



**Recreation Leader (Seasonal Day Camp) DISTRICTWIDE JobID: 1855**

Closing Date: 02/10/2015

Seasonal Only/Recreation Leader (Daycamp)

Date Posted: 1/13/2015

Location: DISTRICTWIDE

Region: Districtwide

Under direct supervision, provides recreational activities for children ages 3 years old and up during the operation of day camp activities. Performs related duties as assigned or required.

**EXAMPLES OF DUTIES:**

Accompany groups of children on field trips to educational institutions, public functions or recreational activities. Provide adult supervision to ensure the safety and well-being of children. Lead and participate in games, drills and agility exercises. Read to children and teach simple painting, drawing, songs and similar recreation activities.

**MINIMUM QUALIFICATIONS:**

**TRAINING AND EXPERIENCE:**

Candidates for this position must be 16 years of age or older on June 15, 2015.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work with individuals or groups of children from ages 3 years old and older; Basic knowledge of childrens' games and recreation activities; Effective oral communication skills; Ability to enforce safety rules; Ability to lead physical, recreational and leisure activities; Ability to exercise good judgement.

Union: SEIU Local 73

FLSA: Nonexempt

Career Service

EEO: Paraprofessional

**SALARY:** \$12.22 per hour

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**Intern - Chief's Office Job ID: 1858**

Closing Date: 01/29/2015

Administrative/Intern (H)

Date Posted: 1/15/2015

Location: Central Administration Building

Date Available: 01/15/2015

Region: Administration

**CHARACTERISTICS OF THE CLASS:**

Under supervision, assists in the development, implementation and evaluation of programs and special projects for the Office of the Chiefs. Performs related duties as required.

**EXAMPLE OF DUTIES:**

Responds to telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect information or to follow through with calls initiated by supervisor. Prepares correspondence, memoranda, lists and reports. Maintains data bases. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs research, analysis, handles correspondence. Collects and reviews data. Assists in planning special events, assists with material preparation for meetings, programs and events. May develop methods of analysis and reports for program and project evaluation. Works with regions and park staff on project development and events.

**MINIMUM QUALIFICATIONS:**

Training and Experience: High School graduation or equivalent, One year of experience in a business office is preferred. Knowledge of Microsoft Office, Excel and Word preferred. A Bachelor's degree and experience in research, planning, analytics and evaluation is desirable. Social media experience is desirable.

Knowledge, Skills and Abilities: Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Salary: \$15.00 per hour

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**Junior Laborer (Seasonal) Job ID: 1859**

Closing Date: 02/22/2015

Landscape/Junior Laborer (S)

Date Posted: 1/20/2015

Location: NATURAL RESOURCES

Date Available: April, May and June

Additional Information: Show/Hide

After eligible Junior Laborers who worked in 2014 are designated for assignment in 2015, all remaining new applicants will be screened for eligibility and selected for pre-employment screening based on a random lottery drawing.

Title: JUNIOR LABORER (SEASONAL)

**CHARACTERISTICS OF THE CLASS:**

Under immediate supervision, performs elementary manual work, either indoors or outdoors. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Performs elementary manual labor which does not require special experience or skill. Operates a behind rotary mower. Rakes, sweeps and clears rubbish from lawns, walks, drives or other outdoor spaces. Spades shrubbery beds. Waters lawns. Screens soil. Plants seeds, flowers or shrubs. Loads brush and garbage on 2ton truck or less. Picks up paper. Plants or trims trees. Assists in cleaning sewers and catch basins. Mops, sweeps or performs similar cleaning work in buildings.

**MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Some previous experience in performing manual labor is preferable. Must be at least sixteen (16) years of age.

**Knowledge, Skills and Abilities:**

Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU-Local 73 FLSA: Non-Exempt Career Service EEO: Service-Maintenance  
SALARY:\$11.52 PER HOUR

Apply online at

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**Electrician, Inside (M) Job ID: 1871**

Closing Date: 02/04/2015

Trades/Electrician, Inside (M)

Date Posted: 1/21/2015

Location: Central Administration - FACILITIES MANAGEMENT

**CHARACTERISTICS OF THE CLASS:**

Under direct supervision, does indoor repair, alteration or construction work of any type on electric light and power equipment, wiring or auxiliary electrical apparatus. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Installs, adjusts or repairs generators, transformers, switchboards, switches, interior light and power circuits, electrical motors, sound amplifying equipment, interior lighting equipment, electric fans, traffic signal controls, police telephone equipment and other electrical apparatus, and to operate same when required. Executes any type of interior electrical work in accordance with prescribed drawings, specifications, rough sketches or oral instructions. Reads and learns the Electrical Code of the Bureau of Gas and Electricity of the City of Chicago to make estimates of cost and of material required for simple interior electrical jobs.

