



Service Worker

Location: Joliet

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling company vehicles, while accurately recording both.

Must operate and service washrack/ cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed.

Maintain bulletins, fliers and other materials on vehicles as required. Responsible for routine interior cleaning of vehicles, building, grounds, and equipment utilized in performing these duties.

Makes all types of service calls and is responsible for completing all required documents and reports for work performed. Other duties as 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 possess or be able to obtain a valid class "B" Commercial Driver's License with Passenger and Airbrake Endorsements. Must have a good work history and a record of safe driving (5 years).

Must have knowledge of service area and the ability to operate all company equipment. The performance of these duties may be required at any time of the day and night, any day and night of the week.

Qualified candidate must be capable of heavy lifting. This is a safety sensitive position.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=273

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Job Title: Administrative Assistant II - Opt C1

Agency: Employment Security

Closing Date/Time: Fri. 10/10/14 11:59 PM Central Time

Salary: \$4,612.00 - \$6,990.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: RCRA 11509

Minimum Requirements: Requires knowledge, skill, and metal development equivalent to completion of four years college, preferably with courses in public or business administration; requires two years professional experience in a public or private organization; working knowledge of agency policies and procedures and experience with Regional Office processes and procedures. Requires ability to effectively communicate with others verbally and in written form; perform program studies and prepare reports and recommendations; develop and maintain working relationships and ability to use a personal computer with associated software packages such as word processing, database management and electronic mail.

Work Hours & Location/Agency Contact: WORK LOCATION: Northern Region Office

Work Hours: 8:30 - 5:00, M - F

WHERE TO APPLY:

IDES Recruitment & Selection

607 E. Adams St. - 9th Floor

Springfield, IL 62701

Fax: 217-524-3472

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 C1 - Dept Employment Security

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Job Title: Carpenter

Agency: Central Management Services

Closing Date/Time: Thu. 10/09/14 5:00 PM Central Time

Salary: \$42.52 - \$44.22 hourly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: PR000

Bid ID#: CMS 9317

Minimum Requirements:

Requires a high school diploma or GED. Requires completion of a four year apprenticeship or four years' experience in the maintenance carpentry field. Requires a working knowledge of tools, methods, and standard practices of the trade; requires ability to read, interpret, and perform work from plan, sketches, or simple diagrams. Requires ability to make complex arithmetic computations and bulk estimates. Requires ability to climb ladders, stairs, and roofs and access all locations at the facility. Must be able to communicate verbally and follow instructions. Requires ability to lift 75 pounds. Requires an appropriate, valid driver's license and the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 7:30 A.M. – 4:00 P.M.

Work Location: Central Management Services

Property Management/Facilities-Chicago/Northern

Elgin Mental Health Center 750 S. State Street Elgin, IL

Kane County

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110 Springfield, IL 62702

217-558-0962 217-782-9925 Fax

How to Apply:

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

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Parent Worker (Job Number: 14000YY)

CPS

Southwest Side-4815 South Karlov Avenue (Richard Edwards School)

Description

Parent workers will establish and maintain rules of conduct within the classroom and on school grounds, including, but not limited to, playgrounds, corridors, and lunchrooms. Parent workers will encourage student growth in self discipline and positive self-concept. Parent workers will also assist in the main office when needed to support auxiliary staff during school hours.

Apply online at

https://hrportal.cps.k12.il.us/psp/cpseppr2/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIPT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS

School Bus Aide (Job Number: 1400029F)

CPS

Central-125 South Clark Street (Transportation)

CHARACTERISTICS OF THE CLASS: Under immediate supervision, assists students riding on school buses en route to and from school; and performs related duties as required.

MINIMUM QUALIFICATIONS:

Training and Experience. High school diploma or GED equivalent. Willingness and ability to perform the essential functions of the job. Previous experience in student transportation is desirable. Knowledge, Abilities, and Skill. General knowledge of the behavior patterns of school aged children.

