



### **Seasonal Recreation Aide**

Requisition ID: 00117004

Work Locations: 536 N. Harlem

Job Posting: Jan 19, 2015, 12:01:00 AM Closing Date: Feb 1, 2015, 11:59:00 PM

Full-time Shift Start Time: 8:30 A.M. Shift End Time: 4:30 P.M.

Posting Salary: \$15.12 Hourly

Forest Preserve District of Cook County

**Minimum Qualifications:** Must possess a high school diploma, GED, or higher. Must have completed 60 credit hours at an accredited college or university OR must possess two (2) or more years of practical work experience working with youth activities in a hands-on, outdoor, arts, recreation or outdoor environment capacity OR must possess one (1) or more years of professional work experience in outdoor recreation, education or youth development. Must possess a current valid driver's license. Must be a current Cook County resident.

**Preferred Qualifications:** Have at least one season of practical experience working on Forest Preserves property with the Forest Preserves in the Conservation and Experiential Programming Department or with a Forest Preserves partner group.

**Veteran's Preference:** When applying for employment with the Forest Preserve District of Cook County, preference is given in the application process to honorably discharged Veterans who have served in the Armed Forces of the United States for more than 180 consecutive days or during War Time. To take advantage of this preference, a Veteran must: Meet the minimum qualifications for the position. Identify themselves as a Veteran on their employment application by answering Yes to the question "Are you a military veteran?" Attach a copy of their DD 214, DD 215, or NGB 22 (Notice of Separation) at the time of application by uploading it as part of the application. If there are multiple DD 214s, DD 215s, or NGB 22s, the one with the most recent date should be submitted. Coast Guard members must submit a certified copy of the military separation from either the Department of Transportation (before 911) or the Department of Homeland Security (after 911). Provide original applicable discharge papers at time of interview.

***PROOF OF EDUCATION, CERTIFICATIONS AND LICENSES WILL BE REQUIRED AT TIME OF INTERVIEW.***

The Forest Preserve District of Cook County is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity.

Apply online at <https://cookcountyil.taleo.net/careersection/400/jobdetail.ftl>

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**Executive Assistant - Executive Office**

Requisition ID: 00116864

Organization: Cook County Sheriff's Department

Job Posting: Jan 12, 2015, 10:19:16 AM Closing Date: Jan 26, 2015, 11:59:00 PM

Full-time A.M. P.M.

Posting Salary: \$40,000 - \$50,000

Job Code: 0048

Job Title: Administrative Assistant III

Salary Grade: 18

Department: Executive Office

**Minimum Qualifications**

Possession of a High School Diploma or General Education Development (G.E.D. Test certificate. Possession of a Associates or higher degree, from an accredited college or university. A combination of three (3) or more years of professional work experience as an executive assistant/administrative assistant, receptionist, and/ or clerical professional work experience, obtained within the last four (4) years. Relevant experience must be clearly shown on your resume. Required to successfully learn and operate multiple internal computer systems. Typing skills (35 w.p.m. with 95% accuracy) and familiarity with computer keyboards and data inputting. Advanced proficiency in Microsoft Word, Excel, PowerPoint and Outlook. Skill testing will be administered to test advanced proficiency in the Microsoft Office Suite.

**Preferred Qualifications**

Possession of a Bachelor's or higher degree, from an accredited college or university. Five (5) or more years of professional work experience as an executive assistant/administrative assistant. Possession of Bilingual language skills

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

The Cook County Sheriff's Office prohibits all unlawful discrimination in its hiring and promotional process.

Apply online at <https://cookcountyil.taleo.net/careersection/300/jobdetail.ftl>

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### **Office Administrator**

Requisition Number:1500001463en  
Primary Location: Chicago, Illinois, United States  
Job: Business Support Services  
Job Level: Individual Contributor  
Shift: Day Job

