



### **Overnight Security Officer (Job Number: HOT010AQ)**

Work Locations: Embassy Suites Chicago - Lombard/Oak Brook 708 E. Butterfield Rd Lombard 60149

A Security Officer with Embassy Suites Hotels is responsible for ensuring the safety of guests and team members and the security of the hotel and property in the hotel's continuing effort to deliver outstanding guest service and financial profitability. If you understand the importance of providing an inviting and comfortable experience and feel you can contribute to an award-winning team, you may be just the person we are looking for to work as a Team Member with Embassy Suites Hotels.

#### **What will I be doing?**

As a Security Officer, you would be responsible for ensuring the safety of guests and team members and the security of the hotel and property 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:

- Patrol the interior of and the perimeter of the hotel and the property to observe and identify potential safety risks, security risks and undesirable conditions
- Respond to emergency situations including, but not limited to, safety hazards, fires, medical emergencies and threats to life and/or property
- Promote safe work practices
- Initiates preliminary investigations into incidents, as needed
- Writes reports and ensures accuracy of necessary documentation, as needed
- Respond to guest inquiries and requests and resolve guest issues in a timely, friendly and efficient manner
- Transport guests in a prompt, friendly and courteous manner using safe driving practices.

EOE/AA/Disabled/Veterans

Job: Administrative and General

Schedule: Full-time

Brand: Embassy Suites

Shift: Full Availability

Job Level: Team Member

Apply online at [https://hilton.taleo.net/careersection/us\\_external/jobdetail.ftl](https://hilton.taleo.net/careersection/us_external/jobdetail.ftl)

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## Overnight Pastry Cook II (Job Number: KIC015BZ)

Work Locations: Hilton Chicago and Towers 720 South Michigan Ave Chicago 60605

Creates/prepares/produces/bakes breads, rolls, breakfast pastries and desserts according to standard recipes, in order to contribute to the overall guest satisfaction.

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.

Hilton Hotels & Resorts is one of Hilton Worldwide ten market-leading brands. For more information visit [www.hiltonworldwide.com](http://www.hiltonworldwide.com).

If you understand the importance of upholding a brand 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?

A Pastry Cook II creates/prepares/produces/bakes breads, rolls, breakfast pastries and desserts according to standard recipes, in order to contribute to the overall guest satisfaction.

- Maintains adequate supply of all prepared products on hand and ensures the proper storage and refrigeration of same.
- Ensures spoilage/waste are kept to a minimum by ordering and utilizing proper quantities and rotating products. Develop new products for a la carte and catering menus on a rotating basis.
- Lines up baked products in mobile carts according to the needs of the particular outlet/function.
- Set daily pars on all products to ensure freshness.

- Assists in the professional development of apprentices and bakers

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## Overnight Bellperson (Job Number: HOT01020)

Work Locations: Hilton Chicago and Towers 720 South Michigan Ave Chicago 60605

A Bellperson with Hilton Hotels and Resorts is responsible for transferring and storing luggage and responding to guest requests in the hotels continuing effort to deliver outstanding guest service and financial profitability.

If you understand the importance of upholding a brands 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 Bellperson, you would be responsible for transferring and storing luggage and responding to guest requests 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:

- Greet and escort arriving and departing guests to and from their accommodations
- Retrieve and transport guest luggage
- Inspect guest rooms and acquaint guests with these rooms and their features
- Respond to guest inquiries and requests in a timely, friendly and efficient manner
- Organize and store luggage, as needed, according to guidelines
- Ensure that management/leadership team is kept fully aware of any relevant feedback from guests and/or other departments
- Ensure messages and faxes are regularly delivered throughout the day
- Assist with room moves, special luggage deliveries and/or pulls, and attend the main lobby and front door, as needed
- Drives property-designated vehicles to and from guest destinations such as guest room or local airport, as needed
- Assist in the maintenance, appearance and functionality of equipment

Apply online at [https://hilton.taleo.net/careersection/us\\_external/jobdetail.ftl](https://hilton.taleo.net/careersection/us_external/jobdetail.ftl)

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### **On Call Server-Banquet (Job Number: HOT01189)**

Work Locations: President Abraham Lincoln Springfield- a Double Tree by Hilton Hotel  
701 East Adams St. Springfield 62701

A Banquet Server with Doubletree by Hilton is responsible for delivering and serving food and beverage items to banquet guests in a timely, friendly and efficient manner in the hotelÆs continuing effort to deliver outstanding guest service and financial profitability.

