



**General Office Clerk**

Salary:\$9.50 to \$11.00 per hour

Location: North Chicago, IL

Post Date: Jan 15, 2014

Employment Type: Temporary

Industry: Job Order Number:01320-105038

**Description:**

OfficeTeam is currently seeking an Office Clerk in North Chicago, Illinois. This Office Clerk will be working in the printing department, assisting customers with prints, creating binders, making copies, printing, and general office duties.

**Requirements:**

Basic Office Skills, Basic Copying, Advanced Bindery Printing Projects, Basic Microsoft Word

OfficeTeam is the world's leader in quickly matching skilled administrative professionals with temporary and temporary-to-full-time jobs. We offer job opportunities ranging from executive and administrative assistants to customer service representatives, receptionists and general office support. Our staffing managers connect with more than 100,000 hiring managers in North America every single week. In addition to free job search services, we provide access to free online skills training and a competitive benefits and compensation package.

Our parent company, Robert Half, once again was listed on FORTUNE® magazine's list of "World's Most Admired Companies." (March 18, 2013).

OfficeTeam is an Equal Opportunity Employer.

Apply for this job now or contact us today at 1.800.804.8367 for additional information.

All applicants applying for U.S. job openings must be authorized to work in the United States. All applicants applying for Canadian job openings must be authorized to work in Canada.

Gurnee, IL505 North Riverside

Suite 101

North Chicago, IL 60031

Phone:847.662.4046

Fax:847.662.4599

E-mail: [gurnee@officeteam.com](mailto:gurnee@officeteam.com)

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## **Mechanic Helper**

Location: Bridgeview

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.

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

### Qualifications:

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

Must be at least 21 years of age and must have, or be able to obtain, a valid "A" Commercial Driver's license with Passenger endorsement and Air Conditioning Certification. Must 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. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=483](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=483)

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**Bus Servicer**

Location: Elgin

Office: Revenue Services

Department: Bus Operations

**Job Description:**

Under the direction of the Superintendent of Maintenance, or designate, makes service calls. Services all revenue equipment and trucks.

Operates and services washrack and cleaner, as required. Parks and spots equipment as directed.

Accurately records fuel and oil dispensed at service island and bus cleaning. Custodial and other duties as assigned or required.

Empty farebox vaults, take farebox readings. Responsible for completing all required documents and reports for work performed.

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

**Qualifications:**

Qualified candidate must be at least 21 years of age and possess or be able to obtain a valid class "B" Illinois Commercial Driver's License, knowledge of service area, knowledge of commercial service equipment, including high pressure pump, greasing units, etc., and ability to operate all Pace revenue equipment.

Candidate must be able to lift 50- 75 lbs. The performance of these duties may be required at any time of the day and night, any day and night of the week.

Previous diesel experience and/or technical training is required. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=388](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=388)

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**Job Title: Administrative Assistant I - Opt D1**

Agency: Children & Family Services

Closing Date/Time: Wed. 01/29/14 5:00 PM Central Time

Salary: \$4,077.00 - \$6,096.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 1413001-132965

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Monitoring Services Director, performs a variety of important staff and administrative functions; coordinates and reports on various projects; assists in the development of corrective action plans for private agencies and foster care, monitoring agency progress in successfully achieving plan goals; attends meetings with private agencies and summarizes results; plans, coordinates, and provides training for private agencies; conducts special projects, often of a sensitive and confidential nature.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in public or business administration; requires one year of professional experience in a public or private organization.

Work Hours & Location/Agency Contact: Hours: 8:30 AM - 5:00 PM, Monday-Friday

Location: 1911 S Indiana, Chicago, IL

Supervisor: Deborah Kennedy

Contact: Johnnie Rambo

DCFS 1911 S Indiana, 9th Floor Chicago, IL 60616

312-328-2461 Fax: 312-328-2321

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option D1 - Dept Child & Family Serv

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**Job Title: Child Protection Specialist**

Agency: Children & Family Services

Closing Date/Time: Wed. 01/29/14 5:00 PM Central Time

Salary: \$4,715.00 - \$6,452.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 1447003-479555L

**Minimum Requirements:**

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual and auditory ability to carry out assigned duties.

Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

**Work Hours & Location/Agency Contact:**

Work hours: Monday through Friday 8:30 AM to 5:00 PM

Location: DCFS 1911 S Indiana Chicago, IL 60616 Team 6B0270

Supervisor: Louise Hughes

SUBMIT BIDS TO: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60601 FAX: (312)814-7134

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Departmental Job Title Stock Clerk I**

Requisition Number 094392

Type of Position Staff

Number of Positions Available 2

Division Press Department 5674510-Press-Distribution Center

**Job Summary Stock Clerk I:**

Selects items to fill invoice orders, packs orders, and restocks orders in the warehouse. Education Candidates must demonstrate the following competencies: manage interpersonal relationships and interact/communicate with clarity, tact and courtesy with patrons, patients, staff, faculty, students and others; communicate effectively in English, both orally and in writing; identify priorities; recognize and resolve or refer problems; work effectively with supervision and as a part of a team; use or learn a range of position-related software applications.

Ability to read required. Ability to lift up to 50 pounds required.

Stockroom and receiving experience preferred. Experience see above Competencies see above Required Job Seeker Documents Resume Optional Job Seeker Documents Work Location 11030 S. Langley Other Work Location Work Schedule Full-Time Hours/Week 40 If other than regular hours (M-F, 8:30-5:00) please detail Regular Benefits Eligible? Yes Union (If applicable): 024-Local 743, I.B.T. Clerical Pay Grade C-6 Pay Range \$12.90 - \$19.20 Pay Frequency Biweekly Does this position require incumbent to operate a vehicle on the job? No Is a Background Check Required? Yes Is Drug Testing Required? No Employee Referral Bonus Amount None Posting Date 01-15-2014 Remove from posting on or before 06-15-2014

\*The standard summary is designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of employees assigned to this job.

NOTE: After applying for this position you will receive a confirmation number. If you do not see the confirmation number, you have not completed applying for the position.

The University of Chicago is an Affirmative Action / Equal Opportunity Employer.

Apply online at

[https://jobopportunities.uchicago.edu/applicants/jsp/shared/position/JobDetails\\_css.jsp?postingId=602095](https://jobopportunities.uchicago.edu/applicants/jsp/shared/position/JobDetails_css.jsp?postingId=602095)

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**Dock Worker (Part time) -Chicago, IL-OPE014479 / Conway**

Job Summary: Load and unload freight in a timely manner utilizing the appropriate motorized and manual equipment and by hand as needed.

Description of Essential Job Functions:

- Available to work a variety of shifts, including days, evenings, nights and weekends due to varying freight volumes.
- Efficiently sort, handle, load and unload palletized and non-palletized freight using appropriate motorized and manual equipment, including pallet jack, forklift and by hand as needed. •Utilize mobile hand held devices for tracking shipments.
- Safely climb in and out of trailers. •Lift freight and other objects of various shapes, sizes and weights (up to 50 lbs frequently and greater than 75 lbs occasionally).
- Secure freight inside trailers using appropriate tools and supplies (e.g. pallets, straps, rope). •Safely walk and stand for extended periods of time on a loading dock that is not climate-controlled and may be slippery.
- Safely walk, reach (including above your head), bend, climb, push, pull, twist, squat and kneel as necessary to perform the job duties.
- Verify and complete required documentation and reports.
- Ability to handle hazardous materials. •Adhere to company safety policies.
- Frequent contact with service center personnel; fast-pace and deadline oriented.
- Safely work in adverse weather conditions.
- Perform other duties as assigned.
- Prompt, daily attendance at assigned work location.

