



**In-Home Laundry Service Technician (Midway/Marquette Park, IL)**

Requisition ID: 398502BR

Job Function: Repair/Installation

Employment Category: Regular, Full-time

Location: 6153 S WESTERN AVE, CHICAGO, IL 60636, US

Post Date: 10/10/2014

Brand: Sears

Business Unit: Home Services - In Home

Store: 28037: HPS Chicago North Cap Area 110

**Job Requirements**

As an In-Home Service Technician, you must be highly organized and possess excellent communication skills. We are seeking a dedicated team player who is able to ensure fast, flexible, and expert service to every customer via excellent time management skills.

Requirements of the Service Technician role include:

- High school diploma or general education degree (GED)
- At least 1 – 2 years of appliance maintenance or repair technician experience, preferred
- Working mechanical knowledge, including the use of tools and test equipment
- Ability to perform accurate repair of customer product
- Must complete all technician training elements within required timeframes
- Ability to follow directions and specific process steps to ensure quality workmanship
- Flexibility to work variable and flexible hours, including overtime
- Ability to use a computer for parts inquiries and ordering
- Must possess and maintain a valid state driver's license
- Must pass pre-employment drug screen and criminal background check

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/363336/In-Home-Laundry-Service-Technician-Midway-Marquette-Park-Il-Illinois-Il-Chicago>

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### **College Clerical Assistant I - Tutoring Center (Part-Time)**

Wilbur Wright College  
4300 N. Narragansett Ave  
Chicago, IL 60634

#### 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 records files in alphabetical and/or numerical order.

Receives and sorts incoming mail and distributes to the appropriate personnel or office; answer telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental courses 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.

Adheres to CCC Customer Service Excellence standards.

Performs related duties as required.

#### 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 instruction; and ability to operate a personal computer. Skill in basic filing; and good verbal communication skills.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Clerical/Secretaries

Primary Location: Wilbur Wright College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Oct 9, 2014, 5:47:57 PM

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

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District Office of Safety and Security – Security Assistant.

The District office is seeking a Part Time Security Assistant.

The Office of Safety and Security (OSS) supports the academic environment by enhancing the quality of life at all City Colleges' campuses, providing a safe and secure environment that is conducive to learning, and consistent with the educational goals of the City Colleges of Chicago.

Crime prevention and safety throughout the campus community is the primary focus of the Security Operations Department within OSS. Security Officers and related staff provide a range of security services, patrolling campus facilities and grounds, responding to emergency and non-emergency calls for service, as well as other operational aspects of security and safety at the District's college campuses as well as the District Office.

Under supervision, and reporting to the Director or Assistant Director of Security, patrols and monitors buildings, grounds and other areas at college campuses or at the District Office to ensure the safety and security of students, faculty, staff and the general public.

Assists Security Officers in carrying out security and safety duties as directed.

#### Qualifications

Associate's Degree from an accredited college. Degree or studies in criminal justice preferred.

Permanent Employee Registration Card (PERC), as issued by the Illinois Department of Financial and Professional Regulation (IDFPR) preferred.

Valid State of Illinois driver's license is required.

Must pass a criminal background check and fingerprint screen.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Security/Police

Primary Location: District Office

Employee Type: Part Time | Regular

Union Code: Local 1600

Job Posting: Oct 6, 2014, 4:44:04 PM

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

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### **College Senior Storekeeper - MAL0000403**

Perks of this Role: Excellent Benefits at a low cost; Investment plans 403(b) & 457(b); SURS Retirement Plan; Generous vacation, holidays, personal and sick days; Tuition Reimbursement. For a more detailed overview of benefits please visit our benefits page.

Under general supervision, assists in organizing and supervising store functions for one or more stockrooms; and performs related duties as required.

Orders, receives, and records the receipt and issuance of supplies, equipment and furniture in accordance with established procedures.

Supervises student aides and stock handlers in the performance of basic stores activities. Maintains daily receiving records.

Supervises the tagging and recording of new furniture and equipment.

Oversees physical inventories and maintains computerized inventory records.

Maintains computerized inventory records; maintains files of purchase orders and office and school product catalogs. Prepares materials for routine, bulk and express mailings.

Performs other duties as assigned.

#### **Qualifications**

Graduation from high school or the equivalent required, supplemented by three years of training and /or experience in requisitioning, receiving, recording, storing and issuing materials, supplies and equipment; or an equivalent combination of training and experience. Good knowledge of receiving, recording, storing and issuing materials, supplies and equipment. Good knowledge of college shipping and receiving procedures and college inventory procedures. Knowledge of postage meters and other office equipment. Ability to plan, organize and supervise the work of subordinates.