Ability to lift children on and off buses; ability to maintain an orderly environment on buses. Skill in communicating with school aged children.

Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

Apply online at

https://hrportal.cps.k12.il.us/psp/cpseppr2/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIPT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS

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Regular Teacher (9-12 REG English/LA) (Job Number: P011735)

CPS

West Side-231 North Pine Avenue (VOISE Academy HS)

MINIMUM QUALIFICATIONS:

Education and Experience. Successful completion of all student teaching requirements as well as all course work required to obtain the appropriate teaching certificate(s) issued by the Illinois State Board of Education. **Certificate Requirements.** Assigned Teachers. Must possess at least one of the following valid teaching certificates issued by the Illinois State Board of Education: Type 03, Standard Elementary; Type 04, Early Childhood; Type 09, Standard High School,; Type 10 Standard Special; Type 24 Initial Alternative Secondary; Type 28 Initial Alternative Special; Type 34, Provisional Vocational; Type 44 Initial Alternative Early Childhood; and Type 73, School Service Personnel.

Temporarily Assigned Teachers. Must possess at least one of the following valid teaching certificates issued by the Illinois State Board of Education: Type 03, Standard Elementary; Type 04, Early Childhood; Type 09, Standard High School; Type I 0 Standard Special; Type 23 Provisional Alternative Elementary; Type 25 Provisional Alternative Secondary; Type 27 Provisional Alternative Special; Type 29 Transitional Bilingual; Type 34, Provisional Vocational; Type 37 Temporary Provisional Vocational; Type 73, School Service Personnel; Type 75, Administrative; Type 30 Provisional Elementary; Type 31, Provisional High School; Type 33, Provisional Special; Type 39, Substitute-90 Days; and Type 43 Provisional School Service Personnel.

Knowledge, Abilities, and Skill. Knowledge of subject matter consistent with state certification requirements, knowledge of contemporary principles and practices of teaching, knowledge of classroom and behavior management techniques.

Ability to modify instruction to meet student needs, ability to cooperate with the school faculty and administration in the development and implementation of an articulated program of instruction, ability to work effectively with pupils, parents and guardians, staff members, and community representatives in providing an appropriate educational program; ability to understand the physical, intellectual, social, and emotional patterns of pupils. Skill in the application of contemporary principles and practices of teaching, good oral and written communication skills, good interpersonal skills, skill in exercising sound and professional judgment.

Apply online at

https://hrportal.cps.k12.il.us/psp/cpseppr2/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIPT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS

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Temporary K-8 Music Teacher (Job Number: 1400027F)

CPS

South Side-1212 South Plymouth Court (South Loop School)

MINIMUM QUALIFICATIONS:

All teachers new to the district must first gain eligibility in the CPS Teacher Quality Pool to be considered for teaching positions. Information on these steps is available on the bottom of the CPS Careers page.

Education and Experience. Successful completion of all student teaching requirements as well as all course work required to obtain the appropriate teaching certificate(s) issued by the Illinois State Board of Education.

License Requirements

Teachers must possess at least one of the following valid teaching license issued by the Illinois State Board of Education: Professional Educator License (PEL), Educator License with Stipulations (ELS) or a Substitute License.

Knowledge, Abilities, and Skill. Knowledge of subject matter consistent with state certification requirements, knowledge of contemporary principles and practices of teaching, knowledge of classroom and behavior management techniques.

Ability to modify instruction to meet student needs, ability to cooperate with the school faculty and administration in the development and implementation of an articulated program of instruction, ability to work effectively with pupils, parents and guardians, staff members, and community representatives in providing an appropriate educational program; ability to understand the physical, intellectual, social, and emotional patterns of pupils.

Skill in the application of contemporary principles and practices of teaching, good oral and written communication skills, good interpersonal skills, skill in exercising sound and professional judgment.