Skills & Experience:

- Prior dock/warehouse experience in the transportation industry is a plus.
- Prior forklift experience in a freight / less than truckload environment preferred.
- Prior experience loading and unloading trailers preferred. •At least 18 years of age.
- Highly motivated individual with attention to detail.
- Ability to count and perform basic math, with or without a calculator.
- Basic written and verbal communication skills (documentation, communication with peers, supervisors, etc.) •Ability to bend, twist, squat, pushing/pulling freight throughout shift. •Ability to follow instructions and complete required training.
- Ability to work independently and/or as a team member.
- Must be able to perform the essential functions with or without an accommodation.
- Pass a company paid Post Offer Pre-Hire screen (physical essential functions) test.

We are proud to be an Equal Opportunity and Affirmative Action employer M/F/D/V

Apply online at

<https://conway.taleo.net/careersection/2/jobdetail.ftl?job=375842&src=JB-10140>

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### **Dockworker Part-time**

Job ID 52794

Street 470 East Joe Orr Rd

Location US-IL-Chicago Heights

Zip 60411-8565

Posted Date 01/15/2014

Category FedEx Freight - Warehouse Pos.

Type Part-Time

Work Hours 20 to 25

Overview: FedEx Freight, Inc. - This is a part time position.

Transport freight across dock area to/from trailers for loading to trailers.

Disclaimer: This job description is general in nature and is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

#### Qualifications:

- High school diploma or equivalent, preferred
- Must be at least 18 years of age
- Prior experience in warehousing, freight handling and/or fork lift operations preferred
- If hostler/yard mule duties required, experience preferred
- Ability to count and perform basic math, with or without a calculator
- Basic written and verbal communication skills (documentation, communication with peers, supervisors, etc.)
- Ability to lift/carry hand freight of varying weights several times a week, to lift dock plates weighing approximately 100 pounds, and to open trailer doors requiring approximately 75 pounds of lift force, up to several times per day or more
- Ability to bend, twist, squat, pushing/pulling freight throughout shift
- Ability to follow instructions and complete required training
- Ability to work independently and/or as a team member
- Previous dock/warehouse experience preferred

#### WORKING CONDITIONS:

- Dock environment; exposure to varied weather conditions, exhaust, fumes, dust, noise
- Hours may vary due to operational need
- Frequent contact with service center personnel; fast-paced, deadline oriented

Apply online at <https://jobs-freightinc.icims.com/jobs/52794/dockworker-part-time/job?mode=job&iis=Indeed.com&iisn=Indeed.com&mobile=false&width=788&height=421&bga=false&needsRedirect=false>

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**Job Title: Criminal Justice Specialist I – Opt 1**

Agency: Criminal Justice Information Authority

Closing Date/Time: Tue. 01/28/14 5:00 PM Central Time

Salary: \$3,891.00 - \$5,574.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10231-50-05-300-24-01

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision participates in the review, examination, approval, implementation and monitoring on inter agency agreements and contracts related to Federal and State grant programs; participates in preparing contracts, project amendments and related reports relative to such programs. Assist in determining technical assistance needs and developing appropriate responses for different projects.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in law, criminal justice, government, public administration, sociology, accounting or political science. Requires one year of professional experience in planning, development, implementation, and assessment of programs in criminal justice. Requires working knowledge of the criminal justice system and processes. Requires working knowledge of budget preparation and tracking of expenditures. Requires the ability to utilize Microsoft Office, including Access, Word, and Excel. Must be proficient in analytical skills and oral and written communications. Position requires occasional overnight travel and a valid driver's license.

Work Hours & Location/Agency Contact: 8:30 a.m. - 5:00 p.m.

Illinois Criminal Justice Information Authority / Maria S. Espindola, H.R. Coordinator  
300 West Adams St., Suite 200 Chicago, Illinois 60606 Fax: 312-793-8422

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 1 - General**

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**Job Title: Health Facilities Surveillance Nurse**

Agency: Public Health

Closing Date/Time: Wed. 01/29/14 5:00 PM Central Time

Salary: \$5,189.00 - \$7,056.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 6

Plan/BU: RC023

Bid ID#: See Below

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Regional Field Supervisor, conducts surveys, investigations and monitoring visits of long-term care facilities to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations. Prepares licensure and certification survey/investigation forms, memoranda and reports of findings.