Ability to use personal computer in the maintenance of shipping and receiving records.

Ability to perform manual tasks requiring good physical condition.

Good organizational skills. Good supervisory skills. Good verbal 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!

Job: Student Services

Primary Location: Malcolm X College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Oct 14, 2014, 3:47:13 PM

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## **Janitor - MAL0000400**

Perks of this Role: Excellent Benefits at a low cost; Investment plans 403(b) & 457(b); SURS Retirement Plan; Generous vacation, holidays, personal and sick days; Tuition Reimbursement. For a more detailed overview of benefits please visit our benefits page.

Janitor Primary Objective: 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 form 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.

Job: Janitorial

Primary Location: Malcolm X College

Employee Type: Full Time | Regular

Union Code: Loc1 SEIU

Job Posting: Oct 14, 2014, 3:46:45 PM

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## **Assistant Women's Volleyball Coach - MAL0000397**

### Primary Objective:

This position assists the Head Coach in the activities of an intercollegiate sport.  
Assists the Head Coach in instruction and analysis of student athletes.  
Provides skill demonstrations of sport coached.  
Critiques athletes' performance to determine skills and abilities that need strengthening for overall team improvement.  
Assists with the recruitment of student athletes.  
Advises students with respect to athletic performance and other personal development issues. Ensures that athletes reach their academic goals by monitoring class attendance and ensuring they receive academic support as necessary.  
Assists with assessment of equipment, uniforms and other necessary apparel and needs; assists with making team travel arrangements, both in accordance with the Board's purchasing guidelines.  
Assists with scheduling pre-season, season and other games and tournaments; assists with training, practices and coaching in league, conference and tournament play.  
Assists with the preparation and maintenance of mandatory national and regional reports.  
Ensures that the conduct of self and the athletes is in compliance with the City Colleges of Chicago Athletic Governance Policy and Athletic Participation Policy.  
Adheres to CCC Customer Service Excellence standards.  
Performs related duties as assigned.

### Qualifications

Completion of a Bachelor's degree in Physical Education or related field, supplemented by 2-3 years of coaching and/or professional volleyball playing experience.  
Familiarity with NJCAA rules and regulations a plus.

We are an equal opportunity and affirmative action employer.  
Thank you for your interest in CCC!

Job: Athletics/Sports/Recreation  
Primary Location: Malcolm X College  
Employee Type: Part Time | Regular  
Union Code: N/A  
Job Posting: Oct 14, 2014, 3:43:20 PM

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## College Clerical Assistant II - MAL000399

Perks of this Role: Excellent Benefits at a low cost; Investment plans 403(b) & 457(b); SURS Retirement Plan; Generous vacation, holidays, personal and sick days; Tuition Reimbursement. For a more detailed overview of benefits please visit our benefits page.

College Clerical Assistant II Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required. Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files.

Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail.

Assists in reviewing time sheets and prepares attendance reports for payroll processing. Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items.

Adheres to CCC Customer Service Excellence standards.

Performs related duties as required.

### Qualifications

Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience. Proficient in PC desktop and related software programs. Ability to operate a personal computer. Ability to keyboard 45 words per minute.

Ability to follow verbal and written instructions.

Skill in basic filing, record keeping and operation of a variety of office machines.

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

We are an equal opportunity and affirmative action employer.

Job: Clerical/Secretaries

Primary Location: Malcolm X College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Oct 14, 2014, 1:52:16 PM

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### **Coffee Bar Attendant (Part-time)**

Add to Job Cart Apply

Job ID:FOO01E6C

Location Name: Hilton Chicago and Towers

Location Address: 720 South Michigan Ave, Chicago, IL, USA

Full/Part Time: Part-time

A Coffee Attendant with Hilton Hotels and Resorts is responsible for greeting and serving guests beverages and/or food in the hotels continuing effort to deliver outstanding guest service and financial profitability.

What will I be doing?

As a Coffee Attendant, you would be responsible for greeting and serving guests beverages and/or food in the hotels continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

Greet guests and respond to guest requests in a timely, friendly and efficient manner

Brew, sell, promote and prepare beverages according to established recipes and standards

Take guest beverage orders and accurately input orders in appropriate point-of-sale system

Maintains cleanliness of work area/outlet

Accurately total, process and collect payments from guests to include, but not limited to, using the point-of-sale system, handling money, processing credit and debit cards, making change and processing gift certificates and cards

Requisition, stock and rotate products

Secure and store all beverages, food and other equipment items

Deposit cash drops, secure and balance bank and sign out/in keys

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/coffee-bar-attendant-part-time-job-chicago-illinois-4770251?cntry=united-states>

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### **Sales Manager - The Drake Hotel**

Add to Job Cart Apply

Job ID: SAL012MC

Location Name: The Drake Hotel

Location Address: 140 E. Walton Place, Chicago, IL, USA

Full/Part Time: Full-time

The Drake Hotel, built as the nation's first urban resort, is the leader in luxury, rightly situated at the top of the Magnificent Mile. Magnetized as a lavish property designed for opulence and desire we encourage our guests to indulge themselves in any of our plentiful amenities. The hotel has 535 guest rooms with 34,000 square feet of meeting space.