Performs the following tasks: Coordinates and processes domestic and international business travel arrangements, monitors designated business traveler's logistics, generates expense reports and assists in reconciling corporate credit card charges to ensure timely and accurate reimbursement and verifies payments to corporate credit cards. Collects and compiles data to provide status updates, and prepares expense reports for traveler's review and/or signature. Creates, edits and maintains electronic and written communication. Tracks and maintains information relative to department and business operations for HR-Benefits organization. Verbally communicates a wide variety of information to multiple audiences. Processes incoming and outgoing communication and correspondence to ensure proper dissemination of information. Monitors benefits compliance voicemail and group e-mail inbox and ensures timely responses to related inquiries, either directly or redirecting to appropriate internal or external stakeholders. Prioritizes and schedules management-level employee time and availability for efficient use of time. Tracks and maintains designated conference room schedules for availability and efficient use of resources. Coordinates with the appropriate focal(s) to support the acquisition and maintenance of resources. Orders and maintains office supplies. Plans and implements logistics for internal and external events. Provides guidance for less experienced employees. Works under limited supervision.

Boeing is the world's largest aerospace company and leading manufacturer of commercial airplanes and defense, space and security systems. We are engineers and technicians. Skilled scientists and thinkers. Bold innovators and dreamers. Join us, and you can build something better for yourself, for our customers and for the world.

### **Qualifications**

General: Adaptability, Building Trust, Collaboration, Managing Work, Work Standards  
Technical: Analytical Skills Handling Boeing Proprietary  
Information Technology Fluency Experience Level: Individual Contributor  
Job Type: Full-time Business Unit: CORPORATE  
Contingent Upon Program Award?: No

Apply online at [http://jobs-boeing.com/us/united-states/corporate/jobid6817369-office-administrator-c?utm\\_source=Indeed&utm\\_medium=organic&utm\\_campaign=Indeed](http://jobs-boeing.com/us/united-states/corporate/jobid6817369-office-administrator-c?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed)

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### **Law Firm Receptionist (Chicago Loop)**

Marc J. Shuman & Associates, LTD. - Chicago, IL

**JOB DUTIES:** Welcomes guests and clients by greeting them in person or on the telephone; answering or directing inquiries. Produces information by formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics. Represents attorney by communicating and obtaining information; following-up on delegated assignments. Communicate with clients, medical providers, insurance companies, lien holders and opposing counsel as instructed. Immediately document all conversations & correspondence within the Practice Management Software. Other duties as assigned by firm management including receiving, sorting and distributing mail / packages, typing as assigned, creating and mailing / emailing / faxing contracts and correspondence, kitchen maintenance, supplies management

### **MINIMUM QUALIFICATIONS:**

Must be available full time. Must be a self starter, extremely organized, detailed orientated and reliable. Pleasant, well-organized and professional attitude a must. Excellent verbal skills. Type a minimum of 65 WPM. A working knowledge of computers and software including MS-Word, MS-Outlook and some MS-Excel. A working knowledge of Time Matters is a plus. Bilingual (English /Spanish) is a plus but not required.

### **JOB APPLICATION REQUIREMENTS**

Applicant only contact by response to this ad will be considered. No agents or telephone calls will be considered. Your application must include your resume, salary history, salary requirements and references. Cover letters are optional but are reviewed. Following this step is mandatory or your resume will be deleted.

We do not use Word Perfect so don't bother submitting any of the above in that format or it will be automatically rejected.

**IMPORTANT Hint** (only if you wish to be considered for this position): Failure to completely follow the Job Application Requirements above will result in an automatic rejection of your application for failing to follow instructions!

Apply online at <http://www.indeed.com/cmp/Marc-J.-Shuman-&-Associates,-LTD./jobs/Law-Firm-Receptionist-72d99ba3042754fe>

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**Administrative Assistant (Job Number: CHI02345)**

Major Responsibilities: • Develop, identify and implement efficient and effective work procedures and processes to provide administrative needs for the Strategic Customer and Category Management Teams. • Daily management of calendar and scheduling internal and external meetings with Customers for VP Strategic Customers and Director of Category Management. • Manage and screen external telephone calls, letters, and/or visitors. Responding to routine questions and obtaining and furnishing information. • Work closely with Ad Agencies coordinating offsite meetings on behalf of the Category Director. • Building collaborative relationships internal and external. Function as a team player and with a true spirit of cooperation and willingness to ensure smooth and effective operation; maintain a highly professional demeanor and be capable of working under pressure and with a sense of urgency. • Proactively collaborates with members of the broader administrative assistant group to ensure optimal coverage. • Prepare necessary Travel Arrangements and expense reporting for VP Strategic Customers and Director of Category Management. • Effective and Efficient management of all office related expenses for our Wrigley River North office as well as our Sales Satellite offices that delivers our annual OPEX budget.