**MINIMUM QUALIFICATIONS:**

Training and Experience:

Five years of training and experience as an Electrician, or completion of an apprentice training program and one year experience, or a Bachelor's Degree in Electrical Engineering from an accredited college or university supplemented by two years of directly related experience, or an equivalent combination of education and experience is required.

Knowledge, Skills and Abilities:

Knowledge of city and state electrical codes, rules and regulations. Knowledge of electrical repair and installation principles and practices. Ability to read and interpret electrical blueprints, diagrams, schematics, etc. Skill in the use of specialized hand tools and test instruments. Ability to compute load requirements for electrical wiring and equipment.

Union: 134

Career Service

EEO: Skilled Craft Wkr

FLSA: Non-Exempt

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**Electrician, Outside (M) Job ID: 1870**

Closing Date: 02/04/2015

Trades/Electrician, Outside (M)

Date Posted: 1/21/2015

Location: Central Administration - FACILITIES MANAGEMENT

**CHARACTERISTICS OF THE CLASS:**

Under direct supervision, performs outside repair, alteration or construction work of any type on electric light and power equipment, auxiliary apparatus, transmission lines or wiring. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Installs, maintains and repairs outside electric light and power circuits and equipment. Removes, repairs, adjusts or installs electric light posts, flood light equipment, signal equipment, transformers, cables, switches, terminals or other electrical equipment or apparatus in outdoor locations. Supervises laborers assigned to assist in installing, altering or repairing conduits, manholes, light posts, and similar outdoor structures for electrical circuits. Executes any type of outside electrical work in accordance with prescribed drawing, specifications, rough sketches or verbal instructions. Reads and learns the Electrical Code of the bureau of Gas and Electricity of the City of Chicago, applying to outside electrical installations. Performs related duties as assigned.

**MINIMUM QUALIFICATIONS:**

Training and Experience: Five years of training and experience as an electrician, or completion of an apprentice training program and one year experience, or a Bachelor's Degree in Electrical Engineering from an accredited college or university supplemented by two years of directly related experience, or an equivalent combination of education and experience is required.

Knowledge, Skills and Abilities: Knowledge of city and state electrical codes, rules and regulations. Knowledge of electrical repair and installation principles and practices. Ability to read and interpret electrical blueprints, diagrams, schematics, etc. Skill in the use of specialized hand tools and test instruments. Ability to compute load requirements for electrical wiring and equipment.

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## **Vehicle Service Attendant in Chicago Illinois United States**

If you're looking for a career with a company that is as high energy as you are, join the Avis Budget Group Nasdaq-CAR Team. We operate two of the leading global brands in the vehicle rental industry through Avis and Budget. Along with our subsidiaries and licensees, we provide a complete range of vehicle rental services through 10,000 rental locations in three operating regions: North America; Europe, Middle East & Africa-EMEA and Latin America/Asia-Pacific. That means we're serving customers in approximately 175 countries around the world.

We're headquartered in Parsippany, N.J. and own and operate most Avis and Budget car rental offices in North America, Europe and Australia, and operate primarily through licensees in other parts of the world. As a Customer Led, Service Driven organization, our approximately 28,000 employees are empowered to make decisions and move things forward.

In our Vehicle Service Attendant position you will be on your feet all day in a fast pace outdoor environment cleaning the interior and exterior of the vehicles. You will also perform regular maintenance: non-mechanical services such as check tire pressure, fluid levels, gas the vehicle, in a timely and safe manner. You will also identify and report vehicle damage. Essential duties and responsibilities will vary.

In order to be considered for this outstanding opportunity you must be willing to work shifts that may include evenings, weekends, and holidays, previous detailing experience is a plus!