Physical Requirements. Light Work: Exerting up to twenty (20) pounds of force occasionally, or up to ten (10) pounds of force frequently, or a negligible amount of force constantly to move objects. Physical demands include the ability to stoop occasionally, reach frequently, handle and finger objects occasionally, talk and hear constantly, frequent use of near visual acuity, and occasional use offer visual acuity.

Apply online at

https://hrportal.cps.k12.il.us/psp/cpseppr2/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIPT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS

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Temporary - School Security Officer (School Security Personnel)

(Job Number: 1400029J)

CPS

North/Northwest Side-3030 North Mobile Avenue (Charles P Steinmetz Academic C)

Reports to: Security Supervisor/Principal

Qualifications/Skills:

High school diploma or GED required

A minimum of 2-3 years of highly successful related experience

Knowledge of the CPS Student Code of Conduct

Knowledge of basic methods of providing site security and safety

Experience with CPS technology systems utilized for school business processes (i.e. Verify Door Swipe Module)

Ability to work with adolescents in maintaining a positive and safe school culture

Ability to follow written and oral instructions

Proficient with teamwork and collaborating with colleagues and administration

Exhibit passion and the ability to thrive amidst change and challenging conditions while maintaining a positive outlook and forward looking perspective

Possess an attuned appreciation for cultural awareness and competency and a staunch commitment to continuously develop insight and proficiencies related to such matters

Takes personal responsibility for mistakes and learns from them, while consistently following up with analysis and corrective action

Demonstrated ability to keep up with fast paced environments and to multi-task

Sound judgment and ethical practice

Commitment to social justice and restorative justice practices

Strong oral communication skills, human relations and interpersonal skills

Impeccable attendance and punctuality

Successful completion of CPS Security Training and a Passing Score on the CPS

Security Skills Assessment is required

Apply online at

https://hrportal.cps.k12.il.us/psp/cpseppr2/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIPT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS

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Sales Associate - Full Time - RadioShack

Retail Sales Associates

Full-Time

Opportunities available at many area locations.

FUN ENVIRONMENT

GREAT PAY

GENEROUS EMPLOYEE DISCOUNTS

CONVENIENT LOCATIONS

If you are interested in working for a company that values your contribution and offers a chance for career advancement, RadioShack is for you. We're looking for friendly, knowledgeable people who are passionate about meeting the customer's needs and are willing to take the time to solve problems. As a Retail Sales Associate, your contribution is crucial to the success of our company. That's why we offer extensive training and ongoing support that allows you to be the best associate possible.

Responsibilities:

- Greeting every customer with enthusiasm and energy
- Serving and selling to multiple customers
- Offering customers cutting-edge solutions in a friendly, confident and knowledgeable manner
- Execution of non-negotiable standards of store operation including stocking, cleaning, merchandising, etc.
- Other duties as needed

Requirements:

- Minimum 18 years of age
- High school diploma, GED or equivalent
- Demonstrated success in a retail sales environment is preferred
- Ability to work a variety of shifts based on business needs including evenings, holidays and weekends
- Strong verbal and written communication skills
- Ability to work independently as well as on a team
- Excellent follow up and persuasion skills
- Bilingual ability a plus in some markets

We are an equal opportunity employer dedicated to diversity in the workplace.

Inquire online at <https://www.peopleanswers.com/pa/testPortalPositionsSelect.do>

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Collections Assistant 1, Anthropological Collections

Location: Chicago, IL

Under the supervision of Anthropology Collections Management, the Collections Assistant I may handle, move, house, organize, inventory, photograph and catalog objects within the Anthropology Collections.

The position provides general support for Anthropology Collections Managers by hosting research and cultural heritage visits, tours, and special events; researches collections inquiries; supervises and trains interns and volunteers; and maintains collections management equipment and storage furniture.

There is a high frequency of strenuous activity lifting heavy objects, moving carts, using box cutters and hot melt glue guns to construct artifact storage trays, etc.

