



Admissions Registrar

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

The Admitting Registrar processes all patients that enter the Hospital for all services. This task consists of interviewing the patient and/or family member(s). The Registrar will also obtain the patient's demographic and financial information and enter this information accurately into the Hospital's computer system.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Medical terminology and/or coding certificate

Type 45 wpm

Minimum of 2 years of admission registrar experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Clinical Dietitian

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Assess the patients' nutritional status for maintenance or intervention. Coordinates, plans, and counsels patients and their families in nutritional principals, food plans, and patterns of food selection that are tailored to the individual's lifestyle. Develops patient educational material for distribution. Conducts meal rounds at meal time to assess acceptance of meals and to handle any problems with the meal service.

Full Time – 8 a.m.-4 p.m. Required to work every other weekend

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Nutrition or related field.

Registered and Licensed Illinois Dietitian.

Minimum 2 year hospital dietitian experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Cook

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Description:

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 1 year of food service experience

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Custodian

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Description:

The Custodian 1 is responsible for cleanliness and sanitation of assigned areas. S/he is responsible for the care and maintenance of equipment, furniture and fixtures.

S/he performs routine cleaning tasks of repetitive nature following established schedules and using prescribed methods. The Custodian 1 works semi-independently under limited supervision.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED or combination of education, knowledge, skills, mental development, and relevant experience that enables performance of all aspects of the position.

Minimum of 2 years of hospital custodial experience is required.

Excellent verbal and interpersonal skills are essential.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Dental Clinic Front Desk Coordinator

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Description:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic.

The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary. The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls. .

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling.

Knowledgeable of Microsoft software products.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Food Service Worker

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Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day.

Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Job Title: Building/Grounds Laborer

Agency: Military Affairs, Department of
Closing Date/Time: Thu. 10/22/15 11:59 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC042
Bid ID#: 16-018

REQUIREMENTS:

Requires knowledge, skills and mental development equivalent to the completion of high school. Requires elementary knowledge of the use and care of janitorial cleaning equipment (e.g. buffing machine, mop, and broom). Requires elementary knowledge of grounds maintenance equipment (e.g., tractor lawn mower, string trimmer, shove) use and maintenance. Elementary knowledge of grounds/building maintenance and building cleaning methods. Requires ability to understand and communicate in English, both orally and in writing. Requires the ability to follow simple oral and/or written instructions. May require possession of an appropriate valid driver's license. Requires to ability to lift and carry 80 pounds, i.e. heavy boxes, supplies, etc.; ability to move heavy furniture and equipment; requires being on feet for long periods of time; ability to climb stairs and climb ladders to change light bulbs, paint, etc.; requires being on hands and knees for extended periods of time to scrub floors; ability to withstand extreme temperature changes to shovel snow and mow lawns; requires exposure to a variety of chemical cleaning agents. Must acquire and maintain a Common Access Card issues by Department of Defense for computer access.

Work Hours & Location/Agency Contact:

POSITION LOCATION: North Riverside Armory, North Riverside, Illinois

WORK SHIFT: 800AM-430PM Monday-Friday

BARGAINING UNIT: RC-042

FOR ADDITIONAL INFORMATION CONTACT:

Janice M. Estes, State Personnel Office, 217-761-3786.

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: Human Services Caseworker

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,891.00 - \$5,797.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: I-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs professional casework activities in providing public assistance services available from DHS as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

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: Social Services Career Trainee

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,305.00 - \$4,731.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact:

Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

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: Rehabilitation Case Coordinator I

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor , Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must apply below.

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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Security Officer

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Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions. Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required. (Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Dental Assistant/Expanded Duties

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Description:

The Dental Assistant performs a variety of patient care, office, and laboratory duties. S/he works chair side with the dentist for examinations and treatments. Dental Assistant duties include performing dental treatment room disinfection, preparing and maintaining dental instruments, supplies, and equipment; collecting and recording patient health histories; taking X-rays, dental charting; prepare casting models and inventory control and management and any authorized or prescribed services or procedures for which dental assistant is considered competent by the supervising dentist. The Expanded Duties include prophylaxis, fluoride treatments, application of pit and fissure sealants, monitor patient while nitrous oxide is being administered

EOE

"A Tradition of Caring" since 1904.