If you appreciate the little things and enjoy creating exceptional experiences, you may be just the person we are looking for to work as a Team Member with DoubleTree by Hilton.

#### **What will I be doing?**

As a Banquet Server, you would be responsible for delivering and serving food and beverage items to guests in a friendly, timely, and efficient manner in the hotelÆs continuing effort to deliver outstanding guest service and financial profitability.

Specifically, you will be responsible for performing the following tasks to the highest standards:

- Set banquet tables to meet function specifications
- Deliver and serve food and beverages, including, but not limited to, meals, condiments and accompaniments
- Ensure menu knowledge
- Remove china, glassware, silverware, etc. from tables at the conclusion of the meal period and deliver to the stewarding area
- Ensure guest satisfaction throughout the meal service
- Respond to guest requests in a friendly, timely, and efficient manner
- Assist fellow team members and other departments wherever necessary to maintain positive working relationships
- Assist others with side work including, but not limited to cleaning, stocking, folding silverware, etc.

Apply online at [https://hilton.taleo.net/careersection/us\\_external/jobdetail.ftl](https://hilton.taleo.net/careersection/us_external/jobdetail.ftl)

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### **Maintenance Engineer (Job Number: HOT0105K)**

Work Locations: Embassy Suites Chicago - Lombard/Oak Brook 708 E. Butterfield Rd Lombard 60149

An Engineer with Embassy Suites Hotels is responsible for maintaining the physical functionality and safety of the facility in the hotels continuing effort to deliver outstanding guest service and financial profitability.

If you understand the importance of providing an inviting and comfortable experience and feel you can contribute to an award-winning team, you may be just the person we are looking for to work as a Team Member with Embassy Suites Hotels.

#### **What will I be doing?**

As an Engineer, you would be responsible for maintaining the physical functionality and safety of the facility 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:

- Maintain the physical functionality and safety of the facility including, but not limited to, guest rooms, public space and heart-of-the-house areas
- Respond to guest calls and team member work orders in a timely, friendly and efficient manner to assess and repair non-functioning machinery and/or equipment
- Perform a variety of repair and maintenance tasks including, but not limited to carpentry, plumbing, electrical work, painting, HVAC work and masonry
- Conduct inspections for preventive maintenance needs
- Record and report completed repairs and items that require further attention
- This position requires strong mechanical and/or pump knowledge
- Ability to obtain CPO (certified pool operator) license within 3 months

EOE/AA

EOE/AA/Disabled/Veterans

Job: Engineering, Maintenance and Facilities

Schedule: Full-time

Brand: Embassy Suites

Shift: Full Availability

Job Level: Team Member

Apply online at [https://hilton.taleo.net/careersection/us\\_external/jobdetail.ftl](https://hilton.taleo.net/careersection/us_external/jobdetail.ftl)

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### **Guest Service Agent (Job Number: HOT01005)**

Work Locations: Hilton Chicago O'Hare Airport O'Hare International Airport Chicago 60666

A Guest Services Agent with Hilton Hotels and Resorts is responsible for greeting and registering guests and checking guests out of the hotel in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

#### **What will I be doing?**

As a Guest Services Agent, you would be responsible for greeting and registering guests and checking guests out of the hotel 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:

- Greet guests and complete the registration process to include, but not limited to, inputting and retrieving information from the computer, confirmation of guest information and room rate, selection of rooms, coding electronic keys, promoting marketing programs, providing a welcome packet and ensuring guest knows location of room and/or has a bell person accompany him/her
- Assist guests with check-out including, but not limited to, ensuring rooms and services are correctly accounted, using the point-of-sale system, handling money, processing credit and debit cards, accepting and recording various forms of payment, converting foreign currency, making change and processing gift certificates and cards
- Demonstrate a thorough knowledge of hotel information including, but not limited to, room categories, room rates, packages, promotions, the local area and other general product knowledge and answer guest questions and inquiries
- Use up-selling techniques to promote hotel services and facilities and to maximize room occupancy
- Respond to guest inquiries and requests and resolve issues in a timely, friendly and efficient manner
- Field guest complaints, conduct research and resolve and negotiate solutions for guest satisfaction
- Receive, input, retrieve and relay messages to guests

