



Part-Time Busser

Job Description:

At Crowne Plaza®, we want our guests to feel successful and energised, which means we need you to:

- Create energy by being upbeat, fun loving and surprising and delighting our guests
- Act and look the part by being clever, professional and setting a positive example
- Know your guests by being thoughtful, adaptable and building connections for them
- Make it happen by being perceptive, finding a way to say 'yes' and taking ownership

WORK ENVIRONMENT and ENVIRONMENTAL CONDITIONS

Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly exposed to hot and/or humid conditions
- Handle kitchen utensils such as knives, glasses, etc.
- Floors may be slippery
- Carrying large, heavy items such as stock pots, sheet trays which must be cautiously positioned and transported.
- Hot liquids and chemical cleaning solutions are present and must be carefully handled.

The noise level in the work environment is usually moderate to loud.

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, skills, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High School Diploma or general education diploma (GED).
- One to three months related experience and/or training; or equivalent combination of education and experience.

Apply online at <http://ihg.jobs.net/job/part-time-busser/J3F4PW71VW9QCCW927W/>

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**Starbucks Assistant General Manager –
InterContinental Chicago Magnificent Mile**

Job: Restaurant -United States
Schedule: Full Time

Job ID: CHI001182-EN

Job Requirements:

Required Qualifications: Management Degree or some college preferred. Must have minimum of two years Supervisory/Management experience in a full service restaurant or similar setting. Proficient with Cashing handling and Micros point of sales systems. Prior training experience in similar Cafe/Food Service outlet. Certifications in training is a plus. Food service permit or valid health/food handler cards as required by local or state government agency - certification may be required. Proficient in MS Word, Outlook and Excel. Will be required to work nights, weekends, and/or holidays.

This role requires the following Abilities and Desired Behaviors:

- Excellent Supervisory and Communication skills
- Must speak fluent English, using correct grammar
- Ability to multi-task with attention to detail; working in a fast paced environment
- Exercise excellent independent judgment skills
- Confident individual who is willing to assume responsibility
- Demonstrates high degree of drive and determination
- Guest/Client focused
- Adaptive and flexible, team player
- Must be able to maintain a highly positive and friendly image that will reflect well on hotels overall appearance
- Ability to adhere to hotels grooming standards; policy and procedures
- Carrying or lifting items weighing up to 50 pounds
- Moving about the outlet(s)
- Handling objects and products
- Bending, stooping and kneeling

IHG is an equal opportunity employer M/F/D/V

Apply online at <http://ihg.jobs.net/job/starbucks-assistant-general-manager-intercontinental-chicago-magnificent-mile/J3H682735LHMPQC2KN9/>

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Room Attendant - Candlewood Suites Chicago - O'Hare, Schiller Park, IL

Job: General Housekeeping -United States

Schedule: Part Time

We currently have an opportunity available as a Room Attendant at our Candlewood Suites Chicago O'Hare property

This position has overall responsibility for cleaning guest rooms and/or suites in a timely and thorough manner to ensure guest satisfaction.

Key responsibilities of the role include:

- Clean and service assigned rooms or areas according to established standards and procedures including making beds, dusting, vacuuming, cleaning and sanitizing bathrooms, removing trash etc. May include cleaning of kitchen areas, room refrigerator, coffee maker, cups, glasses, silverware etc.
- Notify supervisor when service is complete so rooms may be sold or occupied. Monitor and control supplies and amenities, and minimize waste within all areas of housekeeping. Report, turn in, and/or log all lost and found items according to established procedures.

*** Candidates for this position should have the ability to work a flexible schedule***

Salary Range: \$9.00 - 10.00/Hourly

Job ID: CHI001180-EN

Job Requirements: Basic reading, writing and math skills. Some hotel/motel housekeeping experience is preferred.