### **VEHICLE SERVICE ATTENDANT REQUIREMENTS:**

- Must speak English
- Must be 18 years of age or older
- High school diploma or equivalent
- 6 months of prior work experience preferred
- Physical ability to move in and out of vehicles
- Effective verbal communication skills to communicate with customers, co-workers and management
- Driving experience with a valid Drivers License (as mandated by state and location) and a good driving history
- Must be willing to work outdoors in all types of weather conditions
- Ability to work various shifts including weekends, evenings, and holidays

Avis Budget Group is an EEO Employer - Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-service-attendant/D3967B10114147C9A4C9BB161504E648/job/>

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## **Rental Sales Associate in Chicago Illinois United States**

As a Rental Sales Associate, you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

### **Basic Qualifications/Minimum Requirements:**

Minimum of 6 months of experience in a role where sales and/or customer service were key elements of your duties Valid drivers license and a good driving record Must be willing and able to work a flexible schedule including nights, weekends and holidays Basic computer skills in order to enter information into our database

### **Compensation & Benefits:**

We provide a full-time or part-time schedule, hourly base pay PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D and 401K Savings Plan.

HealthWorks@ABG, is the brand through which we offer our wellness-related programs to ensure that we are our healthiest selves. Most of the services offered are free of charge and open to all employees and their family members. Some of the programs and services we provide include:

Free tobacco cessation courses (including nicotine replacement supplies) Customized nutritional coaching Fitness center discount program Healthy weight loss nutrition solutions One-on-one active lifestyle coaching Trusted, on-line health information available 24/7 Free flu shots

Excellence is rewarded at every level. From our best in class recognition for top sales performance to our CEO acknowledgements for outstanding customer service, Avis Budget Group is committed to acknowledging and rewarding you for a job well done. In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays. Candidates must meet all basic qualifications and submit a complete application to be considered for this position. Successful completion of interviews, pre-employment drug screen and background check will be required.

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## **Vehicle Return Associate in Chicago Illinois United States**

Our goal is to provide "Best in Class" customer care and to foster life-long customer relationships. That's why we strive to make every customer experience one that leaves a lasting impression. We handle each customer interaction with the utmost professionalism, courtesy and responsiveness.

Your passion for helping customers with their needs - whether it's directing customers as they return their rental car ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the rental vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait - makes you an important part of our Avis Budget Group Team.

In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

To begin, you'll need the following:

High school diploma or equivalent

At least 1 year of prior Customer Service experience

Good communication skills

Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must!

Willingness to learn and help others

Motivation and dependability

Compensation & Benefits: \* We provide you: \* Competitive pay \* Medical, Dental, Vision & 401K \* Full training to learn the business and enhance your professional skills \* Paid vacations, car rental discounts & much more!

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process. Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-return-associate/E09B85FB90A84DC5988D2782034ED7FE/job/>

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## **Agency Operator in NORTH CHICAGO Illinois United States**

Do you have what it take to be the boss? Could you make a business profitable with the solid support of an internationally-recognized brand?

If so, Avis Budget Group has the opportunity for you! Experience all the perks of being your own boss while having one of America's most familiar brands supporting you along the way.

Avis Budget Group has exciting BUSINESS OPPORTUNITIES available for entrepreneurial-minded people to operate an Avis Budget Group location.

As an \*Agency Operator you will be responsible for:

Growth and success of an Avis Budget Group location  
Staffing your location  
Marketing your operation  
Promoting world renowned Avis Budget Group "We Try Harder" values  
Maintaining a business plan aimed at developing rent-a-car business in your local area  
Daily operational costs

With our cars provided, you put yourself in the driver's seat to success.

After a paid training program, you will select your own employees and maintain a business plan aimed at developing rent-a-car business in your local area.

To help grow your operation, an experienced staff will guide you through training, goal setting, sales and marketing.

As the operator of your business, there are no earning limitations.

Our most successful Agency Operators are people-oriented, aggressive, goal-oriented and understand the importance of great customer service.

Apply online at <http://avisbudgetgroup.jobs/north-chicago-il/agency-operator/935F03A4598141709CAED1DDC8A17E86/job/>

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**Painter (M) Job ID: 1868**

Date Posted: 1/21/2015 Closing Date: 02/04/2015

Trades/Painter (M)

Location: SPECIALTY TRADES - SPECIALTY TRADES

**CHARACTERISTICS OF THE CLASS:** Performs skilled work in the preparation and restoration of interior and exterior work surfaces, application of protective coatings to work surfaces; erects proper rigging; mixes proper components and tints material being used. Performs related duties as required.