Apply online at [https://hilton.taleo.net/careersection/us\\_external/jobdetail.ftl](https://hilton.taleo.net/careersection/us_external/jobdetail.ftl)

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Chief Safety Officer

Location: Arlington Heights

Office: Revenue Services

Department: Safety

**Job Description:**

Under the direction of the Department Manager Safety, Training and Security or designate, responsible for ensuring the safest possible environment for all Pace employees, various agencies which deal with Pace, or riders and the general public. In addition, safeguarding rolling stock and facilities. Supervises the duties related to the instruction, development and presentation of Pace Standard Operating Procedures and Defensive Driving training course at Fox Valley centralized training facility for Fixed Route, Paratransit, contractors and Vanpool. Monitors and conducts driver's license and record checks. Assists with local police and fire departments on emergency drills and bus construction. Supervise and coordinate special projects. Prepare and maintain accident data for the FTA. Monitor, track and review all Pace accidents looking for trends and make recommendations, when necessary to improve safety record utilizing the accident statistical reports. Supervise and audit Secretary of State third party certification program. Monitor paratransit and contract carrier employee information. Review and approve license and DOT physical and drug/alcohol for compliance with paratransit contractors. Develops, prepares and implements safety and training manuals and materials for operating personnel. Recommends and tests new safety material and investigates major accidents.

**Qualifications:**

Qualified candidate must have an Associate's degree in Public Administration, business or equivalent experience as well as a Class A CDL with passenger and airbrake endorsements, or able to obtain within 3 months, DOT certification and third party certified certification through the Secretary of State. Must have a minimum of five (5) years experience in transportation or related experience, must be familiar with Pace Operations including a thorough knowledge of safety, training and maintenance procedures inclusive of Standard Operating Procedures and Defensive bus driving. Computer experience with emphasis on Microsoft Windows application. Must be proficient in computer word processing programs and computer applications to extent required by specific job functions and must be prepared to write documents related to job duties using the work processing applications. The performance of these duties must be available 24 hours a day, 7 days a week and be able to maintain confidentiality.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=692](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=692)

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## BILLING & FOLLOW-UP REPRESENTATIVE

Facility Presence Health Corporate - Bolingbrook

Department PH CBO-DIRECT COSTS

Schedule Full-time

Shift Day shift

Hours 7 am - 3:30 pm

Location Bolingbrook, IL

Req Number 130773

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strong customer service skills

Excellent verbal and written communication skills (ability to communicate clearly and professionally)

Excellent interpersonal skills

Able to work in a fast paced environment

\*\*Must meet and maintain Billing & Follow Up Representative Level 2 departmental quality and productivity requirements

\*\*Must have Medicaid Experience

Education and/or Experience

High School diploma or GED

One year of experience in patient accounting/business office environment, specifically in billing and/or collections.

Computer Skills

Experience with computers, adding machine and normal office equipment (telephone, fax, copier, voice mail, etc.)

Microsoft Office and Meditech patient accounting system experience preferred.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=332292>

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## CATERING ASSISTANT

Facility Presence Saint Joseph Medical Center - Joliet

Department PSJMC FOOD & NUTRIT SER

Schedule Casual/ Part-time (no benefits)

Shift Rotation

Hours Rotating

Location Joliet, IL

Req Number 129205

### SUMMARY

Assist with daily catering events including room set up, service, and preparation of food and beverages for daily events.

### Education and/or Experience

High school diploma or general education degree (GED)

PREFERRED: 6 months prior food service experience

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=766756>

## Part-time Maintenance Data Coordinator (3)

Location: Arlington Heights

Office: Revenue Services

Department: Revenue Services

### Job Description:

Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

Qualifications: Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=660](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660)

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## **Benefits Assistant**

Alexian Brothers Health System - Elk Grove Village, Illinois

12/19/2014 5:00:25 PM

16296

Professional Technical

Status: Full time

FTE: 1.0 / 80 hours per pp

Shift Details: Monday-Friday 8:00AM-4:30PM

Department: ABHS - 001.9305 - ABHS HUMAN RESOURCES

Alexian Brothers Human Resources has an exciting opportunity for a Benefits Assistant! New grads welcome to apply!