Other Information - You may be required to work nights, weekends, and/or holidays. This job requires ability to perform the following: carrying or lifting items weighing up to 50 pounds and pushing and/or pulling approximately 200 pounds, frequently standing up and moving about the facility, frequently handling objects and equipment to maintain the facility, frequently bending, stooping and kneeling.

In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

So what's your passion? Please get in touch and tell us how you could bring your individual skills to IHG.

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Apply online at <http://ihg.jobs.net/job/room-attendant-candlewood-suites-chicago-o-hare-schiller-park-il/J3J07966XKW7S8R45D0/>

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Part Time Night Auditor- Candlewood Suites Chicago/Naperville

Job: Reservations -United States

Schedule: Part Time

Do you see yourself as a Night Auditor?

We currently have an opportunity available as a Part Time Night Auditor at our Candlewood Suites Chicago/Naperville property.

Key responsibilities of the Night Auditor include: •Balance and audit for accuracy room revenue, food and beverage revenue, cashier's reports, and guest and house accounts and telephone revenue; assisting the preparation of all reports relevant to daily revenues. Balance and audit for accuracy. Transmit credit card batches. Complete and transmit daily management and accounting reports and supporting documents. •Act as hotel system liaison during night hours. Perform all Guest Service Representative functions as required; may assist in booking room reservations; may assist in answering hotel phone calls and notifying guests of message. May assist with other duties as assigned.

This position will check-in/check-out hotel guests in a timely and professional manner; and process all payments according to established procedures.

Multi tasker, very flexible hours, able to work independently, reliable, responsible, night audit hours as well as evening and weekends and customer service oriented.

Salary Range: \$10.00 - \$11.00/Hourly

Job ID: WAR000359-EN

Job Requirements: High School diploma or equivalent, plus one year front desk/guest service experience, extended stay hotel experience preferred. Other Information - Some college preferred. May be required to work nights, weekends, and/or holidays.

In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

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Apply online at <http://ihg.jobs.net/job/part-time-night-auditor-candlewood-suites-chicago-naperville/J3F6CQ778HZPDY77Y1W/>

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CHILD LIFE SPECIALIST

Req. Number: 25001-65766

Shift: Day

Qualifications:

- Bachelor's degree in Child Life/Child Development or a directly related field.
- Completion of a 480 Child Life Internship.
- Experience with all age groups.
- Ability to function in a changing environment.
- Ability to work in a multidisciplinary environment.
- A sense of creativity.
- Ability to establish supportive relationships with children and their families.
- Child Life Certification
- Empathetic to individual needs of patients.
- Understanding and supportive.
- Convey warmth and non-verbal skills.
- Works well under stressful and difficult situations.
- Resilient and flexible in a changing environment.
- Ability to establish and maintain rapport.

Job Description:

In Surgery Monday-Friday 6-2:30pm

To comfort, normalize and ease the pediatric patients and families in both inpatient and outpatient settings, as well as allowing for optimal development and emotional well being.

Accountabilities: 1. Allow for normalization within the hospital environment through therapeutic interactions, play therapy and various activities. 2. Provides direct patient and family interactions and support in areas of expertise, including growth and development, sibling support and bereavement. 3. Prepares children and families for treatments and procedures in order to create a positive medical experience. This may include but is not limited to medical play, preparation, support, distraction and post procedural support. 4. Promotes and facilitates patient/family and interdisciplinary communication using written and verbal techniques in order to facilitate effective patient/family care, professional relationships and to identify issues or problems. 5. Performs skills safely and independently according to the established policies, procedures, standards and guidelines to accommodate individual patient/family needs and responses. 6. Responsible for personal growth and development

Apply Now at <http://jobs.advocatehealth.com/oak-lawn/other/jobid4736781-child-life-specialist-jobs>

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Coordinator Scheduling

Req. Number: 20057-65780

Shift: Day

Qualifications:

High School or Equivalent 1-2 years secretarial or office manager experience Very friendly and approachable demeanor in order to develop and maintain strong relationships with both internal and external applicants.