**EXAMPLES OF DUTIES:** Without direct supervision, must be able to set up all equipment in a safe and proper manner. Takes appropriate precautions while using any materials around public, patrons and co-workers. Precautions handling and working with equipment. Inspects all equipment for defects. Disposes and stores flammable chemicals in proper manner. Wears designated safety gear at all times. Be familiar with tools, materials, paint related materials, blueprints, color charts and equipment. Carries out proper maintenance clean up and stores tools properly. Differentiates between different colors and different shades of color. Reads and interprets instructions. Applies and determines appropriate procedures and materials for preparing interior and exterior wood surfaces. Selects the proper tools for the application and techniques for latex, varnishes and oils and other various kinds of latex, varnishes and oils. Prepares, sets up, cleans and closes off work area in a same manner.

**MINIMUM QUALIFICATIONS:**

**Training and Experience:** Three years painting experience, or an equivalent combination of education and experience is required. **License Requirement:** Current State of Illinois Driver's License.

**Knowledge, Skills and Abilities:**

Knowledge of the occupational hazards and safety precautions pertaining to the painting trade. Knowledge and skill in the use of painting tools and materials, and related equipment. Ability to read blueprints and knowledge of color charts as pertaining to the painting trade. Ability to follow written and oral instructions as pertaining to the painting trade. Knowledge of surface preparation procedures. Knowledge of the principles and procedures of painting. Ability to communicate and cooperate with public, park staff and other trades. Ability to drive a one-half or three-quarter ton vehicle as required to support the job function.

Union: 14 Career Service EEO: Skilled Craft Wkr FLSA: Non-Exempt  
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**Plumber (M) Job ID: 1869**

Closing Date: 02/04/2015

Trades/Plumber (M)

Date Posted: 1/21/2015

Location: Central Administration - FACILITIES MANAGEMENT

**EXAMPLES OF DUTIES:**

Measures and installs or replaces the following types of fittings: caps, couplings, elbows, flanges, increasers, insertable joints, mechanical, pre-cast systems with stringers, plugs, poured, tees, tucker hubs, tucker tees, unions and ys. Measures cast iron, copper, galvanized steel, lead, plastic and tile pipe. Installs, replaces or repairs the following types of valves: angle, anti-siphon, backwater, ballcock, butterfly, bump, check and waste, corporation cock, douglass, flushometer, gate, globe, ground waste, hydraulic, relief, still cock, throttling needle and lawn hydrant. Threads and screws brass, galvanized steel and cast iron pipe. Installs, replaces or repairs water service using lead pipe. Cuts cast iron, copper, galvanized steel, lead, plastic and tile pipe. Installs vents and vacuum breakers. Uses manual or power rodding to clear drain pipes. Installs, maintains, repairs and replaces the following types of fixtures: bathtubs, dishwasher, foot baths, fountains, flush basins, kitchen sinks, lavatories, photo-sinks, service sinks, showers, wash basins, washing machines, wash racks and urinals. Installs, repairs or replaces fittings and valves using the following tools or equipment: box wrench, crescent wrench, channel locks, electric and hand drills, end wrench, internal wrench, level, monkey wrench, pipe wrench, ratchet wrench, resonator, screwdriver, socket wrench, spud wrench. Reads blueprints to get a general idea of material, layout and placement of material required to complete job. Identify the sequential relations between plumbing work and the work of other trades.

**MINIMUM QUALIFICATIONS:**

Training and Experience: Four years journeyman plumber and/or plumber apprenticeship. License Requirement: Licensed by the City of Chicago Board of Plumbing Examiners.

Knowledge, Skills and Abilities: Considerable knowledge of principles and practices of plumbing. Considerable knowledge of the occupational hazards and safety precautions of the plumbing trade. Considerable knowledge of mathematics as applied to the plumbing trade. Skill in the use and care of the tools and equipment of the plumbing trade. Ability to work from sketches, blueprints and broken parts. Ability to work with plumbing materials and accessories. Ability to communicate effectively with public, park staff and other trades people.