**Minimum Requirements:**

Requires graduation from an approved nursing education program resulting in an associate or a diploma degree in nursing and three years of professional nursing experience or, a bachelor's degree in nursing and two years of professional nursing experience or, a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires excellent computer skills and work experience in word processing. Extensive travel required/possession of a valid driver's license.

**Work Hours & Location/Agency Contact:**

Job Numbers: IDPH 68044, 68045, 68046, 68054, 68058, 68060

Work Hours & Location: 4 Day Work Week

Office of Health Care Regulation

Division of Long Term Care Field Operations 4212 W. St. Charles Rd. Bellwood, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-524-0220

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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### **File Clerk**

Salary:\$8.71 to \$10.09 per hour  
Location: Chicago, IL  
Post Date: Jan 10, 2014  
Employment Type: Temporary  
Industry: Professional Services  
Job Order Number:01302-107435

Description: OfficeTeam Chicago is currently recruiting for a file clerk for our client with an urgent opening in their growing business. Our client, a growing local facilities management company, is looking to hire a File Clerk to assist with filing, copying and faxing for multiple departments. This is a dynamic position for the File Clerk who is organized and committed to the profession. The ideal candidate will be able to operate basic office equipment, complete general office work, sort and route incoming materials, etc. Additionally the position may require computer and data entry skills so a proficiency in Microsoft Word and Microsoft Excel is preferred.

### Requirements:

Data Entry, Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Outlook  
OfficeTeam is the world's leader in quickly matching skilled administrative professionals with temporary and temporary-to-full-time jobs. We offer job opportunities ranging from executive and administrative assistants to customer service representatives, receptionists and general office support. Our staffing managers connect with more than 100,000 hiring managers in North America every single week. In addition to free job search services, we provide access to free online skills training and a competitive benefits and compensation package.

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## **Retail Shipping & Receiving Clerk**

Haberdash Men's - Chicago, IL

Haberdash is seeking a hardworking, reliable and bright shipping and receiving clerk to join our amazing and fast-paced team. We are modern tradition, a blend of cool classic style paired with old-school philosophy committed to delivering the best possible experience for our clients. Our team is growing, so this opportunity with Haberdash may be a great match for you!

This role requires you to have a hands-on approach to getting all aspects of the shipping and receiving tasks done on time. You will be directly responsible to the Retail Shipping and Receiving Manager. Our Shipping and Receiving Clerk is important to our team process in getting the best products on the shelf in a timely manner to satisfy the needs of our Sales Professional and Clients.

### Basic Qualifications

High school diploma

1-2 warehouse experience

Good interpersonal and communications skills

Good organizational, priority setting skills and decision making skills

Basic math skills

Flexible & dependable with ability to work days, nights, and weekends to get the job done

Good driving record and able to operate cargo van as needed

Pass a criminal background check, drug test and education verification as part of the hiring and selection process

### Preferred Qualifications

Junior College Associates degree

Men's Retail Warehouse Shipping and Receiving experience

Able to analyze and solve problems of varied scope; must be able to act decisively in implementing solutions

Able to plan work and monitor progress

Demonstrate ability to multi-task; ability to respond flexibly in a quickly changing environment

Able to understand merchandising, and operating reports

Understands and is committed to delivering an exceptional level of service that helps meet store's needs

### Apply Now

Indeed will send your application to [geri@haberdashmen.com](mailto:geri@haberdashmen.com).

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## **MATERIALS HANDLER I**

Facility: Presence Health - Corporate Office, Chicago, IL

Department: SJH CENTRAL SERVICES

Schedule: Full-time

Shift: Day shift

Hours: 7:00 AM - 3:30PM

Req Number: 124018

### Job Details:

PRESENCE SAINT JOSEPH HOSPITAL

DAYS (7AM - 3:30PM)

FULL TIME MATERIAL HANDLER

SJH CENTRAL SERVICES

This position under general supervision, receives, stocks, picks, and distributes supplies to all requesting RHC departments. Decontaminates, cleans, and sterilizes instruments and supplies. Distributes, sets up, cleans and sterilizes equipment. Delivers all needed mail, supplies, and equipment between all off-site corporate facilities via company vehicles. Performs all functions related to the copy center and mail processing and distribution. Completes all required computer functions on both the Patient Care and Finance computer systems for all functions listed.