Bilingual: English/Spanish Excellent communication skills Strong organizational and critical thinking skills Ability to multi-task

Strong computer skills

None Ability to speak English and Spanish fluently using medical terminology in both languages

Job Description:

The scheduling coordinator manages and coordinates the physicians schedules in the GI lab, and collaborates with the charge nurse regarding the schedule to ensure personnel and resources are dedicated to providing the highest quality GI services and patient care.

The coordinator is the key facilitator between private physician offices and staff in the GI Lab, as well as other departments such as the Operating Room, Anesthesia, etc.

The Coordinator of patient scheduling for the GI Lab is tasked with the day to day management of the scheduling process for bother outpatient and in-patient tests in the GI Lab.

The Coordinator will use sound clinical, and patient focused criteria to ensure the GI Lab maximizes appropriate utilization of procedural slots.

The Coordinator will work in coordination with nursing units, and floors, modality staff, GI lab charge nurse, ordering physicians, and patient transport to seamlessly orchestrate the patient-flow through the GI Lab.

Apply Now at <http://jobs.advocatehealth.com/chicago/other/jobid4736769-coordinator-scheduling-jobs>

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DATA ENTRY OPERATOR

Req. Number: 25800-64964

Shift: Day

Qualifications:

High school diploma or equivalent
6mo-1 year data entry experience
Experienced internet user
Average written and verbal communication skills

Data entry
Technical, analytical and problem solving skills
Good organizational skills

Computer skills: word processing, spreadsheet, and database software and internet use
Excellent customer service skills
Ability to work multiple tasks in a diversified environment
Flexible hours

Job Description:

Enter all bill adjustment into financial system (Allegra)
Review input and output data relating to the patient bill for accuracy.

Maintain control records and source data used in the preparation of patient bill changes.
Investigate, monitor and correct problems relating to incorrect input or output data.
Track, log and escalate problem resolution related to patient bill changes and updates.

Accountabilities:

- 1.Responsible for posting and balancing charges
- 2.Responsible for obtaining and identifying accounts to be reviewed
- 3.Other Related Duties

Apply Now at <http://jobs.advocatehealth.com/chicago/other/jobid4636470-data-entry-operator-jobs>

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Dietitian Registered \ Licensed Registry

Req. Number: 20057-65324

Shift: Day

Qualifications:

Graduate from a 4 yr. accredited college with degree in Nutrition or Dietetics or equivalent and successful completion of The Academy of Nutrition and Dietetics registration

Requirements.

- *Excellent interpersonal and communication skills.
- *Ability to respond to the needs of a diverse patient population
- *Ability to develop patient educational materials Registration Dietitian by the Commission on Dietetic Registration Licensed by the State of Illinois.

Job Description:

To provide quality medical nutrition therapy to inpatients and nutritional expertise to all members of the health care team, outpatients and community groups.

Accountabilities:

1. Nutritional care for patients is provided in accordance with physicians' orders and standards of quality nutritional care that appropriately meet age, psychosocial and physical needs of patients.
2. Provision of nutrition education to patients and/or family members on prescribed diet, per established priority system, in order to improve patient knowledge/understanding of nutrition, diet therapy and compliance on prescribed diet.
3. Effective communication with patients/families, department managers, coordinators, peers, staff and other health care professionals in a positive and results-oriented fashion.
4. Supportive of department efforts to ensure compliance with department standards, policies and procedures, as well as, DNV and local health department regulations.

Apply Now at <http://jobs.advocatehealth.com/chicago/other/jobid4692082-dietitian-registered-licensed-registry-jobs>

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FOOD SERVICE WORKER PT DAYS

Req. Number: 61030-65514

Shift: Day

Requirements Include:

Strong communication skills;

Excellent customer service skills; Has a positive attitude and works well with others.