### **PRIMARY PURPOSE:**

Under the direction of the ABHS Benefits Manager answers questions, maintains associate benefit records and provides clerical support.

### **JOB FUNCTIONS:**

- \* Answers associate benefit questions and resolves associate problems related to benefits in a courteous and efficient manner.
- \* Creates, maintains and files associate benefit files.
- \* Provides clerical support for Benefits and Benefits Administration.
- \* Performs all other Job Duties related to this Job.
- \* Demonstrates knowledge of and follows Departmental and Health System guidelines related to guest services activities in the performance of the duties and responsibilities of the position.
- \* Demonstrates professional qualities in the performance of job responsibilities.
- \* Shares in the Alexian Brothers Health System's Vision, demonstrates its Values, supports its Philosophy, and is sensitive to it Mission.

### **MINIMAL JOB REQUIREMENTS:** (necessary to adequately perform the Job Functions)

- \* HS Diploma or GED required. Associate Degree preferred.
- \* Six months to one year of office experience. Benefits experience preferred.
- \* Must be detailed oriented with excellent communication and organizational skills.
- \* PC proficiency. Microsoft Office Word, Excel, Outlook and PowerPoint

Elk Grove Village, Illinois

Apply online at [http://jobs.alexianbrothershealth.org/jobs/1079166-Benefits-Assistant.aspx?utm\\_source=Indeed&utm\\_medium=organic&utm\\_campaign=Indeed](http://jobs.alexianbrothershealth.org/jobs/1079166-Benefits-Assistant.aspx?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed)

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## **Mechanic Helper**

Location: Markham

Office: Revenue Services

Department: Maintenance

### **Job Description:**

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections and general repairs on all Company vehicles and equipment.

Makes all types of service calls, may perform Foreman's duties as needed and must complete all required documents and account for all materials used in accordance with work order system.

Performs duties of the classification and other duties as assigned or required.

### **Qualifications:**

Qualified candidate must possess at least one (1) year previous diesel/gas experience and/or technical training and must attend and meet the criteria of Pace's Mechanic Training Program.

Must be 21 years of age and have, or be able to obtain, an "A" Commercial Driver's License, successfully pass examination for position and have a good starter set of hand tools sufficient for performing the duties of the position.

Knowledge of the service area and the ability to operate all company equipment is required. Must be capable of heavy lifting.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

This position is safety sensitive. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=487](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=487)

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## Mechanic

Location: Melrose Park  
Office: Revenue Services  
Department: Maintenance

### Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections, diagnosing, troubleshooting and performing general repairs on all company vehicles and equipment. Removes and replaces all units and rebuilds small components.

Must make service calls, complete all required documents and must account for all materials used in accordance with the work order system.

Performs duties of the classification and other duties as assigned or required.

### Qualifications:

Qualified candidate must be 21 years of age and must possess at least three (3) years previous diesel/gas experience and/or technical training.

Must have, or be able to obtain, a valid "A" Commercial Driver's license and Air Conditioning Certification, successfully pass examination for the position, and have a complete set of hand tools sufficient for performing the duties of the position.

Must have the ability to read/follow blueprints, schematics, maintenance manuals and to operate test equipment.

Knowledge of the service area and the ability to operate all company equipment is also required. Must be capable of heavy lifting.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Qualified candidate must have a good work history.

### Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=443](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=443)

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## Grocery Stocker

Chicago, IL

### Job Description

Eataly is the largest artisanal Italian food and wine marketplace in the world! With various restaurants, our market sells the same quality products used by our chefs: cured meats, cheeses, fruits and vegetables, meat and fish, handmade pasta, pastries, coffee and tea, as well as dried pastas, sauces and olive oil. A cooking school, bookstore, housewares and beauty section makes it even easier to bring Italy home!

As a leader in the food and beverage industries, Eataly offers great benefits, staff discounts and tremendous growth opportunities. We are a young, energetic and innovative start-up that is rapidly expanding and we are looking for a new Stocker to grow with us! As an ambassador of Eataly products and services, our Stocker is responsible for helping to create and maintain quality experiences for each guest that comes to Eataly. Eataly ambassadors are expected to actively engage with guests and spend quality time with each customer.