Minimum Qualifications: • 10 + Years administrative support experience with prior experience supporting senior executives. • Manage information needs from various sources, both internal and external to Wrigley, to prepare reports and presentations. • Experience with meeting and event planning. • Builds collaborative relationships across Sales and the Wrigley broader organization. • Work overtime as needed with approval from manager. • Strong knowledge and mastery of Microsoft Outlook and Office. Special emphasis is placed on strong competency in Power Point. • Ability to resolve office administration and scheduling issues quickly and independently, and capable of anticipating the needs of a Senior Executive. • Sound judgment and discretion skills as well as dealing with ambiguity. • Ability to work and thrive in a fast paced environment. Must be able to interact with various management styles and work effectively across with the administrative team.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

Primary Location NA-USA-IL-Chicago Job Posting Jan 21, 2015, 8:39:50 AM

Apply online at

<http://mars.taleo.net/careersection/www2010/jobdetail.ftl?lang=en&job=689989&src=JB-11201>

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### **Administrative Assistant**

Líders LLC - Chicago, IL

Líders is a start-up that is creating a software solution to facilitate executive search.

We are creating a curated database that allows clients to conduct searches for directors, executives and partners without having to hire an expensive executive recruitment firm.

It aggregates information on candidates in an easily searched behavioral model and incorporates tools for clients to use in assessing talent.

In addition to building our software solution, our chairman is involved with several independent executive searches that he needs help with.

We are looking for someone to be his "right hand man" when he needs information, reservations, or other administrative tasks.

These could range from keeping track of important appointments to researching clients and editing documents.

We are a small company, so we are looking for someone who will mesh well with our personalities.

For this position, we hope to find someone with good problem solving skills, superb communication abilities, and an appreciation for start-up culture.

Flexible work hours and competitive pay are available.

If interested, please send a resume and a cover letter explaining why you would be a good fit.

Feel free to display your creativity and sense of humor.

Apply online at <http://www.indeed.com/cmp/L%C3%ADders-LLC/jobs/Administrative-Assistant-879bea995af9a099>

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## College Building Services Clerk - DIS0000548

### Duties and Responsibilities

The District Office is seeking a College Building Services Clerk.

College Building Services Clerk Under the direction of the Mail Center Supervisor, provide courteous and proficient service to all customers; provide clerical support to the Security, Engineering, and Housekeeping Departments; provide assistance in the delivery of mail services and other building related services.

### Qualifications

Graduation from high school or the equivalent is required, supplemented by one year of clerical or receptionist experience; or an equivalent combination of training and experience. Previous mail processing experience and customer service preferred. Ability to maintain log of equipment usage and other requests. Ability to perform storekeeper duties for the Mail Center only. Ability to take a physical inventory of assigned rooms every four weeks. Ability to inventory the asset account paper supply monthly. Ability to create monthly reports on Excel. Ability to handle difficult situations. Excellent customer service skills and ability to communicate with the public in a courteous and effective manner. Ability to enter, transcribe, record, store, or maintain information in either written or electronic form. Knowledge of USPS services. Intermediate level computer (PC) skills: MS Word, Excel, web browsing, e-mail. Good organizational skills. Able to work in a crowded area. Able to work with constant interruptions. Able to use a postage machine, electronic scale.

### PHYSICAL QUALIFICATIONS:

Must be able to lift packages, trays and tubes of mail up to 70 pounds.

Must bend, stoop and kneel frequently.

Must be able to spend a large part of the day standing up and moving around.

Must be able to work under pressure from deadlines or goals.

Must be able to work in a stressful environment.

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

We are an equal opportunity and affirmative action employer.