Ability to read, write, speak and understand English

SHIFT: PRIMARILY DAY SHIFT BUT MUST BE ABLE TO WORK PM SHIFT AT TIME TO FILL IN

Job Description:

The dietary aide will work mostly in the dishroom and is responsible for maintaining kitchen sanitation procedures. Assists on trayline.

Apply Now at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid4700162-food-service-worker-pt-days-jobs>

EKG TECHNICIAN

Department: ECG/EEG

Schedule: Registry

Shift: Rotation

Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details: Certification Required

Reports to the Manager and Lead Technician of Noninvasive Cardiology. According to established procedure and upon the request of the physician, performs a variety of electrocardiograms (EKG's) designed to assist the physician in evaluating heart function and/or impairment, monitoring cardiac change and patient progress. Performs a variety of clerical and service duties.

EXPERIENCE AND QUALIFICATIONS: Level of knowledge normally acquired through the completion of high school diploma; three months of on-the-job training which would provide full understanding of cardiac monitoring, testing and recording; current CPR certification.

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Warehouse Distribution Sparkling Supervisor- Chicago, IL (Cicero)

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Requisition Number : 00017731

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.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/warehouse-distribution-sparkling-supervisor-chicago-il-cicero-chicago-illinois-job-1-4121919>

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Host/Hostess (Full-Time), Michael Jordan's Steak House - InterContinental Chicago Magnificent Mile

Job: Restaurant -United States

Schedule: Full Time

The Career Opportunity: Michael Jordan's Steak House - Host/Hostess (Full-Time)
Under the general guidance of the General Manager of the Michael Jordan Steak House, responsible for providing efficient and courteous service to the Steakhouse and Bar guests.

Job ID: CHI001181-EN

Job Requirements:

Essential:

- Must be able to effectively communicate in English in person and on the telephone
- Must have excellent customer service skills
- Must have the ability to answer multiple telephone lines and maintain composure under pressure
- High School diploma or equivalent
- Ability to compute basic mathematical calculations.
- Ability to provide legible written communication.
- Must possess a friendly, upbeat & outgoing personality.
- Ability to stand for long periods of time
- Ability to effectively multi-task job responsibilities and/or project

Essential Skills: •Ability to perform job functions with attention to detail, speed and accuracy. •Ability to prioritize, organize and follow through. •Ability to be a clear thinker remains calm and resolves problems using Sound judgment.
•Ability to work an 8-hr shift in all types of conditions pertinent to the job.
•Ability to comprehend instructions •Ability to work cohesively with co-workers as part of a team. •Ability & willingness to perform job tasks according to established standards. •Must be flexible and able to work nights, weekends, and/or holidays as required.

What Do You Get?

In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself

Apply online at <http://ihg.jobs.net/job/host-hostess-full-time-michael-jordan-s-steak-house-intercontinental-chicago-magnificent-mile/J3F3DR5VXGNDVM201BC/>

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Guest Services Associate PRN DAY\PM

Req. Number: 24024-65714

Shift: Day/PM

Qualifications:

High school diploma or equivalent. 2 Year hospital experience in a high contact customer service area/department or 2 years of comparable customer service experience. Some knowledge of medical terminology preferred. Computer skills and knowledge with basic keyboard familiarity preferred. Basic telecommunication system skills and knowledge (receiving/making multi line calls, etc.). Basic office skills (fax, copy machine, on-line services). Excellent organizational, communication, and customer service skills. Excellent problem-solving skills. Bilingual Spanish skills preferred. N/A Ability to make quick and sound decisions based on individual situations in regards to meeting customer needs. Ability to work week-days, week-ends, holidays, and off shifts in order to serve customers in a medical center environment. Ability to maintain composure and professional behavior in stressful situations. Ability to hear alarms and respond immediately. Must present a clean, well groomed, professional appearance at all times. Must be able to perform physical tasks such as lifting, pushing moving patients, wheelchairs, etc. Must be able to accommodate all customer areas in various locations of the hospital. Must be able to perform physical tasks such as lifting, pushing, moving patients, wheelchairs, etc., Lift up to 25 pounds occasionally.

