



Vehicle Service Attendant in Chicago Illinois United States

Employee Type: Full Time

Required Experience: None Selected

Category: General Labor

Career Level: Experienced (Non-Manager)

Required Education: High School/GED

City: Chicago

State: Illinois

Zip Code: 60666

Country: USA

As a Seasonal Vehicle Service Attendant, you will work behind the scenes in an outdoor environment to ensure customer satisfaction during the rental pick up process. In this role, you will be responsible for maintaining the cleanliness of our fleet while also performing regular, non-mechanical maintenance tasks such as checking tire pressure, fluid levels and fuel vehicles in a timely and safe manner. If you love working in a fast-paced environment, are detail oriented and possesses good communication skills, this position is for you!

Vehicle Service Attendant Requirements:

- * Must be 18 years of age or older
- * High school diploma or equivalent or preferred
- * 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
- * Must be willing to work outdoors in all types of weather conditions
- * Must be willing to work various shifts including weekends, nights, and holidays
- * Driving experience with a valid Driver's License (as mandated by state and location) and a good driving history
- * Willing to complete pre-employment testing, drug screen and background check

Get your GO on!

Avis Budget Group is an equal opportunity employer, and is committed to ensuring diversity in our workforce.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-service-attendant/29892549/job/>

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Vehicle Return Associate in Chicago Illinois United States

Employee Type: Full Time

Required Experience: 1 Year

Category: Customer Service

Career Level: Experienced (Non-Manager)

Required Education: High School/GED

City: Chicago

State: Illinois

Zip Code: 60666

Country: USA

Your passion for helping customers with their needs - whether it is 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 are 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 will need the following:

- * High school diploma
- * 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

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/AA Employer

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-return-associate/23304458/job/>

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Rental Sales Associate in Chicago Illinois United States

Employee Type: Full Time

Required Experience: 0-1 Years

Category: Sales

Career Level: Experienced (Non-Manager)

Required Education: High School/GED

City: Chicago

State: Illinois

Zip Code: 60638

Country: USA

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. 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

Rental Sales Associate Requirements: * At least 6 months of experience in a role where sales and/or customer service were key elements of your duties * Ability to handle high-pressure sales and service situations in a calm and collected manner * Willing to work various shifts including nights, weekends, and holidays * Basic computer skills in order to enter information into our database * Willing to complete pre-employment testing, drug screen, and background check

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.

Avis Budget Group is an equal opportunity employer, and is committed to ensuring diversity in our workforce.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-associate/23304444/job/>

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Agency Operator in CHICAGO Illinois United States

Employee Type: Full Time

Required Experience: None Selected

Category: Business Opportunity

Career Level: Manager (Manager/Supervisor of Staff)

Required Education: None Selected

City: CHICAGO

State: Illinois

Zip Code: 60605

Country: USA

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.

The Agency Operator should possess: * Sales / Marketing experience * Business ownership experience * The ability to work independently * Outstanding Customer Service Skills * Car Rental/Travel experience preferred but not required.

*This is an Independent Agency Operator opportunity, subject to the terms of that program, and it is not an employment relationship or a franchise.

Avis Budget Group is an EEO/AA Employer

Apply online at <http://avisbudgetgroup.jobs/chicago-il/agency-operator/33263282/job/>

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HOME HEALTH ADMISSION NURSE

Department: HOME HEALTH

Schedule: Full Time

Shift: Days

Job Details:

Reporting to the Clinical Manager of Home Health and working under general supervision is responsible for admitting patients to the agency utilizing a complete comprehensive OASIS assessment and initiating an appropriate plan of care to meet the patients nursing needs and ensuring the patient environment is safe.

This position supports the northwest team consisting of north of Roosevelt Road to Lake and McHenry Counties and Austin Ave. from the east to the northwest suburbs.

JOB SPECIFICATIONS:

Completion of an Associate's Degree from an accredited school of nursing. Bachelor's Degree highly desirable.

Current Illinois driver's license and auto liability insurance.

Minimum of one (1) year of nursing experience required. Previous experience in a Home Care environment highly desirable

Current licensure as a Registered Nurse in the state of Illinois.

Experience in completing OASIS documents in a home health care setting required.

OASIS certification preferred.

Excellent patient assessment skills.

Current CPR certification.

The ability to teach and be a role model for colleagues.

Demonstrated organizational skills, self directed and independent in fulfilling role obligations.