The individual in this role must have the ability to work alone or in a team. He or she must also be able to work with artifacts and records for long periods of time.

Qualifications

Bachelor's degree in Anthropology and/or Museum Studies

At least one-year museum collections experience required

An in-depth knowledge of accepted museum collections care practices and procedures expected

Demonstrated computer proficiency with Microsoft Word, Microsoft Excel, and collections management databases

Ability to focus on tasks, communicate effectively, and negotiate and resolve non-routine problems

Demonstrated superb organizational and problem-solving skills and impeccable attention to detail

Ability to focus on tasks and communicate effectively

Apply online at <http://www.fieldmuseum.org/about/careers>

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Guest Relations Representative

Location: Chicago, IL

The Guest Relations Department is responsible for providing world-class service to our visitors, generating revenue through ticket sales, and tracking museum attendance. We are seeking friendly and energetic Guest Relations Representatives to join our team and ensure a positive and memorable experience for our visitors.

We currently have openings for both full-time (37.5 hrs/wk) and seasonal/short-term positions. Seasonal/part-time candidates must be able to work at least 24 hrs/wk.

Responsibilities

Provide excellent face-to-face customer service for the Museum visitors
Facilitate the admission process by providing information to visitors as they wait in line

Monitor and maintain the flow of guests into ticketed exhibitions
Process ticket orders (cash or credit card) using the Museum's ticketing software
Provide excellent face-to-face customer service for Museum visitors

Staff coat check operations - check bags, coats and renting strollers/wheelchairs
Facilitate the admission process by providing information to visitors as they wait in line.

Check-in all school/student groups
Staff the Museum's Siragusa Center - our lunchroom for all student and children groups
Additional responsibilities as assigned

Qualifications

HS diploma or equivalency required
Two to three years of proven customer service experience in a similar environment
Must be available at least one weekend day per week
Must possess excellent communication skills
Familiarity or ability to use Windows-based computer programs
Must have previous cash-handling experience and excellent math skills
Must be able to stand, sit and move to different posts throughout a shift. • This position requires standing for long periods of time (2+ hours)
Second language is a plus. First aid and/or CPR training a plus

Apply online at <http://www.fieldmuseum.org/about/careers>

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Major Gifts Officer

Location: Chicago, IL

The Major Gifts Officer will identify, cultivate, solicit, secure and steward individual prospects and donors, targeting gifts in the range of \$25,000+ annually on behalf of The Field Museum.

He/She will actively participate in the implementation of the Museum's philanthropic campaigns and plans, focusing on fundraising priorities and involving volunteers and other stakeholders in the realization of Museum goals.

Responsibilities include engaging and soliciting donors and friends of The Field Museum for annual gifts, major gifts and planned gifts as appropriate.

The Major Gifts Officer will work directly with other fundraisers, senior staff and volunteer leadership.

Qualifications

A minimum of five years fundraising experience, including significant experience in personal solicitation, and familiarity with fundraising practices across individual, corporate and foundation giving.

Bachelor's degree required from four-year college or university, Masters degree preferred.

Campaign and project management experience preferred.

Familiarity with Blackbaud Raiser's Edge software or a similar software program, including understanding of proposals, actions, and queries.

Able to manage confidential information with discretion.

Experience, familiarity and/or ability to work in a complex non-profit organization with many departments, programs and fund raising priorities.

Strong interpersonal skills and comfort working with donors. Experience working with high-level volunteers, donors and program staff on collaborative activities.

Successful track record of fundraising with major donors.

Detail-oriented with a strong focus on quality and accuracy.

Apply online at <http://www.fieldmuseum.org/about/careers>

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Janitor - WIL0000329

Janitor - Full Time

Wilbur Wright

Perks of this role:

Full health benefits, 403(b) & 457(b) investment plans, paid vacation/holidays and City Colleges tuition waiver. Plus, enjoy working with a group of people who really love what they do. For a more detailed overview of benefits visit our benefits page ([click here](#)).