Union: 130 Career Service EEO: Skilled Craft Wkr FLSA: Non-Exempt

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**Steamfitter (M) Job ID: 1872**

Closing Date: 02/04/2015

Trades/Steamfitter (M)

Date Posted: 1/21/2015

Location: Central Administration - FACILITIES MANAGEMENT

Level: 4423

**CHARACTERISTICS OF THE CLASS:**

Under direct supervision, installs, dismantles, maintains and repairs all piping systems for heating, refrigeration, compressed air, hydraulic and transmission purpose utilizing oil, steam, gas, air, chemicals or vacuum processes. Performs related duties as required or assigned.

**EXAMPLES OF DUTIES:**

Installs, maintains and repairs piping systems handling steam, gas, air, chemicals and oil. Prepares, measures, cuts, threads and welds pipe. Assembles and installs sectional boilers and connections for the same. Sets and connects steel boilers. Sets sleeves, thimbles and hangers for such piping in concrete walls and floors, all in accordance with prescribed drawings, specifications, rough sketches or oral instructions. Does general work around shop as required. Submits daily written reports of work performed. Maintains tools and equipment in usable condition. Operates a motor vehicle in moving men and tools from job to job.

**MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Must be a high school graduate or GED equivalent. Completion of an approved steamfitters apprenticeship program plus at least 4 years of experience working in the specific trade, or an equivalent combination of training and experience is required.

License Requirement: Must possess a valid State of Illinois driver's license at time of hire.

**Knowledge, Skills and Abilities:**

Good knowledge of heating and refrigeration equipment and their operations.  
Knowledge of occupational hazards and safety precautions pertaining to the trade.  
Ability to read and understand blue prints. Oral and written communication skills.

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## **Administrative Assistant**

Department: Facilities

Status: Full Time

### Responsibilities

The primary purpose is to provide high-level exemplary administrative office support to the Facilities and Operations Department, especially the Director and Deputy Director of the Department. This includes but is not limited to manage and maintain executive's schedules, appointments and travel arrangements.

Provide office services by implementing administrative systems policies and procedures and monitoring administrative projects.

Provide high-level administrative support by conducting research, preparing and statistical reports.

Handle information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

Manage the daily work order system and end-user two-way Museum Radio Communication system.

Provide purchasing support for the Managers of Facilities and track expenses and paid invoices within the three department budgets.

### Qualifications

Associates' degree (A.A) or equivalent from a two-year college or technical school; or six months to one year of related experience and/or training; or equivalent combination of education and experience.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Excellent oral and written communication skills.

Ability to handle multiple tasks simultaneously.

Ability to work both independently and as a member of a team.

An interest in science or museum education and programming a plus.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/administrative-assistant-facilities/>

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## **Budget Analyst**

Department: Accounting

Status: Full Time

**Responsibilities:** This position acts as a financial advisor to each division by providing support and analysis of the financial results and budget of the assigned division as well as MSI-wide analysis including attendance, revenue, etc. The Budget Analyst will be responsible for coordination and processing of the MSI annual financial planning activities, as well as ongoing financial analyses and projections in the areas assigned. This includes regular meetings with division/department staff to review budget reports and summarize in Status of Funds for senior management review.

### **Qualifications**

Bachelor's degree (B.A.) in accounting or finance from a four-year college or university. Candidate must have two-to-four years or more of related experience and/or training. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with other MSI department personnel to achieve desired outcomes, including the annual operating budget, restricted project budgets, coordination of projects, etc Ability to work in a collaborative team environment on a regular basis. Ability to prioritize multiple tasks and change priorities as needed. Excellent analytical skills and judgment, as well as attention to detail. Good written and verbal communication skills. Ability to see big picture and translate into required responsibilities. Ability to assess/analyze financial issues quickly and accurately. Advanced Excel and Word functionality. Requires application of generally accepted accounting principles within an Accounting system and be able to apply those principles in reporting to bond/grant agencies, as well as in financial analyses.