Excellent communication and customer service skills.

Technology skills with the use of computer/laptop and cell phones use including texting capability.

The physical ability required to lift/move/ambulate patients.

The ability to perform effectively and efficiently under the pressure of stressful or emergency situations.

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

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Registrar I

Department: Admitting & Registration

Schedule: Part Time

Shift: Weekends

Hours: 2:30pm-11:00pm Friday-Sunday, also includes Holidays

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

Job Details:

Experience is preferred

Under general supervision and according to well-defined procedures, performs a variety of clerical duties to register and/or admit patients. High School diploma or equivalent.

Previous related experience or hospital experience helpful. Ability to type a minimum of 30 words per minute.

Bilingual Spanish preferred, excellent communication and customer services skill, adaptability to change, ability to multi-task in a high volume area.

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

Surgical Assistant - Certified

Department: Surgery

Schedule: Full Time

Shift: Days

Job Details:

Utilizing medical knowledge, education and training, and experience with surgical anatomy, physiology, aseptic technique, instrumentation, and surgical psychomotor skills, the Surgical Assistant, under the direction and supervision of the surgeon, assists in assigned surgical procedures and services. The certified surgical assistant may serve as a preceptor to Surgical Assistants in training and function as a resource person to OR staff.

JOB QUALIFICATIONS

A graduate of an AMA approved Physician Assistant (PA) program with certification and Illinois license or completion of medical education and training as a physician, but unlicensed to practice

Certified member of the American Board of Surgical Assistants

CPR Certification

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Patient Care Tech - Telemetry

Department: 6 South

Schedule: Registry

Shift: Evenings

Job Details:

HS Diploma/GED

Certification Required

CPR certified

JOB SUMMARY

Provides physical comfort measures for patients, performs designated technical tasks, communicates information pertinent to patient comfort and safety, participates in the admission, discharge and transfer process, and documents specified information. Provides all services in accordance with established hospital/departmental policies and procedures.

JOB QUALIFICATIONS

1. High School diploma or equivalent
2. Certification as Nursing Assistant in the State of Illinois or graduate of an RN program
3. CPR certification
4. One year health care experience preferred
5. Good communication skills
6. Good PC skills for data entry

Essential Physical Job Functions

Ability to carry and lift up to 20 pounds, push/pull up to 30 pounds of force, transfer and position patients in different environments, and ability to climb stairs. Frequent sitting/standing/walking, and able to assume a full squatting position. Able to take and interpret vital signs, respond appropriately during emergency situations, and communicate clearly and effectively with a varied population.

Should the applicant be considered for the position, they will be provided a full description of their Essential Physical Job Functions during the interview process.

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Data Services Coordinator

Department: Institutional Advancement

1 Full Time Position (35 hours/week)

Responsibilities include:

- Develop and refine architecture to manage constituent, gift, event, member and volunteer information in Raiser's Edge
- Create and distribute database information such as queries, exports and reports to all customers (internal and external)
- Assist Data Services Manager with monthly reconciliation and analysis to maintain accuracy within membership/donor database
- Assist Data Services Manager in the preparation of information for management including strategic analyses and market trends
- Manage day-to-day department data entry goals
- Develop and implement new processes to track fundraising and membership data, actions and notes
- Merge duplicate records and update address information
- Maintain department resource page on the Intranet and Internet
- Contribute to success of the Museum's Institutional Advancement Department with other duties as assigned

Qualifications

- High school diploma required; bachelor's degree preferred
- Experience and comfort with databases required; knowledge of Raiser's Edge highly preferred
- Familiar with using networks and web in business setting
- Organizational skills, efficient and independent work habits
- Flexibility and ability to work with competing deadlines
- Motivated, innovative, and shows initiative
- Proficiency with Microsoft Word, Excel, PowerPoint, and Access
- Excellent communication and writing skills with the ability to collaborate on ideas and processes

The Field Museum accepts applications on-line. To apply for this position, please complete the on-line application. No phone calls please.

The Field Museum is an Equal Opportunity Employer.

Apply online at <http://www.bfound.net/detail.aspx?jobId=120607&CoId=45&rq=1>

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Membership Sales Associate

Department: Membership

1 Part Time Position (21 hours/week)

Job Description

The Membership Sales Associate engages Field Museum visitors, increases their awareness of the Field Museum membership program and sells memberships during on-site sales campaigns. This is a direct-sales position that requires meeting specific sales goals set by Membership Manager or Director.

