015 Salary: \$9.05/per hour

Apply online at

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

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Attendant Part-time (North Region) -Part Time Job ID: 2283

Closing Date: 09/11/2015

Custodial/Attendant (H)

Date Posted: 8/28/2015

Location: Broadway Armory

Region: North

THIS POSITION IS BUDGETED FOR UP TO 15 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

Apply online at

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Attendant Part-time (South Region) -YEAR ROUND Job ID: 2289

Closing Date: 9/15/15

Custodial/Attendant (H)

Date Posted: 9/1/2015

Location: Jackson Park

Region: South

THIS POSITION IS BUDGETED FOR UP 28 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

Apply online at

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

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Attendant Part-time (North Region) -Part Time Job ID: 2291

Closing Date: 09/16/2015

Custodial/Attendant (H)

Date Posted: 9/2/2015

Location: Shabonna Park

Region: North

THIS POSITION IS BUDGETED FOR UP TO 28 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

Apply online at

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