



Bartender

As a Bartender, you ensure consistent drink quality by preparing orders in a short period of time and in accordance with recipes and guidelines established by the Food and Beverage department. You will also maintain a clean, sanitary, and safe work area in a fast paced environment, while providing superior guest service. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.

Verify guests that purchase alcohol are at least 21 years of age.

Possess full knowledge of bar and menu items and be able to make recommendations. Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area.

Deliver food and beverage orders within established time frames. Consistently use suggestive selling techniques.

Ensure that alcohol is consumed in designated areas only.

Set up and maintain appropriate stock levels for the bar.

Assist in placing orders for all liquor and bar related supplies.

Conduct inventory of all liquor and bar related supplies.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Bartender at AMC, you'll need to demonstrate:

Provide proof of age (21 or older).

Possess basic food handling training and obtain any local or state mandated certification.

Success in a high volume bar environment.

Demonstrated ability to provide superior guest service.

Have a high aptitude for math and cash handling.

Demonstrate excellent verbal and written communication skills.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/bartender>

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Booth Crew Member

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre. You'll build-up and tear down prints and perform maintenance on the projectors. You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer. What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

- Deliver a comfortable, distraction-free, and picture-perfect entertainment experience
- Monitor film build-up and tear down process for the highest quality
- Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)
- Ensure picture-perfect presentations through auditorium and booth evaluations
- Identify picture and sound problems and correct accordingly
- Execute trailer and pre-feature programming
- Assist with other functions and perform other duties as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a booth crew member at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Ability to consistently meet deadlines in a timely fashion
- Standing, walking, lifting, twisting and bending on a frequent basis
- Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/booth-crew-member>

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"Coordinator I" - MAL0000190

Job: Other Office/Administrative Support

Primary Location: Malcolm X College

Employee Type: Full Time | Regular

Union Code: 1600Profes

Job Posting: Jan 27, 2014, 10:13:00 AM

Primary Objective: The position is responsible for, but not limited to, the ongoing growth and development of a program within an office at CCC.

- Works closely with the liaisons, administrative staff at the Community College, operating staff, Case Management and Assessment staff.
- Implements systems for customer tracking; coordinates with Liaisons and operating staff on client in-take activities, including referral of clients for services.
- Organizes activities associated with the program to ensure success.
- Maintains and monitors records and files related to services provided by the program.
- Completes reports for review by College and project staff. Prepares internal and external communications regarding program services.
- Attends on-campus, teleconferencing and training sessions with project staff.
- Performs other duties as assigned.

Qualifications

- Bachelor's degree, in Developmental Education, Career Guidance, Higher Education, Student Personnel, Management, Marketing, or related field is required.
- Should possess two to three years of progressively responsible administrative experience; or an equivalent combination of training and experience.
- Demonstrated skills in operating and applying microcomputer software and word processing, spreadsheet and database application.
- Excellent verbal and written communication skills
- Ability to work well as a team player.
- Must be self-directed and innovative, able to assess current operations in an effort to improve the future goals of the District. Must be able to meet deadlines in a timely manner.

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

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

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

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Security Officer (Pt) - WIL0000202

Job: Security Officers
Primary Location: Wilbur Wright College
Employee Type: Part Time | Regular
Union Code: Local 1600
Job Posting: Jan 23, 2014, 9:01:00 PM

Qualifications

Must be an active or retired sworn officer, in good standing with a law enforcement or corrections agency, with at least two years of experience in a law enforcement capacity. Must have a valid driver's license, current CPR and/or first aid certification, and hazardous material training. Completion of a high school diploma or the equivalent, Associates degree or higher preferred. Knowledge of all relevant state statutes and local ordinances. Ability to articulate verbally in a clear and distinct manner during emergency and non-emergency situations. Ability to make accurate decisions based on observations and perceptions. Must be able to work well with staff and students. Must be able to handle situations with tact, diplomacy, and persuasiveness. Basic knowledge MS Office Suite (Outlook, Word, Excel). Working knowledge of report writing and ability to learn report codes. Must be self-directed and able to prioritize assignments.

PHYSICAL REQUIREMENTS

Ability to regularly patrol the entire campus area on foot for a full shift.
Ability to run or jog for short periods during emergency and non-emergency situations.
Ability to stand at an assigned post for an extended period of time.
Ability to quickly climb and descend stairs to respond to emergency and non-emergency situations. Ability to physically restrain and remove a person using appropriate force. Ability to bend, twist, stoop, kneel, crawl, and reach in all directions.
Ability to lift and carry up to 50 pounds.
Ability to operate all security-related equipment including radios, surveillance cameras, telephones, computers, fire equipment and 2-way radios.
Ability to drive and operate CCC vehicles.
Physical ability to perform CPR and first aid, including operating AED equipment.
Ability to perform job responsibilities in inclement weather.
Must be able to work nights, evenings, holidays, weekends.