Job Description:

To provide a wide range of services to ensure a safe, positive, welcoming and helpful environment for guests, partners and associates external to and within Condell ensuring such services are of high quality and provided in the most customer focused and cost effective manner. To function as a liaison between guests (internal and external) and the hospital assuring that customer needs are identified addressed and monitored. To role model the highest standards of "customer service excellence" for guests, associates and partners. Accountabilities: 1. Welcomes guests, associates and partners to hospital Main Lobby 2. Provides escort services for guests as needed 3. Provides information to guests, associates and partners as needed, required or determined per individual situations 4. Provides a variety of other services and/or performs a variety of other tasks in order to assure that guest's needs are not only met but exceeded and to ensure that the hospital environment is safe, clean, friendly, efficient and supportive of hospital activities in general. 5. Establishes and maintains a high level of skill and knowledge of hospital personnel, departments, information systems, processes and general hospital information in order to provide strong customer service and to meet the needs of Condell guests, associates and partners.

Apply Now at http://jobs.advocatehealth.com/libertyville/other/jobid4731042-guest-services-associate-prn-day_pm-jobs

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Environmental Services Aide I

Department: Environmental Services

Schedule: Registry

Shift: Days

Hours: 7:00am to 3:30pm

Job Details:

Reporting the Supervisor of Environmental Services and working under direct supervision and according to specific assignments performs a variety of routine housekeeping duties. Maintains the hospital in a clean, sanitary and attractive condition and/or makes beds in discharge units and completes necessary paperwork.

JOB SPECIFICATIONS:

Up to two (2) weeks of on the job training and experience in order to learn the proper preparation of cleaning solutions, infection control techniques, proper cleaning procedures and the locations of various hospital areas.

A High School Diploma or its' equivalent is preferred.

The ability to communicate effectively both verbally and written in English.

The ability to complete written forms and reports as required.

Previous experience in a hospital environment desirable.

I understand and acknowledge that any offer of employment is contingent upon satisfactory acceptance of the annual recommended vaccination(s) for a designated influenza season when it is available. The only acceptable exceptions to this mandate at the time of hire and annually are documented medical contraindications and documented religious objections. I also understand and acknowledge that staff who decline the vaccination due to medical contraindications, religious objections or if the vaccine is unavailable due to supply constraints, will be required to wear a mask when determined to be appropriate. The timing and duration of the use of masks will be determined by the hospital along with local, regional and/or national public health authorities. I agree to abide by the Vanguard Health Systems Influenza Prevention and Vaccination Guidance Policy.

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GUEST SERVICES REP\DRIVER

Req. Number: 25091-64751

Shift: Day

Qualifications: High School diploma or equivalent 1-3 yrs. Customer Service experience. 1-3 yrs. Hospital or Healthcare experience preferred. One to three years driving experience, commercial (buses, trucks, etc.) Excellent communication skills. Efficient understanding of Customer Service. Positive attitude. Current valid Illinois Drivers License Eligible to obtain commercial driver's license. Ability to maintain traffic flow, perform valet services and assist guests by providing direction or wheelchair assistance. Extended driving is required and must be able to work in all extremes of weather. Ability to lift up to 20 pounds occasionally and/or 10 to 25 pounds frequently and/or up to 10 pounds constantly (receiving blood/urine specimens). Ability to lift, push, bend up to 100 pounds occasionally and/or in excess of 50 pounds frequently and/or in excess of 20 pounds constantly (assisting a patient in and out of a wheelchair, pushing a patient in a wheelchair, bending down to adjust leg and foot rest). Ability to communicate with a high volume of guests entering into the facility in a courteous, and professional manner. Ability to be exposed to extreme weather conditions (maintaining traffic flow, ability to do light shoveling in heavy pedestrian traffic areas located at the entrances to the hospital and assisting patients into or out of their vehicles). Ability to be flexible with work hours, including weekends.