Additional Qualification: CPA or MBA, a plus  
Microsoft Dynamics GP & Financial Modeling Software preferred

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/budget-analyst/>

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## **System Administrator**

Department: Information Technology

Status: Full Time

The System Administrator is responsible for effective provisioning, operation, security and maintenance of data center hardware, software, stored data, and related infrastructure. This individual ensures that system hardware, operating systems, software and related procedures adhere to Museum values and policies, applicable compliance regulations and industry best practices. The intent of this position is to support a consistent, predictable and secure delivery of services to the Museum's staff and guests. The System Administrator is accountable for the data center systems that support Museum business and staff productivity, including mission-critical applications such as guest onsite and online ticketing, Blackbaud Raiser's Edge, Microsoft Exchange, and Microsoft financial systems. Technologies in use include virtualization, Windows Server and Linux, SQL, IIS, Exchange, Active Directory, SAN storage, DPM/Data Backup, and System Center. This individual will assist application and project teams in the development of new services. These activities include technical strategy, research and design; and support in executing, testing and rolling-out of services. This individual also researches trends and practices to enable continuing innovation within the data center infrastructure.

### Qualifications

Bachelor's degree or equivalent from a four-year college or university; or four to six years related experience and/or training; or equivalent combination of education and experience. Ability to effectively present information and respond to questions which may involve terminology or concepts not familiar to many people. Training and/or relevant experience with Microsoft Windows 2008 & 2012, Hyper-V 2012, VMWare, Active Directory, Microsoft Exchange 2010, SharePoint, Microsoft SQL Server 2005 and 2008, Microsoft IIS, Linux (CentOS), EqualLogic SAN, DPM, System Center or similar technologies. A solid understanding of operating and storage systems; understands iSCSI, cluster services, logical partitions, MPIO, performance monitoring, etc. Knowledge of data privacy practices and laws such as PCI DSS. Self-Motivated. Able to prioritize and execute tasks in a high-pressure environment. Keen attention to detail. Strong customer service orientation. Ability to interact with all levels of Museum staff. Additional qualifications: Systems Administration/System Engineer certification in Microsoft Server technologies preferred. Responsibilities sometimes require working evenings and weekends, sometimes with little advance notice. No regular travel required.

How to Apply » <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/system-administrator/>

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### **Guest Admissions Representative**

Department: Education & Guest Services

Status: Temporary Part Time (until 09/07/2015)

#### Responsibilities

Provides enthusiastic and efficient customer service by answering questions regarding Museum exhibits, special attractions, providing directions and assistance, to enhance the guest experience. Anticipates guest issues and is empowered to proactively solve guest issues and needs. Has the curiosity and excitement to learn special attractions, exhibit content and price structure to efficiently increase sales numbers.

Has the ability to build personal relations with Museum members/guests to encourage repeat visits. Participates in team meetings to create and discuss new sales tactics. Partners with Guest Operations/Guest Experience to ensure real-time traffic flow is being communicated to ensure positive Museum experiences.

Processes all transactions on the Museum's ticketing system according to Museum policies and procedures. Accurately balances monies through ticketing system.

Assists guests who appear or are lost, or guests with any issues or problems.

#### Qualifications

One year of college experience or one-to-two years of related or relevant experience. Previous cash handling experience required. Prior computer experience a must: familiarity with basic Windows operations, Microsoft Office and Internet.

Successful customer service experience. Bi-lingual is a plus. Ability to multitask (e.g., explain Museum content while actively completing ticketing transactions).

Ability to work in fast-paced environment while being friendly and outgoing.

Ability to work in multi-working areas (e.g., Membership, Lost and Found, Coat Check and Ticketing). Requires weekends, holidays and some evenings.

Has the curiosity to learn Museum content and culture and is able to communicate that to guests in an engaging and inclusive way.

Has the ability to learn, comprehend and utilize the Museum's ticketing and Call Center systems to ensure efficient and accurate transactions.