As a Sales Manager at The Drake Hotel managed by Hilton Worldwide is responsible for representing the hotel's services and facilities to prospective clients and customers in the hotels continuing effort to deliver outstanding guest service and financial profitability.

If you understand the importance of upholding a brands reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Sales Manager, you would be responsible for representing the hotels services and facilities to prospective clients and customers in the hotels continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

Respond to sales inquiries from potential clients and customers seeking sleeping rooms, meeting space, food and beverage services, etc.

Initiate new sales, prospects and qualifies leads and solicits potential clients

Host and entertain clients and maintain client accounts

Conduct property site visits and answer questions

Determine rates, prepare proposals, negotiate contracts, service accounts and analyze lost business for the hotel(s).

Develop sales plans and strategies to meet or exceed established revenue and room night goals

Partner with operations departments to

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/sales-manager-the-drake-hotel-job-chicago-illinois-4731869?cntry=united-states>

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**Coordinator I - Part-Time (Registrar & Admissions) - KEN0000280**

Kennedy-King College is seeking a Part Time Coordinator I- Registrar & Admissions. This position is responsible for the overall direction, day-to-day operation and growth of a specific program at the College.

Works closely with the administrative staff at the college to determine the goals and objectives of the program. Recruits, interviews and recommends the hire of additional staff in support of the program. Performs calculations and compiles pertinent data required for budgetary and fiscal reports. Prepares mandatory reports related to program funding. Retains a compilation of statistics, written reports and correspondence related to program activities. Prepares monthly mandatory reports for management review. Participates in program assessment and review to ensure the viability of the program. Attends monthly staff meetings and serves as liaison to community and state agencies for the purpose of receiving appropriate students services and maintaining good public relations. Markets the program and recruits students for the program at Chicago Public Schools and other supporting agencies. Adheres to CCC Customer Service Excellence Performs other duties as assigned.

**Qualifications**

Completion of a Bachelor's Degree from an accredited college or university in the field most appropriate for the assigned program or certification in a field associated with the assigned program. A minimum of three year's previous work experience in providing services to special populations. Previous experience in the organization and execution of daily operations of a department. Must be self-directed, innovative and able to assess current operations in an effort to develop practical action programs to improve the functioning of the department. Must maintain an effective liaison among agencies, staff, administrators and the community to promote overall responsiveness to the program. Excellent verbal and written skills required with the ability to communicate persuasively with tact and diplomacy.

We are an equal opportunity and affirmative action employer.  
Thank you for your interest in CCC!

Job: Student Services  
Primary Location: Kennedy King College  
Employee Type: Part Time | Regular  
Union Code: 1600PTPROF  
Job Posting: Oct 14, 2014, 1:10:05 PM

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## **College Clerical Assistant I - PT - Athletics - DAL0000467**

### 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.

### 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.<sup>3</sup> 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.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in City Colleges!

Job: Adult Education  
Primary Location: Daley College  
Employee Type: Part Time | Regular  
Union Code: 1708 - PT  
Job Posting: Oct 14, 2014, 10:04:21 AM

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## **Assistant Coach - Baseball (Part Time) - OLI0000328**

Primary Objective: This position assists the Head Coach in the activities of Baseball. Assists the Head Coach in instruction and analysis of student athletes. Provides skill demonstrations of sport coached. Critiques athletes' performance to determine skills and abilities that need strengthening for overall team improvement. Assists with the recruitment of student athletes. Advises students with respect to athletic performance and other personal development issues. Ensures that athletes reach their academic goals by monitoring class attendance and ensuring they receive academic support as necessary. Assists with assessment of equipment, uniforms and other necessary apparel and needs; assists with making team travel arrangements, both in accordance with the Board's purchasing guidelines. Assists with scheduling pre-season, season and other games and tournaments; assists with training, practices and coaching in league, conference and tournament play. Assists with the preparation and maintenance of mandatory national and regional reports. Ensures that the conduct of self and the athletes is in compliance with the City Colleges of Chicago Athletic Governance Policy and Athletic Participation Policy.. Performs related duties as assigned.