This position requires flexible availability. Working weekends and holidays is required. Hours may increase above 21 hours per week during peak periods.

Responsibilities include:

- Approaching museum visitors in an effort to convert them to members during on-site sales campaigns
- Meeting daily sales goals as determined by the Director and Manager of Membership
- Assisting as-needed with processing new/renewal memberships during on-site sales programs
- Assisting with general Membership customer service as needed

Qualifications

- Flexible availability; working weekends and holidays is required
- Minimum two years of demonstrated direct, in-person sales experience
- Must have the physical endurance to talk and stand for long periods of time during on-site sales campaigns
- Ability to work independently while maintaining excellent communication and internal/external relationships
- Excellent oral and written communication skills
- Excellent public relations, customer service and problem-solving skills; must be outgoing and approachable, and also willing to approach and connect with visitors
- Ability to maintain a polished, professional demeanor
- High school diploma required
- Education or knowledge in life sciences, anthropology, and/or humanities is a plus
- Professional experience in a museum or cultural institution is a plus

The Field Museum accepts applications on-line. To apply for this position, please complete the on-line application. No phone calls please.

The Field Museum is an Equal Opportunity Employer.

Apply online at <http://www.bfound.net/detail.aspx?jobId=120866&CoId=45&rq=3>

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Front Desk Agent / Candlewood Suites

Job: Reservations -United States

Schedule: Full Time

Do you see yourself as a Front Desk Agent?

What's your passion? Whether you're into tennis, shopping or karaoke, at IHG we're interested in YOU. At IHG we employ people who apply the same amount of care and passion to their jobs as they do their hobbies - people who put our guests at the heart of everything they do. And we're looking for more people like this to join our friendly and professional team.

We currently have an opportunity available as a Front Desk Agent at our Candlewood Suites Chicago/Naperville property.

This position will check-in/check-out hotel guests in a timely and professional manner; and process all payments according to established procedures.

Multi tasker, very flexible hours, able to work independently, reliable, responsible, night audit hours as well as evening and weekends and customer service oriented.

Salary Range: \$10.00 - 11.00/Hourly

Job ID: WAR000358-EN

Job Requirements: High School diploma or equivalent, plus one year front desk/guest service experience, extended stay hotel experience preferred.

Other Information - Some college preferred. May be required to work nights, weekends, and/or holidays.

In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

IHG is an equal opportunity employer M/F/D/V

Apply online at <http://ihg.jobs.net/job/front-desk-agent-candlewood-suites-chicago-naperville/J3J1R079VDMXTBG9HNB/>

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26000 SUPPLEMENTAL RN CC I 39409

Category: Nursing

Facility: Gottlieb Memorial Hospital

Department: 26000 OR/SURGERY

Schedule: Supplemental

Shift: Varied

Hours: Varied

Job Details:

Delivers nursing care in a scientific and professional manner based on the components of the nursing process.

Initiates and contributes to self, client, family, staff and student education both within the nursing department and the nursing profession.

Develops leadership potential through participation in intradepartmental program development and continued professional growth.

Consistently shows effective and courteous communication between physicians, co-workers, patients, visitors and ancillary personnel.

Current licensure in the State of Illinois as evidenced by primary source verification.

Must have OR experience.

Evidence of current/continued competence in the practice of professional nursing in terms of both knowledge and skill.

Ability to demonstrate good family interaction skills as evidenced by past performance or evaluation by nurse manager.

Ability to positively affect patient behavior to ensure the most positive outcome.

Apply online at

https://www.healthcaresource.com/gottlieb/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=956690

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Bus Servicer

Location: Elgin

Office: Revenue Services

Department: Bus Operations

Job Description:

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

Operates and services washrack and cleaner, as required.

Parks and spots equipment as directed. Accurately records fuel and oil dispensed at service island and bus cleaning.

Custodial and other duties as assigned or required.

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

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

Qualifications:

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

Candidate must be able to lift 50- 75 lbs.

The performance of these duties may be required at any time of the day and night, any day and night of the week. Previous diesel experience and/or technical training is required. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=388

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Job Title: Clinic Coordinator Community Engagement- School Based Part-Time

Department: COMMUNITY ENGAGEMENT
Shift: 1st
Full/Part: Type 2 (40-64 Hrs/PP)
Specialty: Health Information Mgmt
Job Number: 2013-1962

Job Description:

Are you interested in joining a leading health care organization? Do you have previous medical administrative experience supporting an outpatient clinic setting?