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College Clerical Assistant I - PT - WIL0000193

Job: Clerical/Secretaries

Primary Location: Wilbur Wright College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Jan 23, 2014, 6:37:30 PM

Primary Objective:

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

- Prepares routine records, memos and forms; proofs completed assignments for errors and makes appropriate corrections; maintains office and student record files in alphabetical and/or numerical order.
- Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures.
- Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence.
- Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration.
- Performs related duties as required.

Schedule: Monday through Friday 10:00am-3:00pm. Position may require weekend availability during registration periods.

Qualifications

- Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred.
- Knowledge of word processing software; and knowledge of basic office procedures.
- Ability to keyboard 40 words per minute; ability to follow oral and written instructions; and ability to operate a personal computer.
- Skill in basic filing; and good verbal communication skills.
- Bi-lingual English and Spanish is preferred.

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Human Resources Director - DIS0000280

Qualifications

- A Bachelor's degree from an accredited college or university. •Master's degree / MBA preferred.
- Fifteen years of HR Generalist and/or HR management experience
- Demonstrated track record of promotion and growth
- Demonstrated track record in delivering exceptional client service
- Experience in developing and implementing HR strategies
- Demonstrated commitment to diversity and providing leadership in meeting the HR objectives of the organization

Knowledge, Skills and Ability:

- Knowledge of human resources management principles
- Knowledge of all aspects of human resources including talent acquisition, talent management, labor relations, employee relations, training, organizational development, and compensation and classification
- Knowledge and understanding of enterprise management systems (e.g. PeopleSoft)
- Knowledge and understanding of HRIS systems
- Knowledge of applicable federal and state employment laws
- Excellent interpersonal and verbal communication skills
- Excellent organizational and time-management skills
- Strong analytical and problem solving skills
- Demonstrated ability to communicate effectively and build strong partnerships with senior executives and all levels of workforce
- Ability to work collaboratively with diverse personnel across all levels of management in a matrixed organization
- Ability to work well within a team environment and foster a high performance work environment

Competencies:

- Leadership – Demonstrate willingness to lead, take charge, and offer opinions and direction
- Dependability – Demonstrate reliability, responsibility, and dependability and fulfill obligations
- Initiative – Demonstrate willingness to take on responsibilities and job challenges
- Adaptability/Flexibility – Be open to change (positive or negative) and to considerable variety in the workplace
- Analytical Thinking – Analyze information and use data to address work or job issues
- Attention to Detail – Pay careful attention to detail and thoroughness in completing work
- Technology Savvy - Capable user of technology who understands the role of technology in the institution and who will guide and support its efficient and effective use

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UNITED CENTER

The United Center, the premiere sports and entertainment facility and home of the Chicago Blackhawks and the Chicago Bulls, is currently hiring for the following positions:

Digital Signage Designer

Responsibilities include but are not limited to designing and creating motion graphics displayed on our various sizes video displays from concept to completion.

The main responsibility will be to manage, schedule, coordinate and create graphics for our outdoor displays and indoor concourse monitor wall.

These include sponsor animations, logo treatments, opens, headshots, etc. Extensive knowledge in After Effects, Photoshop and Illustrator is mandatory.

Additional experience in non-linear editing, 3d software and workflow in a digital environment is advantageous.

College degree preferred and 2-3 years of experience are necessary. Flexible schedule is a must.

Competitive salary and benefits. Salary requirements MUST accompany application and/or resume.

To apply for these positions or to be considered for future job opportunities, submit your resume online, or mail or fax a resume to:

United Center
1901 W. Madison St.
Chicago, IL 60612
Attn: Human Resources

FAX: (312) 455-4750

No phone calls please.
EOE in a Drug Free Workplace

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LEVY RESTAURANTS

Great food in an exciting atmosphere is what you will find at the United Center.

Levy Restaurants at the United Center, is currently hiring for the following part-time/seasonal positions:

- *Concessions - Runners*
- *Restaurants - Servers, Server Assistant, Runners*
- *Retail - Sales Associates, Retail Hostess*
- *Sanitation - Housekeeping, Laundry Room*
- *Suites - Runners*
- *Warehouse - Op Tech*

If you are interested in working for a truly unique and exciting company, apply today by emailing your resume to ucjobs@levyrestaurants.com or visit the United Center in person:

United Center
Gate 8
1901 W. Madison St.
Chicago, IL 60612

Monday - Friday, 9:00 AM - 5:00 PM (non-event days)

Monday - Friday, 9:00 AM - Noon (event days)

Please note that most positions are during evening hours.