### Qualifications

Completion of an Associate's degree required, Bachelor's preferred preferably in Physical Education or related field, supplemented by 2-3 years of coaching and/or professional playing experience. Familiarity with NJCAA rules and regulations a plus.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Athletics/Sports/Recreation  
Primary Location: Olive-Harvey College  
Employee Type: Part Time | Regular  
Union Code: N/A  
Job Posting: Oct 14, 2014, 8:04:22 AM

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## College Financial Aid Adv I - ART0000126

### Duties and Responsibilities

Under general supervision, counsels and provides information to college applicants regarding student financial assistance programs; and performs related duties as required. Counsels and advises students, parents and other interested parties on the availability of student financial aid programs to assist in meeting college education costs. Interviews students applying for financial aid assistance, answers questions regarding eligibility requirements and informs them of the types of financial aid available including grants, loans and work/study programs. Assists students in completing financial aid applications and reviews submitted applications for accuracy and completeness. Uses a personal computer to verify student eligibility for Federal, State and college based financial aid assistance programs. Prepares and maintains manual and computerized permanent records and files of financial assistance awarded to students. Monitors students' academic status to insure they continue to meet eligibility requirements for financial aid awards. Refers students for employment placement in work/study program. Maintains records, work reports and time sheets for students enrolled in work/study program; may act as a field liaison explaining work/study program to potential employers. Adheres to CCC Customer Service Excellence Standards. Perform other duties as assigned.

### Qualifications

Graduation from high school or the equivalent plus two years of college supplemented by at least two years of responsible clerical experience; or an equivalent combination of training and experience. Some knowledge of applicable financial aid software. Knowledge of financial aid procedures in a college setting. Knowledge of financial aid programs. Ability to operate a personal computer; perform basic math computations; interpret college and financial aid policies and procedures. Good interviewing skills. Good verbal communication skills. Good human relations skills.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

### Job: Finance

Primary Location: Arturo Velasquez Institute

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Oct 13, 2014, 2:28:50 PM

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### **Lube Tech**

Job ID 86079

# Positions 4

Location US-IL-Chicago

Category Maintenance - Vehicle

#### General Responsibilities:

If you're looking for the benefits of joining an industry leader, with a high-charged, energy-filled environment, then you can stop looking, because you have found what you're looking for in the Combination Worker position at our Airport facility.

Bring your energy, drive, and motivation to Hertz, and set your goals on cruise control!

The Hertz Corporation, a world leader in the car rental industry, currently seeks energetic team players to join our team.

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

EEO/AA: Females/Minorities/Disabled/Vets

#### Mandatory Requirements:

Basic duties of this position include oil changes, tire work, light maintenance and state inspections (will train).

Must have your own tools.

#### Preferred Requirements :

The successful candidate must have a satisfactory driving record and a valid driver's license.

Must have automotive education or relevant experience. Ability to work days, nights weekends and holidays required.

Apply online at <https://usjobs-hertz.icims.com/jobs/86079/lube-tech/job?hub=20&mobile=false&width=784&height=500&bga=true&needsRedirect=false>

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## **Bus Mechanic**

Job ID 86026

# Positions 2

Location US-IL-Chicago

Category Maintenance - Bus

### General Responsibilities:

If you're looking for the benefits of joining an industry leader, with a high-charged, energy-filled environment, then you can stop looking, because you have found what you're looking for in the Bus Mechanic position at our location.

Bring your energy, drive, and motivation to Hertz, and set your goals on cruise control!

The Hertz Corporation, a world leader in the car rental industry, currently seeks energetic team players to join our team.

Basic duties of this position encompasses all aspects of bus maintenance from basic repairs to complete diesel engine and transmission diagnosis and repair. Additional responsibilities include electrical troubleshooting, oil changes, air brake and suspension service, air conditioning services, and performing preventative maintenance.

### Mandatory Requirements:

The successful candidate must have:

Must be at least 25 years of age

3-5 years bus repair experience

A satisfactory driving record and a valid driver's license

CDL with passenger and air-brake endorsements. Must have your own tools.

ASE certification preferred.

Ability to work days, nights and weekends required.

### Preferred Requirements :

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

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/86026/bus-mechanic/job?hub=20>

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

Job ID 85877

# Positions 1

Location US-IL-Chicago

Category Fleet Operations

More information about this job:

### **General Responsibilities:**

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

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

### **Mandatory Requirements:**

Customer service experience is required

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

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

Must be at least 20 years of age

Valid Driver's License with clean motor vehicle record

Periodic MVR checks will be performed if hired.