A positive attitude required, strong love for working with people in a fun, inviting atmosphere. Must be flexible in working in multiple environments, such as Membership and onsite ticketing.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/temporary/guest-admissions-representative/>

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### **Facilitator 1, Group Center**

Department: Education & Guest Services

Status: Temporary Part Time (until 06/15/2015)

#### Responsibilities

Must be able to provide exceptional guest service while efficiently, safely and courteously moving guests throughout the Museum

Ability to work closely with others including co-workers, Manager, Coordinators and Guest Admission Representatives to provide a safe, nurturing and educational environment for all guests

As part of the Group Center team, demonstrate positive interpersonal skills that promote open communication with guests, large groups and co-workers, and be willing to effectively provide acceptable solutions to day-to-day challenges

Responsible for facilitating efficient and courteous cycling of groups through the lunch room, including transporting lunches and cleaning lunch tables

Familiar with exhibit content and exhibit activities grounded in science, technology, engineering and medicine

Ensure guest service and safety goals in order to contribute to organizational objectives

Responsible for preparing all the necessary paperwork and tickets for each group arriving in the Group Center each day

Tracks and records guests' frequently asked questions

Must show a demonstrated commitment to the Museum

#### Qualifications

One-year certificate from college or technical school; or three-to-six months' related experience and/or training; or equivalent combination of education and experience

Education/experience in Hospitality, Education or Performing Arts preferred

Exceptional Guest Service skills

Effective problem solvers

Able to speak to and move large groups in a safe, courteous and efficient manner

Ability to think quickly and multi-task

Must be able to work independently and as part of a team

Positive attitude

Ability to adapt to change

Sense of humor

Thursday and Friday availability required to meet the needs of the department

Must be able to push, pull or lift 50 pounds

How to Apply » <http://www.msichicago.org/about-the-museum/jobs/opportunities/temporary/facilitator-1-group-center/>

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**4700: Receiver POSITION**

Dave & Busters

Our receiving clerk position is responsible for the proper receiving of all food, liquor, and non-consumables. The receiver position is responsible for maintaining area cleanliness and providing necessary support to ensure fast, friendly, and accommodating service while upholding food safety standards at all times. The receiver must have the ability to communicate with delivery companies, drivers, and be able to perform light administrative duties.

**STUFF OUR ATTORNEYS MAKE US WRITE:**

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the team member will regularly be required to:

Must be friendly and able to smile frequently.

Must be self disciplined and motivated.

Restaurant or warehouse experience preferred, but not required.

Employee needs to be able to communicate effectively with multiple vendors while performing job efficiently.

Strong math and verbal skills needed.

Is dressed in accordance with dress guidelines, looking neat, clean, and professional at all times. Must demonstrate ability to read and communicate in English.

Must be able to read invoices and shipping receipts.

Must be able to articulate clear greetings, requests for assistance, and farewells.

Must demonstrate ability to clearly verbalize vendor's needs to management.

D&B Location Goldcoast, IL

Location Address 1030 N Clark St

Job Status Part Time

Positions Remaining 1

Apply online at

<https://sjobs.brassring.com/TGWEbHost/jobdetails.aspx?jobId=157894&partnerid=25714&siteid=5284&mode=job&iis=Indeed&iis=Indeed.com>

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**Utility Steward (Part-Time) (Job Number: HOT013AO)**

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

A Utility Steward with Hilton Hotels and Resorts is responsible for transporting and cleaning cooking utensils and serviceware 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 Steward, you would be responsible for transporting and cleaning cooking utensils and serviceware in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you will be responsible for performing the following tasks to the highest standards:

- Wash dishes and operate the dishwasher to clean all chinaware, silverware and cooking utensils
- Scrub pots and pans
- Burnish, de-tarnish and polish silver
- Stock and maintain supplies and equipment
- Perform cleaning duties including, but not limited to, mopping and removing trash
- Transport and store clean serviceware
- Train other stewards, as needed
- Prepare and place clean serviceware for events and functions

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**Room Attendant (Job Number: HOT0148B)**

Work Locations: Conrad Chicago 521 North Rush St Chicago 60611

A Room Attendant with Conrad Hotels and Resorts is responsible for cleaning guest rooms and responding to guest requests in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

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

At Conrad Hotels & Resorts, smart luxury is at the core of everything we do. At each location, spanning five different continents including some of the world's greatest gateway cities and most sought-after destinations, luxury begins with the individual. We offer our guests one-of-a-kind experiences with sophisticated, locally inspired surroundings. Service that's more than personal, it's intuitive. And connections to people and places around the corner, and halfway around the world. We are the destination of a new generation of global travelers for whom life, business and pleasure seamlessly intersect.

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

If you understand how to provide smart luxury and one-of-a-kind experiences, you may be just the person we are looking for to work as a Team Member with Conrad 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'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:

- 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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