Reports To: Grocery Manager and Assistant Manager

**Job Description:** Receive, store, and maintain grocery department products. Stock shelves, racks, tables and other retail stations with Eataly products. May periodically take physical count of stock or check and mark stock.

### Duties & Responsibilities:

- Stock shelves, racks, tables and retail stations with new or transferred supplies.
- Receive, open, unpack and stock products.
- Take inventory or examine merchandise to identify items to be reordered or replenished.

### Minimum Qualifications:

- Previous stock clerk or related work desired.
- High school diploma or equivalent preferred.
- Must be physically able to exert up to 50 pounds of force occasionally; exert up to 20 pounds of force frequently; and exert up to 10 pounds of force constantly to move objects.

### Apply online at

<http://www.hirebridge.com/v3/Jobs/JobDetails.aspx?id=290857&cid=6817#.VKHOdsB8>

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## **Store Clerk Part Time**

Location: Chicago, IL (7908 S Halsted Ave)  
Save-A-Lot , 7908 S Halsted Ave., Chicago, IL 60620

### **POSITION SUMMARY**

Perform routine functions, such as, but not limited to cashiering, stocking, and cleaning, service the customer as well as assist in maintaining proper store conditions.

*NOTE: This is a Part Time Position. Weekly hours assigned will be variable and not generally exceed an average of 25 hours per week.*

### **KEY FUNCTIONS**

(45%) - Operate register and perform checkout procedures achieving a minimum scanning rate of 25 rings per minute and accurate handling of cash, EBT, food stamps, or checks. Communicate with customers in a friendly and efficient manner. (Performance standards may vary across operating companies.)

(45%) - Stock product on platforms, shelving, peg hooks and in baskets or refrigerated cases as needed. Handle equipment to move stock as needed. Also, clerks are responsible for picking up after themselves, taking empty boxes or discarded cardboard to designated places in the store. Responsibilities include assisting with unloading delivery truck.

(10%) - Maintain store conditions as directed. Responsible for completing cleaning duties as assigned, including floors, windows, display cases, shelves, register area, backroom, restrooms, parking lot, and other fixtures. As needed, a clerk will bring carts in from the parking lot. Responsibility includes ensuring customers and employee engage in protecting company property and merchandise at all times.

Key functions weights may vary on a daily or weekly basis across company businesses.

### **EDUCATION/TRAINING**

REQUIRED: Must be able to communicate in English.

### **ADDITIONAL SKILLS NEEDED**

Excellent customer service skills. Job assignments include responsibility in dry grocery, perishable and general merchandise department. Frequently lift 30 lbs, occasionally required to lift up to 80 lbs. Must be dependable and flexible. Must adhere to uniform dress code. Basic math skills required

REPORTS TO: Store Manager

Apply online at

[https://wfa.kronostm.com/index.jsp?LOCATION\\_ID=21322024376&locale=en\\_US&applicationName=SaveALotNonReqExt&SEQ=postingLocationDetails&POSTING\\_ID=21322418060&src=JB-10680](https://wfa.kronostm.com/index.jsp?LOCATION_ID=21322024376&locale=en_US&applicationName=SaveALotNonReqExt&SEQ=postingLocationDetails&POSTING_ID=21322418060&src=JB-10680)

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### **Position: Receiving Clerk**

Loews Chicago Hotel

US - IL - Chicago

#### **Position Summary:**

The Loews Chicago Hotel is currently seeking an opening Receiving Clerk to join the team. Slated to open in March, 2015, Loews Chicago Hotel will feature 400 guestrooms, including 25 suites, more than 25,000 square feet of innovative meeting space, multiple outdoor terraces for guest and function uses, spa/fitness center and an outdoor rooftop including a pool overlooking the city.

Boasting city and lake views from the guest rooms, the property is located just one block north of the Chicago River and two blocks east of North Michigan Avenue, in the heart of Chicago. The hotel will be part of a highly visible 52-story tower comprised of the Loews Chicago Hotel and 390 luxury residential apartments.