### **Educational Background:**

High school diploma or equivalent education required.

### **Preferred Requirements :**

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

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/85877/utility-worker-%28chicago%2c-il%29/job?hub=20>

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## **Seasonal Vehicle Service Attn (Car Detailer)-O'Hare Airport**

Job ID 85729

# Positions 4

Location US-IL-Chicago

Category RAC Operations

**General Responsibilities:** Are you searching for an opportunity to be a part of a team? Do you find it important to pay close attention to detail while still being able to meet production goals? If you are a team-oriented person who appreciates quality work and follows procedures then you have found the right position as a Vehicle Service Attendant. If you think you have what it takes then apply with us to be a Hertz Vehicle Service Attendant! Candidate must have a clean driving record and possess a valid US driver's license. This is an hourly paid position and pay is based on current scale. Nominal overtime required as needed.

As a Hertz VSA...

You'll be responsible for vehicle preparation to ensure vehicle is ready for customer pick-up. Drive and park vehicles on-lot as needed. Check for vehicle damage and ensure features of the vehicles are operational. Check vehicle status. (rentable/non-rentable) Ensure interior of vehicle is clean. (windows, door jams, trunk, vacuum, etc) Fill gasoline tank and check fill levels of all fluids. Clean the exterior of vehicle. (debug and wash) Meet processing and standardization quotas. Perform related tasks as directed by managers. Able to work outdoors in all types of weather conditions.

**Mandatory Requirements:**

**Educational Background:** High School diploma or equivalent education preferred.

**Professional Experience:** Detailing experience preferred.

**Skills:** Must have a valid driver's license and excellent driving record

Ability to drive multiple types of vehicles

Effective verbal communication skills with customers, co-workers and management

**Additional Notes:** Must be able to carry out additional duties and responsibilities as assigned by management due to operational needs. Must be able to work days, nights, weekends and holidays. Must be at least 20 years of age. Must be able to work outside year-round.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening. EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/85729/seasonal-vehicle-service-attn-%28car-detailer%29-o%27hare-airport/job?hub=20>

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## **Sales Consultant**

Location: Chicago, Illinois

LOOKING FOR A COMPANY THAT VALUES YOUR POTENTIAL?

A job with AT&T as a Sales Consultant can provide you with exactly that!

Take advantage of our paid training and wide range of career possibilities. AT&T offers a competitive salary and benefits that include medical, dental, paid vacation, and more!

What you'll do as an AT&T Sales Consultant:

Consult with customers to recommend and sell a variety of AT&T products and services to meet our customers needs

Provide AT&T customers with a positive sales and service experience

Interact with multiple online systems while speaking with customers

Meet sales quotas and service objectives in a fast paced call center environment

Our Sales Consultants must be able to:

Complete on-the-job and/or classroom training as required to remain on the job

Work day, evening, night, weekend and/or split shifts if required

Receive satisfactory results from a background/employment history investigation and drug screening

Qualify on pre-employment screening

Call Center Audition (CC Audition)

Employment Inventory (EI)

Customer Service Assessment (CSA)

Test study guides can be found at: [www.att.jobs/test-guides.aspx](http://www.att.jobs/test-guides.aspx)

Requisition ID: 1468139

Apply online at <https://att.taleo.net/careersection/10161/jobapply.ftl?job=1468139>

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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.

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

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**Job Title: Correctional Counselor II**

Agency: Corrections

Closing Date/Time: Tue. 10/28/14 4:00 PM Central Time

Salary: \$4,228.00 - \$6,500.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IDOC29-82-14-0400

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Correctional Casework Supervisor in the Reception and Classification Center, performs duties involving diagnostic studies and professional assessment; participates in clinical related activities leading to a final recommendation for placement of inmates into an appropriate classification in a correctional setting.

Position Number: 09662-29-82-420-28-01

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college with a Bachelor's degree in behavioral or social sciences; requires one year of professional experience in corrections, behavioral, social sciences or a related field; requires working knowledge of counseling and guidance principles and techniques; requires working knowledge of theories of personality and deviant behavior, delinquency, criminology and corrections; requires working knowledge of stratification, sociology of the family, racial and cultural minorities, urban sociology and social problems; and requires working knowledge of research techniques and the writing of professional reports.

Work Hours & Location/Agency Contact: Work Hours: 8:00am to 4:00pm Monday through Friday with Days off of Saturday and Sunday.

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

CONTACT: Diana Wysocki, Human Resources Representative, IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693 - fax number (815) 727-0838 - email [diana.wysocki@doc.illinois.gov](mailto:diana.wysocki@doc.illinois.gov)

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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