Job Description: Guest Services associates also support ancillary departments and clinical units in assisting with the handling of materials and special requests needed for patient care. Accountabilities: 1. Responsible for the safe and efficient transportation of all customers using the Advocate Lutheran General Hospital campus shuttle services. 2. Partner with Lutheran General Hospital service departments including but not limited to; Public Safety, Transportation, Nursing Division and Patient Intake Department to enhance the patient experience and promote a smoother workflow. Partnership also includes Volunteer Services in the staffing and managing of the information desks located throughout the Lutheran General Hospital campus. 3. Provide campus wide assistance with duties including but not limited to; patient transportation, specimen delivery and valet services (i.e. Patient Resource Center, Center for Advanced Care). 4. Provide Valet services for Lutheran General Hospital and The Center for Advanced Care. 5. Staff the parking garage booths located on the Advocate Lutheran general Hospital campus. 6. Proactively greet all guests as they enter the hospital. Provide way finding assistance while following the Guest Services department and Advocate system's behavioral expectations.

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Registrar I

Department: Admitting & Registration

Schedule: Part Time

Shift: Weekends

Hours: 2:30pm-11:00pm Friday-Sunday, also includes Holidays

Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details: Experience is preferred

Under general supervision and according to well-defined procedures, performs a variety of clerical duties to register and/or admit patients. High School diploma or equivalent. Previous related experience or hospital experience helpful. Ability to type a minimum of 30 words per minute. Bilingual Spanish preferred, excellent communication and customer services skill, adaptability to change, ability to multi-task in a high volume area.

Apply online at <http://www.westsuburbanmc.com/About/careers.aspx>

Intake Specialist (Non Licensed)

Department: BHS NON-EXEMPT PSYCH

Schedule: Full Time

Shift: Rotation

Job Details:

This position reports to the Behavioral Health Manager, collaborates with all Westlake Hospital customers (internal and external) in an effort to meet the needs of person(s) seeking Behavioral Health Services.

Completes Initial Clinical assessments to determine the appropriate level of Behavioral Health Care. Crisis Intervention to patients in the Emergency Department and intake assessment for the inpatient psychiatric unit.

Must possess Masters degree in Social Work or other related Behavioral Science. Must be licensed by State of IL. Prefer LCSW or LCPC. Must have a minimum of 3 years experience in Behavioral Health setting, experience in Intake/Admissions highly preferred. Must be CPR Certified.

Apply online at <http://www.westsuburbanmc.com/About/careers.aspx>

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HOST\HOSTESS PART TIME PM SHIFT

Req. Number: 60001-65663

Shift: PM

KNOWLEDGE,SKILLS, AND ABILITIES:

- Ability to accurately count and perform basic mathematical functions
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions
- Ability to relate to a diverse audience of individuals

EDUCATION AND EXPERIENCE: Some High School education

Food service or customer service experience preferable

Computer or data entry skills preferable

SPECIAL JOB CHARACTERISTICS: Ability to work under time constraints

Ability to work flexible hours; evenings, weekdays, weekends and holidays

Job Description:

This position serves as liaison between the food and nutrition department and the nursing staff/patient to ensure compliance with the department and hospital patient satisfaction outcomes. The host assures the patients dining experience is positive through effective use of customer service techniques and providing a quality measures.

ACCOUNTABILITIES AND JOB ACTIVITIES:

Performs patient care related activities as related to Food and Nutrition (100%)

Responsible for the accurate entry of the patient menu related to the patient's diet order. Collects patients trays after meals

Responsible for communicating with patient and family members regarding meal likes, dislikes, other meal concerns

Demonstrates active involvement in patient services and works with nursing units in a team approach to problem solving and quality improvements

Assisting in achieving the department's overall meal score on the third party patient survey. Delivers meals to patients following department customer service standards

Participates in food tasking and test try evaluations.