Job: Other Facility Operations

Primary Location: District Office

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Jan 21, 2015, 10:51:40 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl?job=69440>

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**Executive Assistant**  
Marakon - Chicago, IL

This position provides administrative support to senior consulting staff requiring some overtime as dictated by current project work. The ideal candidate is a well-organized, detail-oriented self-starter who can accomplish most tasks independently and must be a proactive, energetic team player with a positive attitude who is willing to take on additional tasks. Experience in a professional services environment is highly desirable.

**Education, Skills and Experience**

2-4 year degree required

Minimum five years of experience as an Executive Assistant

Experience supporting several senior-level people simultaneously

Proficient in Windows 2000/Office 2000 packages- PowerPoint knowledge desired

Experience in professional services environment

The ability to interact with staff (at all levels) in a fast paced environment, sometimes under the pressure of demanding deadlines while remaining flexible, proactive, resourceful and efficient

Maintain a high level of professionalism and confidentiality

Strong written/verbal communication skills, decision making ability and attention to detail

Prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner

Provide a high-level of administrative support working independently with little supervision

The statements included in this job description are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Apply online at

[http://www.indeed.com/viewjob?cmp=Marakon&t=Executive+Assistant&jk=36247c263a8967bd&sjdu=QwrRXKrqZ3CNX5W-O9jEve5cnG7RSLXog47uFecvtXYmHGbzxDG0YVDQh6sxmw8hB\\_VgvBjPefQSg0ctpi\\_SLw&pub=pub-indeed](http://www.indeed.com/viewjob?cmp=Marakon&t=Executive+Assistant&jk=36247c263a8967bd&sjdu=QwrRXKrqZ3CNX5W-O9jEve5cnG7RSLXog47uFecvtXYmHGbzxDG0YVDQh6sxmw8hB_VgvBjPefQSg0ctpi_SLw&pub=pub-indeed)

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## **Administrative Assistant**

Real Property Management Edge - Chicago, IL

The Administrative Assistant is responsible for supporting business operations through administrative tasks, as well as providing courteous and professional direct interaction with prospective and current customer tenants. This role interfaces with every unit of the business and is the key to achieving effective communication across the organization.

### ESSENTIAL RESPONSIBILITIES

1. Providing administrative support for the Leasing Agent and Property Manager
2. Handling general telephone and walk-in inquiries
3. Maintaining the prospective tenant database
4. Assisting in placing advertisements
5. Updating the company website with available rental properties
6. Forwarding weekly Rental Marketing Reports to clients
7. Establishing Landlord and Property Files for new managed properties-preparing and forwarding letters to statutory bodies
8. Managing office supplies inventory
9. Assisting the Property Manager with applicant courtesy calls
10. Entering management agreements/creating portfolios and properties
11. Attending and participating in office meetings
12. Attending and participating in training sessions as directed by the Manager
13. Adhering to all procedures required in this role
14. Providing feedback for and participating in continuous improvement of procedures and processes
15. Other duties as assigned

### REQUIREMENTS

Two years' experience in administrative support  
A minimum typing speed of 40 words per minute  
Intermediate skills in Microsoft Office  
Managing referrals across departments  
Knowledge of the Internet and email  
Basic telephone switchboard knowledge

The Administrative Assistant is highly organized with strong time management skills and an understanding of prioritization. Naturally driven to provide excellent customer service and to instill trust, the Administrative Assistant is a natural communicator with good attention to detail, a sense of urgency, and a professional demeanor.

Apply online at <http://www.indeed.com/cmp/Sport-Clips/jobs/Administrative-Assistant-cbcaef4c0192675f>

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### **Billing and Collections Aide**

Job ID 2014-6989

Center McCormick Tribune

Posted Date 1/20/2015

Address 1834 N. Lawndale Ave.

