



Senior Contract Buyer

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

Job Description:

Under the direction of the Department Manager, Purchasing, responsible for the procurement of a wide variety of services and capital equipment. This may include the procurement of various complex professional services contracts such as legal consulting services, marketing services, planning services, risk management services, human resources/benefits services; as well as the procurement of IT systems and related services, capital equipment, construction, and large scale facilities maintenance projects.

Experience with procurement of construction services, facilities renovations, and Architectural and Engineering services preferred. This position will require knowledge of the Brooks Act and Davis Bacon and related labor requirements, the facilitation of contract negotiations, conducting complex cost and price analyses, assisting users with contract administration and developing scopes of work, chairing LIQ/RFP evaluation committees, and developing contract recommendations to present to Pace's Board of Directors.

Qualifications:

Qualified candidate must have a minimum of 7 years of progressively responsible purchasing/contracting experience, preferably procurement of construction or design services, and a Bachelor's degree in Business, or its equivalent. Government procurement experience preferred.

Excellent interpersonal, written and verbal communication skills are required. Proficiency in personal computer, word processing, spreadsheets and database packages is also required. Qualified candidate must have a good work history.

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

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=659

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Guest Service Agent (Full-Time) (Job Number: FRO01687)

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

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.

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

What will I be doing?

As a 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

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FT Engineer (Job Number: PRO011Y0)

Work Locations: Waldorf Astoria Chicago 11 East Walton Chicago 60611

An Engineer with Waldorf Astoria Hotels and Resorts is responsible for maintaining the physical functionality and safety of the facility in the hotel/Æs continuing effort to deliver outstanding guest service and financial profitability.

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

What began with the world/Æs most iconic hotel is now the world/Æs most iconic portfolio of hotels. In exceptional destinations around the globe, Waldorf Astoria Hotels & Resorts reflect the culture and history of their extraordinary locations, as well as the rich legacy of Waldorf Astoria. Simply stated, Waldorf Astoria embodies timeless elegance.

If you understand the value of providing guests with an exceptional environment and personalized attention, you may be just the person we are looking for to work as a Team Member with Waldorf Astoria Hotels & Resorts.

What will I be doing?

As an Engineer, you would be responsible for maintaining the physical functionality and safety of the facility in the hotel/Æs 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

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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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option D1 - Dept Child & Family Serv

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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

Cook

Department: Dietary Services

Schedule: Registry

Shift: Day/PM rotation

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

Job Details: Prepares high quality, nutritious meals for patients and the dining room in a cost efficient and sanitary manner.

JOB QUALIFICATIONS

1. High school diploma or GED or five years comparable experience
2. Two years previous high volume institutional cooking experience required.
3. Must be able to work from recipes
4. Basic math skills required
5. Strong organizational skills
6. Ability to read write and speak English.
7. Ability to work under time constraints
8. Certified in Food Service Sanitation by the State of Illinois and City of Chicago.

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

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Front Office Manager (Job Number: FRO0167H)

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

A Front Office Manager will manage Front Office Operations to ensure profitability, control costs and quality standards to ensure total guest satisfaction.

Oversee room reservations, front office systems, supplies inventory, scheduling, forecasting and department budget to maximize revenue.

Compile and prepare financial reports, including: rate and availability calendar. Interview, train, supervise, counsel, schedule and evaluate staff.

Provide leadership and guidance to Front Office staff ensuring consistent quality service is provided.

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's ten market-leading brands. For more information visit www.hiltonworldwide.com.

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

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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: \$4,291.00 - \$6,452.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1433002-333941

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-Friday 8:30 AM to 5:00 PM

Location: DCFS Joliet Office 1619 W. Jefferson Street Joliet, IL 60435

SUBMIT BIDS TO: Lora Busse-Fleck

DCFS Aurora Regional Office 8 E. Galena Blvd Aurora, IL 60506 Fax: 630.801.3530

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Executive Chef (Job Number: KIC0134R)

Work Locations: Embassy Suites Chicago - Downtown/Lakefront 511 Columbus Drive Chicago 60611

An Executive Chef with Embassy Suites Chicago Downtown/Lakefront will have to have great focus on creativity, food quality, presentation and the ability to create new elegant dishes. 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 Executive Chef, you would also be responsible for directing and administering the planning, preparation, production and control of all culinary operations 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:

- Direct and oversee all culinary operations, to include, but not limited to, production of all hotel meals, food quality and presentation, compliance with all safety and sanitation standards and regulations, team member productivity and performance, implementation of policies and procedures, cost controls and overall profitability
- Create and implement new menus and individual menu items for catering events, bar and room service based on current food trends and regional tastes in partnership with Food & Beverage Manager
- Interact with guests and clients to monitor and assess satisfaction trends, evaluate and address issues and make improvements accordingly
- Ensure compliance with federal, state, local and company health, safety, sanitation and alcohol awareness standards •Perform general management duties
- Monitor and develop team member performance to include, but not limited to, providing supervision and professional development, scheduling, conducting counseling and evaluations and delivering recognition and reward
- Recruit, interview and train team members

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Job Title: Civil Engineer IV

Agency: Natural Resources

Closing Date/Time: Mon. 02/03/14 5:00 PM Central Time

Salary: \$5,334.00 - \$8,155.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 12-23-4620

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, independently performs complex engineering work which encompasses responsibility for the design and development of all engineering projects for the Department within Region II.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college culminating with a bachelor's degree in civil engineering. Requires possession of Illinois Certificate as a Registered Professional Engineer. Requires four years of professional civil engineering experience.

Work Hours & Location/Agency Contact:

WORK HOURS Monday - Friday, 8:30am - 5:00 pm, 1 hour lunch. Sat & Sun off.

WORK LOCATION 2050 West Stearns Road Bartlett, IL 60103

WHERE TO APPLY

Illinois Department of Natural Resources

ATTN: Chris Stucki

One Natural Resources Way

Springfield, IL 62702

Phone: 217.782.1807

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Assistant Restaurant Manager (Job Number: F00019ML)

Work Locations: The Drake Hotel 140 E. Walton Place Chicago 60611

An Assistant Restaurant Manager with Hilton Hotels and Resorts is responsible for assisting the manager in directing and organizing the activities and services of a hotel food and beverage outlet (restaurant, lounge, room service, coffee shop, etc.) in the hotels continuing effort to deliver outstanding guest service. 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 an Assistant Restaurant Manager, you would be responsible for assisting the manager in directing and organizing the activities and services of a hotel food and beverage outlet (restaurant, lounge, room service, coffee shop, etc.) to deliver an excellent guest experience. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Assist in the management of operations to include, but not limited to, guest service standards and initiatives, product quality, cost controls and overall profitability, marketing initiatives, systems use and management, budgeting and forecasting, department management, policy and procedure implementation and enforcement and meeting participation and facilitation
- Assist in monitoring and developing team member performance to include, but not limited to, providing supervision, conducting counseling and evaluations and delivering recognition and reward
- Assist in monitoring and assessing product quality and service and satisfaction trends, evaluate and address issues and make improvements accordingly
- Ensure compliance with health, safety, sanitation and alcohol awareness standards
- Assist in initiating and implementing marketing and up-selling techniques to promote restaurant food and beverage and services and to maximize overall revenue
- Assist in recruiting, interviewing and training team members
- Act in the absence of the manager, as needed

Apply online at https://hilton.taleo.net/careersection/us_external/jobdetail.ftl

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Job Title: Technical Advisor II

Agency: Children & Family Services

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

Salary: \$4,777.00 - \$7,247.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010

Bid ID#: 1403003-030527

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision, serves as legal advisor for issues related to the Juvenile Court of Cook County; provides input into or conducts screenings to determine whether matters are legally sufficient to present to the court; provides legal advice and counsel; conducts legal training for DCFS and POS administrators, supervisors, and staff.

Minimum Requirements:

Requires graduation from a recognized law school; requires the possession of a valid license to practice law in Illinois; requires travel.

Work Hours & Location/Agency Contact: Monday-Friday 8:30a-5:00p
2245 W. Ogden, Chicago IL 60612 Supervisor: J. Ahern

Contact: Lorne Garrett

Office of Legal Services 2245 W. Ogden 3rd Floor Chicago, Illinois 60612

PHONE: 312-633-3406 FAX: 312-633-3965

How to Apply:

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All other interested applicants must submit a CMS-100 employment application and a copy of his/her ARDC card directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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FT Attendant Housekeeping (Job Number: HOU014HG)

Work Locations: Waldorf Astoria Chicago 11 East Walton Chicago 60611

A Room Attendant with Waldorf Astoria Hotels and Resorts is responsible for cleaning guest rooms and responding to guest requests in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

We are bringing that legacy to life every day, with fresh, modern expressions of the essence of Waldorf Astoria. We are providing guests the exceptional environments and the personalized attention that are the source of those unforgettable moments that create a singular experience.