The Receiving Clerk this position performs the daily receiving operations, adhering to established receiving, and security procedures. Additional responsibilities include coordinating deliveries; preparing reports; maintaining logs and files; taking inventories

#### **Required Skills & Experience:**

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation:

Thorough knowledge of meat, produce, seafood and grocery specifications and standard grading classifications

Ability to operate basic office equipment, keyboard 25 wpm

Working knowledge of computer software to include inventory control, Win95, Word, Excel

Effective organizational and communication skills

Ability to work flexible schedule to include weekends and holidays

Qualification Standards

Education: High School diploma

Experience: 1 year prior experience in receiving of food and storeroom operation

Apply online at

<http://www.hcareers.com/cjb/loewshotels/view?form.URI=%2Fcjb%2Floewshotels%2Fsearch-results%3Fpage.no%3D1%26page.count%3D260%26onlyEntryLevel%3Dfalse%26form.commit%3Dtrue&jobAdId=157987&page.marker=1.260.789751%5D%2C8OVpW3OX>

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## **Building Maintenance Person**

Location: Melrose Park  
Office: Revenue Services  
Department: Maintenance

### **Job Description:**

Under the direction of the Superintendent of Maintenance or his designate, responsible for all routine building maintenance functions such as preventative maintenance, repairs, rebuilding and adjustments.

Work would be performed on miscellaneous power-operated equipment, pneumatic/hydraulic systems, HVAC, electrical, plumbing, lawn sprinklers, floor scrubbers, small gas powered engines and mechanical equipment.

Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

### **Qualifications:**

Qualified candidate must have at least three (3) years experience in comparable field. Must be at least 21 years of age and have or be able to obtain an "A" Commercial Driver's License, Air- Conditioning Certification and Underground Storage Tank certification, successfully pass examination for the position, have the ability to operate all Pace equipment and have a complete set of hand tools sufficient to perform the duties of the position.

Must be capable of performing basic welding, read/follow blueprints, schematics, maintenance and parts manuals; and to operate test equipment.

Must be capable of heavy lifting. The performance of these duties may be required at any time of the day and night, any day and night of the week.

Qualified candidate must have a good work history.

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## **Manager of Paratransit Contracted Bus Operations**

Location: Chicago

Office: Revenue Services

Department: Paratransit

### **Job Description:**

Under the direction of the Division Manager, the Manager of Paratransit Contracted Bus Operations manages the City of Chicago and Suburban paratransit carrier contracts. Responsibilities include managing, monitoring, and reviewing the performance of the City of Chicago and Pace suburban bus contract carriers; analyzing and conducting contractor on site visits to ensure contract compliance; identifying inefficiencies and directing/providing technical assistance; supervising and monitoring the investigation, processing and resolution of customer complaints; monitoring and reviewing calculation of monthly payments to contractors; analyzing and recommending planning and implementation of service changes and modification. Duties would also include composing of RFP for services and other local contract or intergovernmental agreements as needed in response to local municipalities. This position will assist and supervise public events and represent Pace at public meetings, etc. In addition, will perform other duties as assigned or as required.

### **Qualifications:**

Qualified candidate must have a Bachelor's Degree in Business or Logistics or related discipline or equivalent work experience; 10 years paratransit or transportation experience, preferably in a public sector environment. Must be highly proficient in the use of computer software, specifically Microsoft Office Suite, with special emphasis on Excel, Word and Outlook, along with familiarity with Oracle accounting software. Must have excellent written and verbal communications skills necessary to write documents/analyses related to the duties of the job. Must have the ability to respond quickly within a dynamic environment with tight deadlines. Some Government procurement and or preparation of RFP experience is preferred. Qualified candidate must have a good work history. Must have a valid state of Illinois Drivers License. Must be able to manage traveling by vehicle within the six (6) county RTA region and access other modes of transportation to travel outside of the RTA region. This includes carrying equipment and documents needed.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 ( c ) of the State Officials and Employee Ethics Act.

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### **Administrative/Purchasing Assistant**

Provide administrative support to the Administrative Services Manager. Process legal and government documents in accordance with written procedures. Create and maintain all legal, security, and compliance departmental files. Process supply orders and maintain stock in all three lunchrooms located in the main branch. Some college helpful, plus 2-3 yrs. Administrative experience required.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

For all career opportunities, please send resume to [HR@seawaybank.us](mailto:HR@seawaybank.us).