Overview of the position:

Perform all traditional janitorial work in and around the buildings.

Dust all ledges, counter tops, files, office equipment, desk and walls.

Dust mop all hard surfaces.

Spot cleaning or complete washing of all walls, files, desk tops, office glass, partitions, doors, chairs, blackboards, mirrors, waste baskets and garbage cans, office machines and ash trays. Thorough cleaning of all bathroom fixtures and partitions.

Polishing furniture. Metal polishing. Hosing and sweeping of sidewalks.

Trash removal. Dismantling and cleaning of light fixtures.

Operation of vacuum cleaners.

Cleaning of Venetian blinds (washing & vacuuming).

Policing of facility and grounds (inside & outside). Washing of exterior walls.

Scraping of gum and other objects from hard surfaces and carpet.

Spot cleaning furniture or carpet, but not more than 2 hours per day.

Setting up and /or take down of chairs and tables.

Wet mopping or spot mopping public corridors, washrooms, classrooms and any hard surfaces.

Operation of compactors and /or balers.

Maintenance of outside ground (raking, grass cutting, watering, garbage, etc.).

Adheres to CCC Customer Service Excellence standards.

Performs other duties as assigned.

Qualifications

Completion of a high school diploma or the equivalent preferred.

Preference will be given to current temporary janitors at City Colleges of Chicago.

Must be able to perform all duties listed above.

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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School Counselor (Job Number: 14000296)

CPS

South Side-4444 South Evans Avenue (Carter G Woodson South)

Description

Under the direction of the school principal the elementary school counselor provides support in the school environment with duties and responsibilities that include but are not limited to the following:

PRIMARY FUNCTIONS

- Formulating and instituting a comprehensive developmental school counseling program to assist students in developing realistic goals, positive self-images and an awareness of future academic, vocational and career opportunities.
- Implementing articulation and orientation activities to provide for the smooth transition of students from grade to grade and from school to school.
- Coordinating and organizing student assessment procedures, including but not limited to the citywide testing program, to provide information that can be used to improve the quality of the instructional program and provide insight and direction for the individual student in terms of educational and vocational decisions.
- Providing students with a career awareness and education program to help students realize vocational life is determined by a succession of choices beginning with school.
- Providing individual and group interventions to reveal student attitudes, feelings, interests, problems, available options and possible consequences to specific decisions to help students be successful in self-directed decision-making.
- Developing appropriate referral and resource services to assist students in utilizing both school and community resources to develop interests, skills, and opportunities.

MINIMUM QUALIFICATIONS

All Teachers and Counselors new to the district are required to successfully complete the CPS Teacher Quality Pool. Individuals not in the Pool will not be eligible for hire. Information on this requirement is available on the CPS Careers page.

Applicants must have been awarded from an accredited college or university a master's degree in guidance and counseling or a master's degree for completion of an approved program in guidance consisting of 48 semester hours of coursework. Applicants must also hold a valid Type 73 State of Illinois School Service Personnel Certificate with an Endorsement Guidance. (Note: Certificate(s) must show a current registration date.)

Apply online at

https://hrportal.cps.k12.il.us/psp/cpseppr2/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIPT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS

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School Security Officer (School Security Personnel) (Job Number: P016604)
CPS

Southwest Side-2111 W 47th St (Back of the Yards)
Reports to: Security Supervisor/Principal

Purpose of the Position: Security Officers are responsible for the overall safety and security of the school. The security team plays a critical role in the school's culture and climate. A calm, structured, and positive learning environment is top priority for the Security Supervisor and the security team. The security team is actively involved in the progressive discipline system and provides the first line of defense to defuse and de-escalate student misconduct and/or serious incidents. Security personnel actively engage in teaching students the social skills necessary to be successful in the classroom and school community.