# Positions 1

Category Accounting / Finance

Type Regular Part-Time

Hours per Week 15

Variable Schedule Monday - Friday

**Job Summary:** This position is responsible for assisting with registration processing, billing, payments and collections for YMCA programs which may include school-aged programs, day camp, sports and other programs. This includes data entry of registration and payment information, generating invoices, reconciling program attendance and billing, tracking and processing payments, collecting on past due invoices and collaboration and follow-up with staff and program participants

**Scope of Responsibilities:** Accurate and timely data entry of registration, payment and other related information. Collecting and reconciling program attendance with billing and payments on an ongoing basis to ensure proper billing and collections. Processing registrations and payments for programs according to YMCA policies and procedures. Generating new invoices and tracking and reconciling outstanding invoices. Maintaining program-related registration, attendance, billing and payment records in Excel and CCC. Performs onsite payment processing and collections, as required, at multiple program sites within a 5-mile radius. Outbound communications to program participants to facilitate payment and follow-up on invoices

**Minimum Requirements:** High school diploma or equivalent. Must have 6 months-1 year of administrative, billing, collections, customer service or related experience with data entry and PC skills. Demonstrated customer service, verbal and written communications skills. Basic proficiency in Microsoft Excel, with knowledge and/or experience with Google Docs highly preferred. Accuracy and attention to detail with strong follow-up skills. Ability to work a variable, flexible schedule at both center and program sites, as needed. Adaptability and ability to work in a diverse team environment

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply online at <https://careers-ymcachicago.icims.com/jobs/6989/administrative-aide--billing-and-collections/job?mode=job&iis=Job+Board+-+indeed.com&iisn=Indeed.com&mobile=false&width=960&height=500&bga=true&ndsRedirect=false>

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### **In Room Dining Server**

The Langham Hotel, Chicago  
330 North Wabash Chicago, IL  
Near North Side, River North  
Job ID: 9349635

Job Type: Temporary  
Shift Type: Morning, Afternoon, Night, Overnight  
Compensation: N/A  
Experience: 1-3 Years

*No walkins or phone calls will be considered. Please apply online*

#### **Job Description**

Looking for friendly, experienced servers who want to join our Room Service team as a Server!!!

This position is a Full-Time temporary position. Don't miss out on your opportunity to be a part of top hotel in Chicago!

Apply online at <http://www.shiftgig.com/job/chicago/il/room-service-job-openings-at-langham-hotel-chicago-9349635>

### **Hotel Front Desk - Suburban Hotel**

Holiday Inn & Suites Bolingbrook  
205 Remington Boulevard Bolingbrook, IL  
Job ID: 9263393

Job Type: Part Time  
Shift Type: Morning, Afternoon  
Compensation: N/A  
Experience: No Experience

#### **Job Description**

Looking for friendly and outgoing people

Flexible schedule based on your availability

Apply online at <http://www.shiftgig.com/job/bolingbrook/il/front-desk-clerks-job-openings-at-holiday-inn-suites-bolingbrook-9263393>

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**NOW HIRING -VALET PARKING DRIVERS - (Chicago, Skokie, Oakbrook, Joliet)**

Venue Valet USA

1177 N Elston Ave Chicago, IL

Goose Island, Noble Square

Job ID: 9251713

Job Type: Part Time

Shift Type: Morning, Afternoon, Night, Overnight

Compensation: \$7-8hr + Tips. Drivers avg \$13-\$25/hr

Experience: No Experience

References: Preferred

*No walkins or phone calls will be considered. Please apply online*

**Job Description**

Now Hiring

Full Time and Part Time Positions Available

**\*\*Must have valid driver's license and good driving record\*\***

Job Duties and Responsibilities include be are not limited to:

May work a variety of shifts, including nights, weekends, and holidays

Retrieves and parks cars courteously, timely and safely.

Attends to the parking booth to ensure the security of guests' vehicle keys.

Expedites and controls the movement of guests' vehicles upon arrival or departure.

Familiarizes self with hotel and assigned property's policies, special events and promotions to answer guest inquiries. Check for satisfaction with guest at the end of each interaction. Demonstrates a pleasant and enthusiastic demeanor at all times when providing information and assistance to guests, motorists and tourists.

May oversee the parking of vehicles at various locations and or within a parking complex.

Experience and or Educational Requirements: High School Diploma or GED preferred

Customer Service and or Hospitality Experience preferred

Exposed to various weather conditions each day. Sprints short distances.

Requires ability to communicate verbally to provide customer service

Calculates unpaid parking fees, without the help of a calculator or fee computer

Venue Valet USA, LLC. is an Equal Opportunity Employer.