If this describes you, then this is the job for you! We are seeking a dynamic Clinic Coordinator who exemplifies professionalism to join our School Based Health Clinic Centers team-

****THIS IS A PART TIME POSITION****

Position Highlights: The Clinic Coordinator provides front desk coverage, greets patients and visitors, checks patient in and out of the health center and provides general coordination of clinic activity for the Rush School Based Health Centers. The individual who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures, including complying with State of Illinois standards for school health centers. The individual who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures, including complying with all Rush University Medical Group Customer Service Standards.

Position Qualifications Include: High school diploma/GED required. At least one year of previous medical office experience strongly preferred. Previous front-line customer service experience required. Attention to detail and accuracy required. Sensitivity to patient health information and protection of confidentiality required. Intermediate knowledge and proficiency in Microsoft Office suites – Word, Excel, Powerpoint, Access Strong verbal and written communication and customer service skills required to effectively interact with customers to resolve difficult and stressful situations.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140102121221&

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Job Title: Cook 2-Patient Services

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2013-1942

Job Description:

Performs culinary duties as assigned, responsible primarily for hot food/entrée production, ensures food services sanitation and quality control standards are met. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High School Diploma Required

Certificate of Completion in Culinary Arts and/or Associates Degree in Culinary Arts preferred

Illinois Department of Public Health and City of Chicago Sanitation Certification required within six months of hire and maintain thereafter.

Minimum three years cooking experience required.

Ability to read, write and speak English required

Basic math skills to calculate recipe ingredient and quantity adjustments, calculate weight and measures; Critical thinking skills; Organizational skills

Knowledgeable and can operate, with minimal instruction, hot preparation equipment such as convection/combi ovens, steamers, broiler's, grills, etc.

Can demonstrate skills in the use of culinary hand tools (knives, etc.) and small processing equipment (vegetable choppers & processors)

Ability to exert 25 pounds of effort to push or pull a cart, ability to lift and carry 50 pounds minimum, stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils, able to communicate using a variety of audio-technology, able to see, 100% of time standing or walking.

Ability to transport hot/cold items for service and production using recognized safety equipment in a safe manner that does not endanger self or others.

The above is intended to describe the general content of and requirements for the performance of this job. It shall not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140102121304&

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Foreman

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for supervising the vehicle repair and maintenance activities of employees on their shift.

Assigns work to employees utilizing Oracle.

Reviews work orders for time and material used; monitors attendance; accepts road calls; gives instruction and on-the-job training to mechanics; handles all necessary reports.

Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least four (4) years diesel/gas experience and/or technical training to include diesel engines, bus electrical, suspension and hydraulic systems, DOT regulations and preventive maintenance.

Must pass Foreman exam and possess excellent verbal and written communication skills and the ability to read/follow blueprint, schematics and maintenance manuals.

Candidate must be at least 21 years of age and possess a valid class "A" Commercial Driver's License.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Supervisory experience in preferred. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=476

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Job Title: Cook I - Rm 500

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2013-2003

Position Highlights: Performs culinary duties as assigned, responsible primarily for hot food/entrée production, ensures food services sanitation and quality control standards are met. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High School Diploma or GED equivalent required.

Certificate of Completion in Culinary Arts and/or Associates Degree in Culinary Arts preferred.

Illinois Department of Public Health and City of Chicago Sanitation Certification required within three months of hire and maintain thereafter.

Minimum three years cooking experience required.

Ability to read, write and speak English required.

Basic math skills to calculate recipe ingredient and quantity adjustments, calculate weight and measures required.

Critical thinking skills, organizational skills required.

Knowledgeable and can operate with minimal instruction the following:

Hot preparation equipment such as convection/combi ovens, steamers, broiler's, grills, etc. Culinary hand tools (knives, etc.)

Small processing equipment (vegetable choppers & processors)

Ability to exert 25 pounds of effort to push or pull a cart required.

Ability to lift and carry 50 pounds minimum, stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils required.

Ability to communicate using a variety of audio-technology required.