If you understand the value of providing guests with an exceptional environment and personalized attention, you may be just the person we are looking for to work as a Team Member with Waldorf Astoria Hotels & Resorts.

What will I be doing?

As a Room Attendant, you would be responsible for cleaning guest rooms and responding to guest requests in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Clean guest rooms as assigned, including, but not limited to, making beds, cleaning bathrooms, dusting and vacuuming
- Change and replenish bed linens, towels and guest amenities, as needed
- Perform deep cleaning tasks, as needed
- Stock, maintain and transport housekeeping supply cart on a daily basis
- Dispose of trash and recyclables
- Respond to special guest requests in a timely, friendly and efficient manner
- Perform guest turn down service, as needed

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Courtesy Bus Driver in Chicago Illinois United States / Avis Car Rental

Employee Type: Full Time

Required Experience: 1 Year

Category: Transportation

Career Level: Experienced (Non-Manager)

Required Education: High School/GED

City: Chicago

State: Illinois

Zip Code: 60666

Country: USA

GET YOUR GO ON!

In our Courtesy Bus Driver position you will transport customers to and from the airport terminal and the rental facility safely. You will greet and assist customers with their inquiries and luggage. Inquire whether a customer is a Preferred or a FastBreak member and announce the arrival of a Chairman customer. Communicate stops and other information over an intercom system. Conduct pre and post-trip inspections and log daily work hours in DOT books. You must have excellent communication skills to be able to announce arrival and departure statements using an intercom system.

COURTESY DRIVER REQUIREMENTS:

- * Must be 18 years of age or older
- * High school diploma or equivalent or preferred
- * Minimum of 1 year customer service experience.
- * At least one year of commercial driving experience preferred
- * CDL class A or B license with P endorsement (as mandated by state and location) with good driving history
- * Valid DOT Medical Certificate
- * Excellent interpersonal and communication skills
- * Must be able to work various shifts including weekends, evenings, and holidays
- * Ability to maintain and project professional behaviors towards customers and associates
- * Ability to work outdoors in all types of weather conditions
- * Ability to Stand, Walk, Bend, Sit for up to 8 hours and lift and/or carry a minimum of 50 pounds

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Job Title: Executive I - Opt H7

Agency: Human Services

Closing Date/Time: Mon. 02/03/14 5:00 PM Central Time

Salary: \$35.09 / Hour

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10-76874-2-PS CONTRACT

This individual will be the Business Process Specialist, part of the team executing the Ford Foundation/Urban Institute Work Support Strategies Grant. This individual will serve as a technical expert regarding business process design and implementation of new processes in local offices, and will assist with the statewide effort to re-engineer business processes in the offices around the state providing core benefits to working families. This individual will assist with the implementation of the operations aspect under this grant, providing analysis of local office operations and assisting with the formulation of a plan to implement business process changes at each office. The work will include consultation with field staff; meetings with customers, advocates and community partners; and working closely with field and regional staff on the ground to implement process changes. Additionally, they will need to become familiar with the systems that local office staff use to administer benefits so that they can best support the offices as they are implementing any business process changes.

Minimum Requirements: Requirements include a Bachelor's degree or higher; a minimum of four years experience in policy and/or program administration and/or business process design or re-engineering skills. Knowledge of and familiarity with the SNAP, medical assistance and Child Care programs that are the focus of this grant, and /or experience working with other programs and benefit delivery models; superior oral and written communication skills; the ability to work independently and well with others; Experience with business process changes, industrial engineering and/or industrial design.

TERM OF CONTRACT: REMAINDER OF FY'14 (JULY 1, 2013 - JUNE 30, 2014)

IL Dept of Human Services

Office of Family & Community Services 401 S Clinton Chicago, Illinois

BIDDING CONTACT: DHS, Division of Family & Community Services

ATTN: Alicia Huguelet 401 S Clinton, 3rd Floor Chicago, Illinois 60607

How to Apply:

THIS IS A CONTRACTUAL POSITION - INTERESTED APPLICANTS MUST SUBMIT A CMS100 EMPLOYMENT APPLICATION, INCLUDING THE POSTING ID TO THE CONTACT PERSON LISTED ABOVE. DO NOT SUBMIT APPLICATION TO CMS FOR GRADING.