Requirements & Skills: Must have good driving record. Must be 25+

Apply online at <http://www.shiftgig.com/job/chicago/il/valet-attendant-job-openings-at-venue-valet-usa-9251713>

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**Position Title: FT Banquet Attendant**

Requisition Number: 3006855

Property Name: The Blackstone - A Renaissance Hotel

City: Chicago

State: Illinois

**STRATEGIC SKILLS:** Proficient in position required job skills and knowledge. Intelligent in grasping and integrating new information. Is an active learner with a strong sense of curiosity. Has natural instincts and insight for finding the best solution to unclear situations, issues and problems. Considers multiples resources and methods for analyzing problems. Makes great decisions.

**OPERATING SKILLS:** Is effective in prioritizing work; consistently manages time and processes to create maximum efficiency with minimum disruption or redundancy. Is time sensitive, understands how work and processes fit in with other departmental or business priorities and objectives. Is able to adjust work to accommodate expected and unexpected changes. Is able to gauge progress with respect to overall impact and results.

**PERSONAL AND INTERPERSONAL SKILLS:** Welcoming and warm personality. Able to engage easily and actively connect with others. Is genuinely caring and compassionate; visibly demonstrates desire to understand others. Creates confidence and trust with others, is socially aware of self and others and is known for communicating the right message at the right time. Utilizes a variety of approaches and communication techniques tailored to each situation. Is comfortable in conversing with individuals from a variety of backgrounds and at all organizational levels. Is direct yet tactful and considerate of audience. Positively accepts and provides feedback.

**KNOWLEDGE/SKILLS:** Must have basic knowledge of customer service principles, food service function, and restaurant and kitchen operations.

**EDUCATION/FORMAL TRAINING:** High school education or equivalent.

**EXPERIENCE:** Previous experience in similar position of 3 months or longer.

**MATERIAL/EQUIPMENT USED**

Computerized order machine, basic writing materials, restaurant equipment including but not limited to coffee machines, ice machines, toasters and beverage dispensers.

**ENVIRONMENT:** Physically strenuous: prolonged standing, walking, lifting and carrying throughout entire shift in 95% indoor environment. Going in the freezer temperatures can be -10 degrees.

Apply online at

<https://www1.apply2jobs.com/SageHospitality/ProfExt/index.cfm?fuseaction=mExternal.showJob&RID=6855&CurrentPage=8>

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## **Looking for an Inspired and Friendly Shift Supervisor**

Starbucks

540 West Madison Chicago, IL

### **Job Description**

This position contributes to Starbucks success by assisting the store manager in executing store operations during scheduled shifts. This job deploys partners and delegates tasks so that partners can create and maintain the Starbucks Experience for our customers. Models and acts in accordance with Starbucks guiding principles. Customer service experience in a retail or restaurant environment - 1 year

### **Basic Qualifications**

Maintain regular and consistent attendance and punctuality, with or without reasonable accommodation

Available to work flexible hours that may include early mornings, evenings, weekends, nights and/or holidays

Meet store operating policies and standards, including providing quality beverages and food products, cash handling and store safety and security, with or without reasonable accommodation

Six (6) months of experience in a position that required constant interacting with and fulfilling the requests of customers

Comply with, coach and model a dress code that prohibits displaying tattoos, piercings in excess of two per ear, and unnatural hair colors, such as blue or pink

Prepare and coach the preparation of food and beverages to standard recipes or customized for customers, including recipe changes such as temperature, quantity of ingredients or substituted ingredients

At least six (6) months of experience delegating tasks to other employees and/or coordinating the tasks of two (2) or more employees

### **Required Knowledge, Skills and Abilities**

Ability to direct the work of others

Ability to learn quickly

Effective oral communication skills

Knowledge of the retail environment

Strong interpersonal skills

Ability to work as part of a team

Ability to build relationships

Starbucks Corporation will consider qualified applicants with criminal histories in a manner consistent with all federal, state, and local ordinances.

Apply online at <http://www.shiftgig.com/job/chicago/il/barista-job-openings-at-starbucks-9478413>

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## **Barista**

Starbucks

540 W. Madison Chicago, IL

### Job Summary and Mission

This position contributes to Starbucks success by providing legendary customer service to all customers. This job creates the Starbucks Experience for our customers by providing customers with prompt service, quality beverages and products, and maintaining a clean and comfortable store environment. Models and acts in accordance with Starbucks guiding principles.