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Telephone Interviewer and Bilingual Telephone Interviewer

Description

TeleSight is looking for qualified applicants (college students encouraged to apply) to conduct customer satisfaction surveys for various Fortune 500 companies in a casual call-center environment. NO SELLING involved!

Qualifications

Applicants must speak clear with proper enunciation, type at least 40 w.p.m. also pass an assessment test. Qualified applicants must display professionalism and the ability to represent TeleSight and our clients respectfully.

To Apply

If interested in applying please email your resume to employment@telesight.com.

Applications Developer

Description

TeleSight, LLC is a growing Chicago-based market research firm working with many Fortune 100 companies. We are in search of a creative and energetic individual to assist us in web application development.

- Develop in adherence to the specified designs, standards & best practices.
- Work collaboratively as part of a development team. Report directly to department manager.
- Work independently with minimal supervision.

Qualifications

- Experience developing/programming and deploying web-based applications using ASP.Net (VB.Net), ADO.Net, Classic ASP, and SQL Server 2000/2005/2008.
- Experience in developing SSIS packages, stored procedures and complex SQL statements.
- Experience with HTML (CSS and JavaScript a plus).
- Knowledge of PHP a plus.

To Apply

We offer a competitive salary and benefits along with a comfortable work environment. Send a resume and cover letter via email that helps explain how you might assist us to: systemshr@telesight.com.

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Job Title: Health Facilities Surveillance Nurse

Agency: Public Health

Closing Date/Time: Mon. 02/10/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: IDPH 69327

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

Minimum Requirements:

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

Work Hours & Location/Agency Contact:

Work Hours & Location: 4 Day Work Week

Office of Health Care Regulation

Division of Long Term Care Field Operations - Bellwood Region

4212 W. St. Charles Rd. Bellwood, IL

Agency Contact: Office of Human Resources 535 W. Jefferson St. 4th fl
Springfield, IL 62761 Phone: 217-785-2031 Fax: 217-524-0220

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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: Fire Protection Specialist I

Agency: State Fire Marshal

Closing Date/Time: Thu. 02/06/14 5:00 PM Central Time

Salary: \$3,891.00 - \$5,797.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 50-50-SFM14-001

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction, applies paraprofessional fire protection knowledge in the review of plans and material specifications for the Office of the State Fire Marshal; Reviews applications, plans and specifications to determine compliance of building features and systems including Life Safety Code compliance as well as adequacy of fire suppression and fire alarm systems; Reviews submitted applications and plans for the installation of aboveground flammable and combustible liquid storage tanks and LP-Gas tanks. Responds to question from agency inspectors, local fire authorities and the regulated public in relation to agency rules and plan review correspondence.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of two (2) years of college, preferably with courses in engineering, physical science or fire science. Requires three (3) years of experience conducting fire protection plan review with a municipal fire department, another state agency or private industry.

Work Hours & Location/Agency Contact:

Work Hours: 8:30 am - 5:00 pm, Monday through Friday

Location: Office of the State Fire Marshal

Technical Services 100 West Randolph Chicago, IL

Agency Contact: Wanda Kieft-Flood / Public Safety Shared Services

1301 Concordia Court, P.O. 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).

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Note Taker - Part-Time - KEN0000187

Job: Student Services
Primary Location: Kennedy King College
Employee Type: Part Time | Regular
Union Code: 1600PTPROF
Job Posting: Jan 22, 2014, 2:52:00 PM

Duties and Responsibilities

Note Takers attend classes with students who have disabilities, (i.e. visual or hearing impairments, learning or other disabilities) to take thorough legible, and organized notes from classroom lectures, including exam dates, assignments, and other pertinent information.

- Take notes in class for students with disabilities.
- Read printed material aloud for students with visual impairments.
- Transcribe for students with mobility impairments.
- Assist students with visual impairments in math classes by copying information from the board in large print.
- Assist students who are visually impaired by using raised line drawing materials to produce tactile graphs used in Math classes.
- Assist students with visual impairments in science labs by providing verbal descriptions of visual information.
- Serve as a proctor for students with disabilities during tests.
- Perform other duties as assigned.