Qualifications/Skills:

High school diploma or GED required
A minimum of 2-3 years of highly successful related experience
Knowledge of the CPS Student Code of Conduct
Knowledge of basic methods of providing site security and safety
Experience with CPS technology systems utilized for school business processes (i.e. Verify Door Swipe Module)
Ability to work with adolescents in maintaining a positive and safe school culture
Ability to follow written and oral instructions
Proficient with teamwork and collaborating with colleagues and administration
Exhibit passion and the ability to thrive amidst change and challenging conditions while maintaining a positive outlook and forward looking perspective
Possess an attuned appreciation for cultural awareness and competency and a staunch commitment to continuously develop insight and proficiencies related to such matters
Takes personal responsibility for mistakes and learns from them, while consistently following up with analysis and corrective action
Demonstrated ability to keep up with fast paced environments and to multi-task
Sound judgment and ethical practice
Commitment to social justice and restorative justice practices
Strong oral communication skills, human relations and interpersonal skills
Impeccable attendance and punctuality
Successful completion of CPS Security Training and a Passing Score on the CPS Security Skills Assessment is required

Apply online at

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Job Title: Lottery Sales Representative

Agency: Lottery

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

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: LOT 9760

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in marketing, public relations or business administration; requires two years progressively responsible experience in marketing, sales or a promotional field. Requires extensive knowledge of sales and marketing principles, practices and techniques; requires working knowledge of methods and techniques of disseminating information in a clear, concise and effective manner. Requires initiative, skill and resourcefulness in graphically presenting promotional and sales programs and evaluating their resourcefulness; requires ability to independently complete ongoing assignments and to meet deadlines within rigid time frames; requires ability to communicate effectively with the public, officials, community groups and others, either orally or in writing; requires ability and willingness to travel frequently and for extended periods of time, often keeping irregular hours. Requires possession of an appropriate valid driver's license.

Work Hours & Location/Agency Contact: Work Hours: 8:00 A.M. – 4:30 P.M.

Work Location: Illinois Department of the Lottery Sales/Region 2 Territory 208

586 Territorial Drive - Unit A Bolingbrook, IL

Cook County (Serves the Zion, Highland Park, Lake Bluff, Wadsworth, Waukegan and Mundelein areas) Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110 Springfield, IL 62702

217-558-0962 217-782-9925 Fax

How to Apply:

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Job Title: Office Associate - Opt 2

Agency: Juvenile Justice

Closing Date/Time: Tue. 10/14/14 4:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 1 Bid ID#: IDJJ27-00-14-0014

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Juvenile Justice Youth and Family Specialist Supervisor, independently performs a variety of complex, specialized clerical and communication duties; types technical and complex reports and correspondence with specialized terminology; maintains files of violation reports, court cases, warrant dispositions and related reports and logs; maintains confidential juvenile case files; coordinates data input for electronic information including the Juvenile Tracking system(s) and Automated Management Services System (AMS); monitors and transmits electronic correspondence and keeps designated logs and coordinates communications using computers and telecommunications devices including fax machines, cell phones, radios, e-mail, and texting.

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 ability to type accurately at 45 wpm.

Work Hours & Location/Agency Contact:

Work Location: 1010 Dixie Highway Chicago Heights, IL 60411

Work Hours: 8:30 AM to 5:00 PM Mon-Fri

Agency Contact: Robert Huck - Human Resources Representative

Illinois Department of Juvenile Justice 707 N 15th St., Springfield IL 62702

217-557-1030 ext. 3025 Fax: 217-557-1107

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Job Title: Office Assistant - Opt 2

Agency: Revenue

Closing Date/Time: Thu. 10/09/14 5:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: DOR 9397