Prepares and maintains assigned units floor stocks

Perform responsibilities of diet office or tray line when necessary

Follows department guidelines regarding assigned units dirty carts.

Performs all other duties as assigned

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Cash Handling Manager (\$75,000.00-\$85,000.00/Year)

This position requires an Associate's degree with course work in accounting, business or other related subject areas.

A minimum of five (5) years supervisory experience is required.

Requires experience in meeting deadlines, maintaining equipment and supporting a number of other departments.

Strong knowledge of Microsoft Office Word, Excel and Outlook is required.

Requires incumbent to be physically able to lift in excess of 80 lbs.

The completed Illinois Tollway Employment Application is due January 22, 2014 and can be emailed to jobs@getipass.com, or mailed or hand-delivered to Human Resources, 2700 Ogden Avenue, Downers Grove, IL 60515.

Please see the attached job posting for more information, including additional job requirements and preferences. More information can be found at www.illinoistollway.com.

Questions should be directed to Human Resources at (630) 241-6800 ext. 2333.

Cardiac Cath Tech

Department: Cardiac Cath Lab

Schedule: Registry

Shift: Rotation

Job Details:

Performs a variety of technical tasks involved in operating radiographic/x-ray equipment and making radiographs of designated parts of the body. Assists in all invasive procedures performed in the Cardiac Cath Lab and/or Special Procedures Electrophysiology lab.

The staff in this position will work as part of a team with physician, registered nurses, and cardiovascular technicians. BLS, Current Licensure in the State of Illinois, and Current Registration by ARRT are required. ACLS and ECG are preferred.

Apply online at

<http://www.westsuburbanmc.com/About/careers.aspx>

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Servicer

Location: Evanston

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling and cleaning of company vehicles, while accurately recording both.

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed.

Maintain bulletins, fliers and other materials on vehicles as directed. Responsible for routine cleaning of vehicles, building, grounds, and equipment utilized in performing these duties.

Building custodial duties such as snow removal, cleaning, painting, groundkeeping, etc. as assigned. Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and possess, or be able to obtain, a valid class "B" Commercial Driver's License, have knowledge of service area and the ability to operate all Pace equipment.

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 be capable of heavy lifting. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=353

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Senior Programmer Analyst

Location: Arlington Heights

Office: Internal Services

Department: MIS

Job Description:

Under the direction of the Section Manager, Systems and Procedures, designs and creates functional systems, enhancements, reports, conversions and interfaces to meet user requirements. Provides production support. Tests and implements functional systems and enhancements.

Assesses user requirements, business processes and business rules and develops functional and technical specifications for lower and higher complexity projects. Determines the technical and operational feasibility of solutions as well as the business value that the solution will provide. Understands and complies with all MIS standards. Conducts quality assurance and post-implementation reviews. Conducts user and technical support training. Other duties as assigned or required and on call 24/7.

Qualifications:

Bachelor's Degree in Computer Science or related field preferred and three to five years of previous programmer analyst experience, developing and supporting applications utilizing various languages and tools including SQL, VB.NET, C#.NET, MS Visual Studio, Oracle Development Tools, and HTML. Platform experience required in UNIX/Windows/Linux servers to enable the use of the above.

A considerable working knowledge or experience in MS Project, MS Excel and reporting tools such as Crystal Reports, Oracles Discoverer and BI Publisher. Hands on experience in Software Design, Software Debugging, Software Documentation, Software Testing, Software Maintenance, Query Performance Tuning, Software Architecture, Coaching, the Software Development Process and Software Requirements building and diagramming Business Processes.

Must be proficient in computer word processing programs to the extent required by specific job functions, and must be prepared to write project briefs and documents related to job duties. Work is performed in a normal office environment.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=403

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Part-time Bus Operators

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=145

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