Summary of Experience: No previous experience required

### Basic Qualifications

Maintain regular and consistent attendance and punctuality, with or without reasonable accommodation

Available to work flexible hours that may include early mornings, evenings, weekends, nights and/or holidays

Meet store operating policies and standards, including providing quality beverages and food products, cash handling and store safety and security, with or without reasonable accommodation

Engage with and understand our customers, including discovering and responding to customer needs through clear and pleasant communication

Comply with a dress code that prohibits displaying tattoos, piercings in excess of two per ear, and unnatural hair colors, such as blue or pink

Prepare food and beverages to standard recipes or customized for customers, including recipe changes such as temperature, quantity of ingredients or substituted ingredients

Available to perform many different tasks within the store during each shift

### Required Knowledge, Skills and Abilities

Ability to learn quickly

Ability to understand and carry out oral and written instructions and request clarification when needed

Strong interpersonal skills

Ability to work as part of a team

Ability to build relationships

Starbucks Corporation will consider qualified applicants with criminal histories in a manner consistent with all federal, state, and local ordinances.

Apply online at <http://www.shiftgig.com/job/chicago/il/barista-job-openings-at-starbucks-9478345>

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**Part-time Beverage Server Assistant (Busser)-M/X Lounge | CHI006669**

**Description**

We believe our customers select Hyatt because of our caring and attentive associates who work hard to provide efficient service and meaningful experiences. We care about our associates and our customers. This is the Hyatt Touch.

The Hyatt Regency McCormick Place is currently seeking a Beverage Server Assistant in M/X Lounge. Responsibilities include the following:

- Assisting the Cocktail Server in providing excellent service to all guests
- Engaging in casual conversation
- Maintaining an attractive setting

All applicants must have excellent customer service skills. This is a fast-paced environment. Previous food and beverage experience preferred. Must be 21 years of age.

You're More Than Welcome.

**Qualifications**

- Excellent customer service skills
- Must be 21 years of age
- Previous food and beverage experience preferred

Primary Location: US-IL-Chicago

Organization: Hyatt Regency McCormick Place

Pay Basis: 10.6 Hourly US Dollar (USD)

Job Level: Hourly/Entry Level Employee | Part-time

Job: Bars/Restaurants/Outlets

Apply online at

<https://hyatt.taleo.net/careersection/10780/jobdetail.ft!?lang=en&job=1587508&src=JB-14400>

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## **Utility Worker -- Driver (Chicago, IL)**

Hertz

Job ID 89549

# Positions 1

Location US-IL-Chicago

Category Fleet Operations

### **General Responsibilities:**

If you're looking for the benefits of joining an industry leader, with a high-charged, energy-filled environment, then you can stop looking, because you have found what you're looking for in the Utility Worker position at our Hertz Local Edition location. Bring your energy, drive, and motivation to Hertz, and set your goals on cruise control! The Hertz Corporation, a world leader in the car rental industry, currently seeks energetic team players to join our team.

Duties include assisting with customer pick-up and delivery, cleaning the interior and exterior of the vehicle, checking and filling all necessary fluids under the hood, refueling the vehicle and checking tire pressure.

### **Mandatory Requirements:**

Customer service experience is required

Must be able to stand for long periods of time with continuous bending and twisting

Must be available to work scheduled hours depending on the needs of the branch including Saturdays and Sundays

Must be at least 20 years of age

Valid Driver's License with clean motor vehicle record

Periodic MVR checks will be performed if hired.

### **Educational Background:**

High school diploma or equivalent education required.

### **Preferred Requirements :**

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/89549/utility-worker----driver-%28chicago%2c-il%29/job?mode=job&iis=Internet+Job+Board&iisn=Internet+Job+Board+-+Indeed&mobile=false&width=784&height=500&bga=true&needsRedirect=false>

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### **Bike Delivery Person**

Sub Shop Inc - Chicago, IL

\*Bike Delivery Driver\*

\*Drivers can earn up to \$20 an hour\*

Delivery Drivers' primary responsibility is to deliver sandwiches to customers in the designated delivery area. Drivers are expected to check all products for accuracy against quality standards and deliver products to customers in a safe, courteous and timely manner. Drivers will also work as an in shopper when no deliveries are scheduled.