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision, performs a variety of typing and difficult clerical duties for the Chicago Collections Enforcement Division. Serves as an office receptionist; handles incoming phone calls and routes them to the appropriate areas; collects, opens and sorts incoming mail; files, maintains records; types and performs general office duties.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; requires working knowledge of alpha-numeric sequencing; requires working knowledge of office practices, procedures and programs; requires working knowledge of grammar, spelling and punctuation; requires working knowledge of basic mathematics; requires ability to follow oral and/or written instructions; requires ability to operate commonly used manual and automated office equipment and perform routine maintenance and requires the ability to type at 35 wpm.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Revenue

Collection Bureau/Chicago Collection Enforcement

100 W Randolph Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702

217-558-0987 217-782-9925 Fax

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

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Job Title: Office Coordinator - Opt SS2

Agency: Lottery

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

Salary: \$3,027.00 - \$4,223.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: LOT 9856

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires extensive knowledge of basic mathematics. Requires working knowledge of the logic of computer programs/language. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires the ability to type accurately at 30 WPM. Requires ability to write and speak Spanish at a colloquial level.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of the Lottery

Finance/Budget/Accounts Payable

100 W. Randolph - JRTC Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110 Springfield, IL 62702

217-558-0962 217-782-9925 Fax

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 SS2 - Spanish Speaking/Typing

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Job Title: Storekeeper I

Agency: Human Services

Closing Date/Time: Wed. 10/08/14 4:00 PM Central Time

Salary: \$3,217.00 - \$4,529.00 monthly

Job Type: Full-Time

Location: Cook County Zone 4, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 14/028

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs storekeeping duties involving the receipt, storage and distribution of commodities, property, mechanical and office supplies; takes and maintains inventory.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of 4 years high school. Requires one year of experience in the keeping of stores records. Requires ability to perform arduous labor including lifting and carrying 50-75 lbs. Requires ability to use dollies and flatbeds. Requires ability to operate various computer programs. Requires ability to push and pull heavy items.

Work Hours & Location/Agency Contact: Stores 8am-4pm Mon-Fri
Valarie Laird/Human Resources
Madden Mental Health Center 1200 S. First Ave Hines, IL. 60141
Fax# 708-338-7078

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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DIRECT STORE DELIVERY DRIVERS (CORPORATE OFFICE)

Under the direction of the Director of Sales & Marketing, delivery drivers needed to deliver pizza and other food products on a DSD (direct store delivery) basis. Responsible for delivering, stocking and merchandising product at assigned grocery store accounts within territory amongst other miscellaneous duties. Monday – Friday, but ability to work weekends as needed. Early 5 AM start time. **QUALIFICATIONS:** Must have DSD (or similar delivery route driver) experience; Drug screening test required; Must be mature and have a clean driving record; CDL license required. Salary is dependent upon experience. Resumes are now being considered for IMMEDIATE hire.

RESTAURANT STAFF (O’HARE AIRPORT and CHICAGO LOCATIONS)

Restaurant management positions include overseeing and managing the day to day operations of our carry-out & delivery restaurant operations. This includes, but is not limited to employee training & supervision, maintenance and submittal of paperwork and ensuring the integrity and quality of our product, as well as superior customer service. Restaurant employee positions include food preparation, taking orders and overall customer service. We are now taking applications for all of our restaurant locations.

RESTAURANT DELIVERY DRIVERS (CHICAGO LOCATIONS)

Under direction from restaurant manager, driver must deliver pizzas to customers and goods to/from corporate office within specified times. Must have own vehicle, car insurance and valid driver’s license and clean driving record.

HOW TO APPLY:

If you would like to be considered for opportunities with Reggio’s Pizza, Inc., you may complete an application at our office Mondays – Fridays from 9:00 AM to 3:30 PM

Reggio’s Pizza, Inc.
340 West 83rd Street
Chicago, IL 60620
(773) 488-1411

Vacancies occur throughout each year; however, the vacancies do not equal the number of qualified applicants. If an appropriate position becomes available, your application will be considered and you will be contacted for an interview. Applications are kept on file six months from the day that you apply. Reggio’s Pizza, Inc. is an equal opportunity employer.

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