### Requirements:

**EXPERIENCE:** Six month's experience in supply distribution or stockroom, preferred. Previous healthcare experience is a plus!

**EDUCATION:** High School Diploma or equivalent.

Presence Health is the largest health system based in Illinois, created in November 2011 through the merger of Provena Health and Resurrection Health Care. With over 150 locations, from physician offices and convenient outpatient centers to quality hospitals and senior living communities, we're in communities big and small. Visit [presencehealth.org](http://presencehealth.org) to learn more. EOE/AA/M/F/D/V

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**Posting title Track Laborer**

Auto req ID 3702BR

Position profile

Track laborers are responsible for various tasks in a safety-oriented environment regarding rail maintenance; including operating heavy equipment and handling hazardous materials.

Track laborers operate various types of equipment, such as dolly, high-pressure washing machine, shovel and wheelbarrow - drive various vehicles, including trucks, forklifts, cranes - wearing protective clothing and equipment - work with soaps, caustic solutions and fuel oil.

Other job requirements include: - good hand eye coordination - frequently lifting weights up to 50 pounds - occasionally lifting weights up to 100 pounds - physical work, sometime in extreme weather conditions - exposure to heat, cold, water, oil, grease, battery acid, fumes and noise.

This position is mobile, with work being conducted throughout the Chicagoland area and beyond. It will be incumbent upon the selected candidates to be available to work in all locations associated with this position.

City Chicago

Country United States

Apply online at <http://jobs.cn.ca/jobs/3702BR/United-States-Illinois--Chicago--Track-Laborer>

**Job Title:Loader - Chicago, IL**

Dock, Illinois

**Job Description:**

Freight handlers Needed! Immediate openings for Part-Time Freight Handlers.

\*Competitive Pay!!! We offer an excellent compensation and benefits package that includes a 401(k) Retirement Plan and free vacation lodging at our employee resorts in Big Bear Lake, CA, Daytona Beach, FL and Pigeon Forge, TN. Requirements: Must be able to bend, lift and stoop without difficulty. Previous warehouse & forklift exp in a fast paced, LTL environment preferred. Able to read manifests and work in a fast paced, team environment. Apply online or on site.

Apply online at [http://www.rlcarriers.com/joblist\\_all.asp?type=list&id=4594](http://www.rlcarriers.com/joblist_all.asp?type=list&id=4594)

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**Position Title: Overnight Loader - West Chicago**

Job Order #1527

Posted Date: 11/27/2013

Salary Range: \$17.72/hr

**Description:**

LaJoy Group has a long term opportunity as an Overnight Loader with Aunt Millie's, bread and baked good products based out of West Chicago, Illinois!

**Duties:**

- Counting, organizing, and separating product orders for delivery route trucks with strict deadlines

- Manual labor

**Requirements:**

- Attention to detail and accuracy

- Must be open to a physically demanding position

- Previous shipping and receiving experience preferred

- Must be able to pass a felony background check, physical, and 50 lb. lift test (lifting 50 pounds from the floor to your waist and above your head)

**Schedule:**

9pm-6am Monday, Tuesday, Thursday, Friday and Saturday

Pay rate: 17.72/hr

Interested and qualified applicants please send your resume in Word or PDF format to [csteger@lajoygroup.com](mailto:csteger@lajoygroup.com), fax to 734-453-1919 or apply through our website at [www.lajoygroup.com](http://www.lajoygroup.com). EOE.