\*Duties and Responsibilities: \*

-Takes phone orders and completes delivery tickets in a courteous and timely manner.

-Delivers sandwich orders to customers in a safe, courteous and timely manner in established delivery area only.

-Accepts payment from customers for orders.

-Works with management at the end of the shift to reconcile cash from delivery sales.

-Makes fast, accurate and consistent sandwiches.

-Complies with all portion sizes, recipes, and all systems and procedures.

-Maintains cleanliness and sanitation of the restaurant including all tables, floors, windows, beverage station, restroom, etc.

-Greets customers and takes orders – operates cash register – collects payment from customer and makes change.

-Fills out systems and procedures with 100% accuracy and integrity.

-Maintains professional appearance at all times in compliance with the Jimmy John's Dress Code.

-Displays a positive and enthusiastic approach to all assignments.

-Performs other related duties as required.

\*Knowledge, Skills, and Abilities:\*

-Must be able to communicate, read and write the English language fluently and clearly.

-Position requires bending, reaching, stooping, climbing, repetitive motions, cognitive skills, lifting up to 50 lbs, standing and moving about the unit the entire workday.

\*Drivers can earn up to \$20 an hour\*

Please go to the following link to apply for position

<https://jimmyjohns.bamboohr.com/jobs>

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## **MAINTENANCE**

Dave & Busters

YOU WILL BE GREAT AT D&B IF:

You do it all including windows!

Nobody dusts and polishes like you do!

You use all chemicals properly in the correct quantities for safety and cost control.

Sanitation is the name of the game.

You have a friendly engaging style that our coworkers enjoy!

You love working for a growing company.

You live, love and embrace a fun, upbeat culture.

DAY IN THE LIFE...

When you wake up, going to work actually sounds like it could be cool!

Dress the part - cool dress guidelines that you won't be embarrassed to wear!

Come in, clock in and join the fun!

Cleanliness is the name of the game!

Quality adherence and sanitation are just a given!

We work hard and we play hard, so when you need it - take a break.

Back to the floor, showing endless fun!

The shift is over - Everything is clean and put away, clock out and call it a day!

SCHEDULE

Days, nights and weekends, we can find a time.

First job or second job, it does not matter! Enjoy schedule flexibility!

LEGAL MAKES US SAY

D&B Location Goldcoast, IL

Location Address 1030 N Clark St

Location City Chicago

Location State IL

Location Zip 60610

Job Status Part Time

Positions Remaining 1

Apply online at

<https://sjobs.brassring.com/TGWEbHost/jobdetails.aspx?jobId=158553&partnerid=25714&siteid=5284&mode=job&iis=Indeed&iisn=Indeed.com>

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**Job: Housekeeper**

Senior Lifestyle Corporation - Chicago, IL

Position Summary: Housekeepers are responsible for maintaining cleanliness of resident's apartments and common areas as assigned by the Director of Housekeeping. This position reports to the Director of Housekeeping.

**Essential Functions:**

Performs general cleaning assignments in apartments, hallways and common areas.  
Prepares apartments for move-in as assigned.  
Participates in annual cleaning schedules.  
Utilizes cleaning chemicals properly and safely in accordance with department guidelines.

Informs supervisor of any pertinent resident issues or concerns.  
Keeps housekeeping carts and vacuums clean and in good working order.

Participates in energy awareness program.  
Attends all required training, in-service, and staff meetings.

Strives to maintain a safe working environment through the prevention of accidents, the preservation of equipment, and the achievement of safe working practices.  
Maintains a positive and professional demeanor toward residents, visitors, families, and co-workers.

Adheres to all policies and procedures of Senior Lifestyle Corporation.  
Performs other duties as assigned.

**Qualifications/Skills/Educational Requirements:**

High School diploma or General Education Degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Apply online at

<http://jobs.seniorlifestyle.com/housekeeper/job/5114643?source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed>

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