Qualifications

- High school diploma, or equivalent, with a minimum of one year post secondary educational experience.
- Must possess an understanding of the basic issues pertinent to communication with students who have disabilities.
- Ability to take thorough and organized notes utilizing available technology from information presented verbally in classrooms.
- Must have legible hand writing, accurate spelling, use of acceptable grammar, and proficiency in use of computers.
- Must possess good organizational skills.
- Excellent written and verbal communication skills.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer. Thank you for your interest in CCC!

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Busser

As a Busser, you assist the food and beverage team in making sure that every single guest enjoys their experience. How so? You clear, clean, reset tables and assist wait staff. Restock food service supplies while constantly maintaining a clean and safe environment in the auditoriums, lounge and bar. Easier said than done, right? Let's break it down into some of your soon-to-be responsibilities:

Ensure cleanliness of the Fork & Screen auditoriums, lounge and bar.

Assist wait staff and the bussing of tables.

Clear and reset tables both before and after presentation.

Maintain a clean and well stocked bus station at all times.

Assist with crowd control and seating of guests as needed.

Perform exit greetings at auditorium doors at the end of each presentation.

Perform Ticket Taker duties as needed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Busser at AMC , you'll need to demonstrate:

Ability to provide superior guest service.

Possess good verbal communication skills.

Have a general knowledge of theatre policies, prices, menu, and bar selections.

Ability to work with minimal supervision.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/busser>

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Server

As a Server, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You accurately take food and beverage orders, relay orders to kitchen for preparation, deliver prepared food to guests, while providing superior guest service. You will also provide a vital link between our guest and the kitchen staff. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.
Possess full knowledge of bar and menu items and be able to make recommendations.
Accurately take food and beverage orders in a timely manner.
Verify guests that purchase alcohol are at least 21 years of age.
Coordinate and assist with reserved seating tactics.
Consistently use suggestive selling techniques.
Collaborate with kitchen staff to ensure that food orders are accurate.
Deliver food and beverage orders within established time frames once the entire order is completed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Server at AMC, you'll need to demonstrate:

Proof of age. (Associates who will be serving, pouring, or mixing alcoholic beverage will need to be 18 and in some states 21). Complete basic food handling training and obtain any local or state mandated certification. Demonstrated ability to provide superior guest service. Have a high aptitude for math and cash handling.
Good verbal and written communication skills. Obtain any necessary alcohol service licensing requirements. Ability to ascend and descend stairs.
Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.
Ability to lift up to 50 pounds and move it 75 yards on a regular basis.
Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a theatre, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/server>

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Job Title: Information Systems Analyst I - Opt W

Agency: Employment Security
Salary: \$5,435.00 - \$7,544.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC063 Bid ID#: RCRA 11420

Minimum Requirements: Requires knowledge, skill and mental development equivalent to successful completion of four years of college with course work in computer science or directly related fields, supplemented by one year of professional experience in development for large, .NET platform-based applications, including TaxNet or Laptop Audit Systems. Requires working knowledge of Information Technology concepts and principles, the theories and functions of computer systems, and the principles and techniques of Information Technology documentation. Requires working knowledge of the methods, procedures and techniques of conducting studies for system conversions and enhancements, including the use of structure, behavior, and interaction diagrams in the analysis and design of .NET platform-based systems. Requires ability to effectively participate in and profit from continuing education, both in a formal and in-service training setting. Requires ability to analyze data logically and exercise sound judgment in defining, evaluating, and solving moderately difficult technical and operational problems. Requires ability to gain and maintain effective working relationships with agency officials, associates, vendors, clients and others. Requires developed oral and written communication skills to present technical information to others with clarity and precision.

Special Skills: Requires education/experience as outlined above for the following: Microsoft Visual Studio, .NET framework. ASP.NET, C#, java script, visual basic, stored procedures using SQL, testing with QTP (QuickTest Professional), DB2 and MS SQL Server.

WORK LOCATION: Central Office Work Hours: 8:30 - 5:00, M - F

WHERE TO APPLY:

IDES RECRUITMENT & SELECTION 33 S. State Street - 8th Floor Chicago, IL 60603

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 W - Web Developer

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Job Title: Office Associate - Opt 2 (NRC Clinical)

Agency: Corrections

Closing Date/Time: Thu. 02/13/14 4:00 PM Central Time

Salary: \$2,991.00 - \$4,151.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-14-0386

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Clinical Service Supervisor (PSA), serves as a certified Law Enforcement Agency Data System operator; provides clerical support for the Casework Supervisors; types data into the Offender Tracking System regarding counseling and classification reports.

Position Number: 30015-29-82-420-26-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling and punctuation; requires working knowledge of basic mathematics; requires elementary knowledge of Agency programs, rules and regulations; requires ability to type accurately at 45 wpm; requires LEADS operation certificate.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00am to 4:00 pm Mon through Fri with days off of Sat and Sun.