### **Operations Officer (O'Hare Airport)**

Will manage and provide supervision to overall airport operations. Experience with banking regulations, policies, and procedures; employee development and public relations. Must provide excellent customer service. Bilingual skills a plus.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

For all career opportunities, please send resume to [HR@seawaybank.us](mailto:HR@seawaybank.us).

### **Tellers (O' Hare Airport/Bronzeville)**

Process transactions, service customers, and balance cash drawer daily. Will process foreign currency requests for airport location. Bilingual skills are a plus. High School diploma and 1-2 yrs of cashier experience is required.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

For all career opportunities, please send resume to [HR@seawaybank.us](mailto:HR@seawaybank.us).

### **Commercial Teller**

Accept and process deposits and withdrawals for customers; including commercial customers; accepts loan payments, accepts and reconciles utility payments, process cash advance transactions, issue official checks and money orders, balance and record cash drawer daily. Must be able to lift up to 50lbs.

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## **Job Title: HR Service Representative - Tier 2**

Job ID: 3011742

Location: IL - Chicago

Full/Part Time: Full-Time

Regular/Temporary: Regular

Job Family: Support Services

### **PRIMARY DUTIES AND ACCOUNTABILITIES**

- Analyze and evaluate complex HR issues escalated by HRSC Tier 1 Representatives. Collaborate with other departments to resolve. - Support higher level HR administration activities including merger activities, reorganizations, transactions, GWI processing, Service Bridging, Local 15 Step Programs, and Leave Accruals.
- Act as a Subject Matter Expert (SME) and provide day to day guidance to Tier 1 Representatives. - Support programs and initiatives such as EEI Testing, Knowledge Transfer Program, and ETalent. - Support Management Development Programs such as Supervisory Development, Power to Lead, Leaders Developing Leaders, and Emerging Leaders. Coordinate Assessment Logistics as needed.
- Ensure processing of Tuition Severance Reimbursement payments.

Minimum: Bachelor's degree; 3 to 5 years HR Generalist or related experience  
Proven communication skills ; Strong ability to multi-task, work independently and autonomously ; Strong ability to grasp information quickly and probe effectively when required ; Effective problem solving and follow-through skills  
Strong analytical skills; Strong computer skills and technical capabilities  
Effective time management skills and detail oriented  
Excellent interpersonal skills and ability to work in a team environment.  
Preferred: Shared Services Model experience

### **EEO and VEVRAA Statement.**

Exelon is proud to be an equal opportunity employer and employees or applicants will receive consideration for employment without regard to color, disability, gender, national origin, race, religion, sexual orientation, protected veteran status, or any other classification protected by federal, state, or local law.

VEVRAA Federal Contractor

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**Job Title: Flight Mechanic**

Job ID: 3011326

Location: IL - Chicago

Full/Part Time: Full-Time

Regular/Temporary: Regular

Job Family: Support Services

**Job Description:** Exelon Corporation flight department has an opportunity for an experienced Senior Aircraft Technician. The incumbent will perform and inspect scheduled and unscheduled airframe and power plant maintenance in accordance with applicable Federal Aviation Regulations and safe operating practice. The Team Member will perform inspections, troubleshooting, repair, and modification of aircraft systems in accordance with FAA Regulations, FCC Regulations, Manufacturer's, and Vendor Technical Publications. Candidate will report directly to the Chief of Maintenance for Exelon Transportation Department. This is not a supervisory role.

**Basic Qualifications:**

- 10+ years experience as a licensed Airframe & Powerplant Mechanic
- Violation free FAA A&P License
- Technical and mechanical experience on corporate business jet aircraft
- Selected candidate must have valid drivers license and an acceptable driving history based on Motor Vehicle Record (MVR)

**Preferred Qualifications:**

- Inspector Authorization, FCC license, or AET Certification
- Associates Degree preferred, but not required
- Either Airframe & Avionics Discipline Expertise or Airframe & Engine Discipline Expertise

**EEO and VEVRAA Statement**

Exelon is proud to be an equal opportunity employer and employees or applicants will receive consideration for employment without regard to age, color, disability, gender, national origin, race, religion, sexual orientation, protected veteran status, or any other classification protected by federal, state, or local law.

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