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**Job Title: Office Assistant - Opt SS1**

Agency: Healthcare & Family Services

Closing Date/Time: Wed. 01/29/14 5:00 PM Central Time

Salary: \$16.72 - \$22.72 hourly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: GC0043

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, performs a variety of responsible clerical duties serves as unit receptionist; responds to inquiries from callers and visitors in Spanish for Individuals who speak Spanish but do not speak or understand English; receives data stamps, and distributes office mail; reviews, updates, and submits for data entry material such as case jackets, tip sheets, withdrawals, and other documents; drafts weekly and monthly reports.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and one years of related office experience; requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires the ability to speak and write Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact: Work Shift: 8:30 a.m. - 5:00 p.m.

Location: Office of General Counsel

Bureau of Administrative Services 401 S. Clinton, 6th Floor Chicago, Illinois

Contact Person: Judy Beverly / Bureau of Personnel

2946 Old Rochester Road Springfield, Illinois 62703

217-557-5244 Office 217-782-8889 Fax

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option SS1 - Spanish Speaking/General

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**Job Title: Office Associate - Opt 2**

Agency: Children & Family Services  
Closing Date/Time: Wed. 01/29/14 5:00 PM Central Time  
Salary: \$2,877.00 - \$3,985.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 1418500-182909

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs a variety of complex, specialized clerical and office support functions; utilizes independent judgment to respond to inquiries requiring in-depth knowledge of programs and procedures; using a personal computer, works independently to determine appropriate DCFS codes and MARS/CYCIS screens; types a variety of complex data, reports, and correspondence, utilizing independent judgment and a knowledge of legal, medical and social terminology.

**Minimum Requirements:**

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

**Work Hours & Location/Agency Contact:**

HOURS: Monday-Friday 8:30AM-5:00PM.  
LOCATION: 1911 S. Indiana Chicago, IL 60616  
SUPERVISOR: C. Jones  
AGENCY CONTACT: SUE ALLEN-OATES  
100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60602 FAX # (312)814-7134

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 2 – Typing**

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## **Building Maintenance Mechanic-13003057**

### POSITION SUMMARY:

This position will be for 2nd or 3rd shift in a fast-paced setting with the ability to work overtime and weekends when required. The successful candidate will demonstrate experience and knowledge in ammonia refrigeration, compressed air, Hydraulics and steam generation equipment, systems to include electrical and controls working in the food and/or beverage industry. Knowledge of PSM elements and other regulatory / compliance requirement is a plus. Candidate must be self-motivated, able to work in a team environment, excellent communications skills (both written and oral), and have good attention to detail. Must be dependable, trustworthy and accountable.

### Responsibilities:

- Daily operation and maintenance of Ammonia refrigeration systems.
- Daily operation and maintenance of Steam system and boilers.
- Compressed air system and compressor operations.
- General building maintenance.
- Ensure materials are being issued to work orders and data entry is complete.
- Provides feedback to the maintenance staff and management identifying trends, potential issues and improvement opportunities.
- Follow the plant safety rules, report incidents, and unsafe conditions immediately.

### REQUIREMENTS / EDUCATION:

- At least 5 years experience in a manufacturing environment, food industry preferred.
- 120/230/480 Electrical experience.
- Experience with CMMS system, SAP being a strong plus.
- Ammonia plant operation / maintenance / CIRO certified preferred.

### EXPERIENCE / REQUIRED SKILLS:

- High level of computer expertise and competence.
- Excellent communication and organizational skills.
- Strong mechanical and electrical skills.
- Must have continuous improvement mindset.
- Strong analysis skills.
- Able to work overtime and weekends when required.