LOCATION/AGENCY: IDOC Stateville CorrCenter, P.O. Box 112, Joliet, IL 60434.

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693.

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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College Advisor-Adult Education - MAL0000185

Primary Objective:

Under the supervision of the appropriate Dean, the College Advisor is responsible for assisting with the development, coordination, and implementation of Student Support Services and activities to increase recruitment and retention rates, course completion rates, graduation and/or transfer to either a college/university, or enter the workforce.

Qualifications

- Bachelor's degree required with coursework in Education, Human Relations, Psychology, Human Services or College Student Personnel.
- Master's degree preferred.
- Three years of experience in a higher education student services environment; or supplemented by six years of related experience in a higher education environment.
- Knowledge of academic and occupational programs, articulation agreements, transfer guides, assessment and academic career advisement.
- Experience overcoming barriers similar to those faced by the target population.
- Must be self-directed with the ability to work independently within changing deadlines.
- Financial aid knowledge a plus.
- Ability to analyze and address the educational and personal needs of students.
- Knowledge of the career development process and of available career development resources.
- Demonstrated experience with computers and database related software.
- Excellent verbal and written communication skills required.
- Experience in advising both traditional-aged students and adults in a higher education setting desirable.
- Availability to work some evenings and weekends

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

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

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

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Supervisor

As Supervisor at AMC® you'll assist the management team to make sure the theatre runs smoothly so that every single guest enjoys the show. You'll be the not-so secret to our success.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast
Maintain facilities that are clean, safe and in good repair

Provide an experience that is comfortable, distraction-free and picture-perfect
Serve fresh, appetizing and properly prepared food and beverages

Assist with other functions as instructed by the General Manager
Uphold AMC's high standards and deliver entertaining company-wide programs
As a Supervisor at an AMC theatre, you'll also be required to demonstrate:

Proven supervisory experience with effective managerial and training skills
Persuasive written and oral communication skills along with strong analytical skills
Ability to effectively delegate and follow up with booth crew members
Proficient guest service, administrative and follow-up skills

Equally comfortable communicating and working with guests, supervisors, peers, subordinates, vendors or partners
Ability to consistently meet deadlines in a timely fashion
Standing, walking, lifting, twisting and bending on a frequent basis

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too.

We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and health and 401(k) plans.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/supervisor>

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Usher

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Maintain facilities that are clean, safe and in good repair

Provide an experience that is comfortable, distraction-free and picture-perfect

Control access to theatre by greeting, directing guests and tearing tickets

Enforce ratings to keep underage guests from accessing auditoriums with adult content

Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior

Create a constant presence inside and outside auditoriums to deter any disruptive conduct

Assist with crowd control and seating of guests in auditoriums

Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre

Change marquees, auditorium, lobby signage and poster cases

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As an usher at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Standing, walking, lifting, twisting and bending on a frequent basis

Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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FINANCE COORDINATOR Job ID: 1296

Closing Date: 02/03/2014

Administrative/Finance Coordinator

Date Posted: 1/27/2014

Location: Central Administration

EXAMPLES OF DUTIES:

Organizes and maintains manual and computerized accounting records. Compiles confidential financial data. Performs account reconciliations and analyses of account balances. Helps prepare and maintain budgets of keeping current allocation data, maintaining records of budget expenditures versus allocations, and making calculations as needed. Inputs annual regional budget into computer and inputs budget transfers as necessary. May prepare payrolls and input information into system. May maintain off line accounting system records including physical inventories and others. Helps perform confidential audits of parks' financial records. Reviews transaction documentation for proper approvals, completeness and accuracy. Documentation includes purchase requisitions, voucher authorizations, petty cash tickets, mileage reports and monthly cash reports. Tracks financial details associated with purchase orders. Periodically produces and prints various accounting reports such as accounts payable trial balance, open purchase order register and budget to actual financial statements. Helps perform physical inventories.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

High School graduation plus five years experience performing payroll and budget preparation and administrative duties including use of PC and mainframe based management information systems, or an equivalent combination of education and experience is required. Associates Degree with college course work in accounting or related field preferred.

Knowledge, Skills and Abilities:

Knowledge of basic accounting principles and procedures. Strong computer skills including Microsoft Office Suite. Ability to effectively initiate and manage multiple tasks. Ability to follow through with details. Ability and willingness to learn new tasks and procedures. Ability to maintain confidentiality.

2014 Salary \$51,409.74 per year

Apply online at

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