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Security Supervisor (Job Number: PRO011YY)

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

A Security Supervisor with Hilton Hotels and Resorts is responsible for assisting with the daily supervision and training of Security Officers/Guards to ensure 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 upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Security Supervisor, you would be responsible for assisting with the daily supervision and training of Security Officers/Guards to ensure 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
- Coordinate and lead response to emergency situations including, but not limited to, safety hazards, fires, medical emergencies and threats to life and/or property
- Promote safe work practices
- Assist in monitoring and developing team member performance to include, but not limited to, providing supervision, assisting with evaluations, training, scheduling and assigning work and delivering recognition and reward
- Initiate preliminary investigations into incidents and write reports and ensure accuracy of necessary documentation
- Respond to guest inquiries and requests and resolve guest issues in a timely, friendly and efficient manner
- Perform duties of a Security Officer, as needed

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Dietary Attendant I

Department: Dietary Services

Schedule: Registry

Shift: Day/PM rotation

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

Job Details: Reporting to the Manager of Food and Nutrition Services and working under general supervision performs routine duties associated with the preparation, service and delivery of food for the hospital patients, employees and visitors.

JOB SPECIFICATIONS:

Basic skills in reading, writing and arithmetic.

Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations.

The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria.

Ability to read and comprehend patient menus, recipes and task descriptions.

The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight.

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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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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PT Guest Service Agent (Job Number: FRO015G0)

Work Locations: Hampton Inn Chicago-Gurnee 5550 Grand Ave Gurnee 60031

A Guest Service Agent with Hampton Inn and Suites is responsible for greeting and registering guests and checking guests out of the hotel in the hotels continuing effort to deliver outstanding guest service and financial profitability.

If you appreciate friendly service and are committed to Guest satisfaction, you may be just the person we are looking for to work as a Team Member with Hampton.

What will I be doing?

As a Guest Service Agent, you would be responsible for greeting and registering guests and checking guests out of the hotel 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 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
- 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, as needed
- Receive, input, retrieve and relay messages to guests, as needed

Apply online at

https://hilton.taleo.net/careersection/hww_cs_internal_global/jobdetail.ftl

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Job Title: Health Facilities Surveillance Nurse

Agency: Public Health

Closing Date/Time: Mon. 02/03/14 5:00 PM Central Time

Salary: \$31.81 - \$43.26 hourly

\$2,394.92 - \$3,256.62 biweekly

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

\$62,268.00 - \$84,672.00 annually

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: IDPH ePAR: 64675

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.

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 professional nursing experience or, a Master's Degree in Nursing. a registered Nurse in the State of Illinois. Requires excellent computer skills and work experience in word processing and spreadsheet applications (I.E., Microsoft Word, Excel, Power Point). Requires ability to travel/ possession of a Valid driver's license.

Work Hours & Location/Agency Contact: 4 Day Work Week Schedule
IL Dept of Public Health / Office of Health Care Regulation
Div of LTC Field Operations 245 W Roosevelt Road, Bldg 5 West Chicago, IL 60185
IL Dept of Public Health / Office of Human Resources
535 West Jefferson, 4th Floor Springfield, IL 62761
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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Office Assistant - Opt 2

Agency: State Police

Closing Date/Time: Fri. 01/31/14 5:00 PM Central Time

Salary: \$2,727.00 - \$3,707.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 3

Plan/BU: RC014

Bid ID#: 21-43-ISP14-01

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of Customer Service Supervisor, performs a variety of tasks related to the function of a customer service representative. Serves as liaison between the bureau and user agencies to answer questions, provide information and identify processing issues related to criminal history background inquiries and other criminal justice or non-criminal justice transactions. Serves as receptionist, receives and directs visitors, monitors in/out boards to provide information regarding the status of agency personnel. Performs a variety of complex clerical support functions, including data entry, submission processing, CHRI data queries, updating and accessing automated files utilizing common office equipment such as personal computers, printers, scanners and copy machines to perform this task.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of high school, and one year of related office experience. Requires the ability to type accurately at 35 wpm.

WORK HOURS: 8:00 a.m. to 4:00 p.m., Monday through Friday

WORK LOCATION: IL STATE POLICE - BUREAU OF IDENTIFICATION

260 North Chicago, Joliet, IL

AGENCY CONTACT: Wanda Kieft-Flood / Public Safety Shared Services Center

1301 Concordia Court PO Box 19277 Springfield, IL 62794-9277

Phone: (217) 557-6015

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 – Typing

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