Ability to transport hot/cold items for service and production using recognized safety equipment in a safe manner that does not endanger self or others.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140102121424&

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Full-time Bus Operators

Location: North Aurora

Office: Revenue Services

Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

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

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid Class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=1

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Microcomputer Specialist

Location: Arlington Heights

Office: Internal Services

Department: MIS

Job Description:

Under the direction of the Section Manager, IT Operations/Client Services, responsible for configuration planning, installing and maintaining microcomputers, their peripherals and complex operating systems at Headquarters and remote sites.

Responsible for debugging microcomputer and peripheral problems, installing data communications equipment, local area network and Internet maintenance functions and testing of software packages to ensure LAN compatibility.

Provides Help Desk support; writes procedures for user support and training; monitors software compliance with license agreements and regulations; and maintains an inventory of IT equipment and software.

Qualifications:

Qualified candidate will have successfully completed two (2) years of a related college level program and have at least one (1) year of actual work experience in a microcomputer environment.

Qualified candidate must have hardware assembly and disassembly experience, as well as working knowledge of microcomputer and network configurations.

Experience with popular PC software packages including MS Office package: Word, Excel, PowerPoint, and Outlook, E:Mail and other tools is essential.

Must be able to lift 50 pounds or more and move heavy PCs, servers, monitors, and data equipment as required. Must have experience in microcomputer application programming. Qualified candidate must have a valid driver's license and be approved to drive a Pace car. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=578

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Job Title: Food Service House Attendant - RM 500

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2013-1985

Position Responsibilities:

Set up and breakdown, including moving of furniture, in conference and dining rooms
Set up and performs dish room and pot and pan room tasks required for the proper sanitation of service ware and equipment. Executes quality control monitoring and cleans work areas at completion of task. Set up and breakdown of breakfast and lunch buffet. Executes quality control monitoring and cleans work area at completion of task
Set up and execute Rush catering deliveries. Completes quality improvement monitoring and cleans work area at completion of task. Set up and breakdown of service stations with supplies, ice and water. Puts away food and supply deliveries and restock areas with supplies. Pre busses, clears and resets tables in dining room and conference rooms. Delivers food and assists servers with food orders and beverages
Transports dishes to and from dishwashing and service areas
Sweeps, mops, scrubs floors in all service and production areas; washes walls and windows as needed. Disposes of waste and trash in proper manner, cleaning and replenishing bags. Cleans and sanitizes all equipment, service and production areas including, but not limited to, storeroom, refrigerator, freezer, dining room, mop room and hand sinks. Performs other cleaning duties as assigned including power washing and carpet cleaning. Cleans all public areas, including restrooms and offices, replenishing supplies
Assists in linen quality controls, monitoring usage and limiting loss or damage
Trains new personnel as assigned
Orients dietetic interns to work areas as assigned
Performs related duties as assigned by supervisors
Complies with all regulatory agency standards and all departmental policies and procedures.

Position Qualifications Include: Ability to read, write, speak English

H. S. Diploma or GED required

Interpersonal skills, customer service oriented

Ability to exert 40 pounds of effort to push or pull, ability to lift and carry 65 pounds minimum, stooping, kneeling, reaching, able to communicate using a variety of audio-technology, able to see, 100% of time standing or walking.

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Job Title: Operations Assistant/Billing Coordinator School Based Part-Time

Department: COMMUNITY ENGAGEMENT

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Specialty: Billing

Job Number: 2013-1964

****THIS IS A PART TIME POSITION****

Position Highlights:

The Operations Assistant/Billing Coordinator provides support to the Operations Manager as well as managing their own projects at Rush's school based health centers.

The Operations Manager supports the mission of Rush University (RU) and Rush University Medical Center (RUMC) and exemplifies the Rush mission, vision, and values and acts in accordance with RU and RUMC policies and procedures.

Position Qualifications Include:

High school diploma/GED required.

Associates degree (or higher) OR some college credits successfully completed preferred. At least one year of previous medical office experience preferred.

Previous billing and coding experience strongly preferred.

Previous front-line customer service experience required.

Intermediate knowledge of medical terminology strongly preferred.

Ability to type a minimum of 45 words per minute required.

Ability to record and transcribe dictation strongly preferred.

Previous EMR experience required. Previous experience with Clinical Fusions software program and/or Epic strongly preferred.

Attention to detail and accuracy required.

Sensitivity to patient health information and protection of confidentiality required.

Intermediate knowledge and proficiency in Microsoft Office suites – Word, Excel, PowerPoint, and Access required.

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