Nestle USA is an Equal Opportunity Employer and is looking for diversity in candidates for employment

Apply online at

<https://nestleusa.taleo.net/careersection/nwnahlogscdistrans/jobdetail.ftl?lang=en&job=77364&src=JB-10172>

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**Custodian Job ID: 147**

Maintenance/Custodial/Custodian

Date Posted: 1/15/2014

Location: Staff

Date Available: As Soon As Possible

Description: We are seeking a reliable and skilled CUSTODIAN with experience cleaning office buildings, and most preferably schools. Duties included in the position are stripping and waxing floors and operating carpet extraction equipment. Prior custodial experience is required as is occasional heavy lifting. Applicants must have a proven ability to handle the physical requirements of the position. Hours are 3:00 p.m. until 11:30 p.m. on Monday, Tuesday, Wednesday, Friday, and Saturday, although these days are subject to change. Latin provides a pleasant work environment as well as an excellent benefits package (following a successful 60-day probationary period). Latin School of Chicago embraces diversity of people, cultures, and ideas and is an equal opportunity employer.

Apply online at

<http://www.latinschool.org/employment?all=1&AppliTrackJobId=147&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1>

**Title Custodian / Goodwill**

Requisition Number 14-0044

Post Date 1/14/2014

City Chicago, IL.

Description **\*\*This posting is for a full time position, with benefits available.**

*Facility is located at 63rd & Western.\*\**

Responsible for performing general custodial duties. 1. Maintain office areas, hallways, rest rooms, or other similar areas in a clean and orderly condition. 2. Sweep, mop, or scrub hallways or office areas. 3. Empty trash in garbage containers. 4. Clean dust and dirt from ceiling, walls, overhead pipes, and fixtures using long handled brush and vacuum cleaner. 5. Maintain custodial equipment in safe working order. 6. Maintain a safe work environment. Requirements 1. Minimum of an eighth grade education. 2. Minimum of 2 years prior work history/experience.

Goodwill is an Equal Opportunity/Affirmative Action Employer.

Minorities, women, vets and individuals with disabilities are encouraged to apply.

Apply online at

[https://rn21.ultipro.com/GOO1011/JobBoard/JobDetails.aspx?\\_ID=\\*1B1C5A2347386222](https://rn21.ultipro.com/GOO1011/JobBoard/JobDetails.aspx?_ID=*1B1C5A2347386222)

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### **Maintenance Assistant**

Esperanza Community Services - Chicago, IL

**Basic Function:** This maintenance person is responsible for cleaning designated areas of Esperanza Community Services' property by following a maintenance schedule and works under the general supervision of a maintenance engineer (Facilities manager). An employee in this classification must be available to work flexible hours including some nights and weekends, and during program breaks. This person must also be willing to work under changing conditions and be willing to assist the maintenance engineer (Facilities manager) as assigned. The assistant must inform maintenance engineers of maintenance problems as they are encountered.

#### **Duties:**

Cleans bathrooms, kitchen, classrooms and common areas to specific standards using specified products. Performs basic drywall, painting, and plumbing projects as assigned by the facilities manager. Alerts facilities manager to all maintenance and safety problems observed during their day. Responds to cleaning emergencies like spills, leaks, breaks, or student mishaps. Secures work area to maintain highest safety standards and to prevent injury. Maintains work area and work supplies by requesting needed items and making sure they are available for completing assignments while being out of the way of general personnel and clients.

**Qualifications:** Ability to lift up to 50lbs. Ability to work with persons with developmental disabilities. Ability to work flexible hours and conditions.

Ability to follow instruction and to prioritize several responsibilities simultaneously

Must possess a valid Illinois Driver's License

#### **About Esperanza Community Services:**

Esperanza Community Services is an organization dedicated to helping children and adults with developmental disabilities become as independent as possible. The mission of Esperanza Community Services is accomplished through effective programs delivered both on our campus in the West Town neighborhood of Chicago and throughout the community. We offer a quality school for students age 5-22 with developmental disabilities and behavior concerns; a day program that helps developmentally disabled adults build self-care and vocational skills; in-home case management; 24-hour supported living residences; ABA behavior support; bilingual services (English and Spanish); plus art, music and many opportunities for remaining an integrated part of the community. Together, our programs and services provide a comprehensive array of support designed to help each student and individual reach his or her full potential.

Apply online at <http://www.indeed.com/cmp/Esperanza-Community-Services/jobs/Maintenance-Assistant-5b842a68bb83ab48>

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