Requirements:

Graduate from an accredited dental assistant program

Dental Assistant certification (optional but preferred)

Expanded Duties certification

Minimum of 3 years of experience as a Dental Assistant/Expanded Duties

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Mental Health Worker

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Description:

The Mental Health Worker completes delegated aspects of the patient admission/transfer and/or discharge process. S/he observes patient behaviors, symptoms, and problems and reports findings. The Mental Health Worker completes and maintains patient records; assures environment is safe and sanitary; and assists in medical and psychiatric emergencies. S/he provides direct patient care including: assisting with ADLs, 1:1 observation, escorting patients on/off unit, taking vital signs, and assisting in milieu management. The Crisis Worker also obtains intake information needed to facilitate disposition of patients requiring a higher level of care.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of experience in the mental health field required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Patient Care Technician

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Description:

Perform various direct patient care activities under the supervision of a Registered Nurse.

Collect and assist with blood specimens, weighing, bathing, toileting and feeding.

Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Building Attendant

Field Museum

Location: Chicago , IL

The Field Museum's Housekeeping Team plays a vital role in maintaining the quality and beauty of our historic building for visitors and staff.

The housekeeping team is responsible for ensuring consistently clean and well maintained areas within the public and administrative areas of the museum.

Several full-time vacancies exist during the following shifts; 9am-5:30pm, 2:30pm-11:00pm and 4:00pm-12:30am

Duties and Responsibilities

- Vacuuming
- Damp wiping
- Sanitizing bathroom fixtures
- Mopping floors
- Special project work as assigned

Qualifications

- High school diploma or equivalent
- Previous housekeeping/janitorial experience strongly preferred
- Ability to lift at least 50 pounds
- Ability to stand and walk for long periods of time

- Ability to bend and reach
- Ability to follow verbal and written instructions
- Ability and experience using various tools, products, and equipment
- Ability to work independently and on team
- Pleasant, professional demeanor and appearance with willingness to assist visitors and staff when approached

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

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Finance Accountant

Field museum

Location: Chicago, IL

Recruiters, do not contact the Field Museum with unsolicited services or offers.

The accountant is responsible for preparing journal entries, reviewing expense transfers and preparing monthly account reconciliations. The accountant works with Development Services to track pledges and contributions. Special projects are assigned as required and may include investigation and resolution of accounting issues, being a backup resource to account specialists, and responding to financial requests from outside agencies

Duties and Responsibilities

Process Expense Transfers requested by outside departments
Preparation of monthly account analysis and journal entries for contributions and pledges
Review Special Event journal entries, verifying related deposit and receivable balances

Process misc. monthly journal entries and oversee monthly close
Maintain Journal Entry records and fund paperwork
Maintain General Ledger system accounts
Account reconciliations between General Ledger and
Other duties and special projects as assigned

Qualifications

BS/BA in Accounting, and 3 to 5 years general ledger/financial statement accounting experience.

Proficient in Financial Edge, or able to learn the system quickly;
Proficient in Excel
Organized and able to meet daily, weekly, and monthly deadlines;

Strong analytical, critical thinking and problem solving skills;
Familiar with fund accounting and not-for-profit GAAP;
Eager to interact with Finance and other Museum staff;
Able to communicate positively with auditors, bankers and other external agencies.

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

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School Security Officer (School Security Personnel)(Job Number: P011457)

North/Northwest Side-5110 North Damen Avenue (Ronald Amundsen High School)

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 <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

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Part Time Seasonal (Steel Pan) (Job Number: 1500038A)

North/Northwest Side-6631 North Bosworth Avenue (Roger C Sullivan High School)

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process. Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- * Office Support
- * Duties related to opening and closing out the school day.
- * Data entry, filing, answering phones and other various clerical duties
- * Duties associated with supporting overall school operations

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.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life. Join us and help make this vision a reality.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

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Foundation Giving Officer

Field Museum

Location: Chicago , IL

The Foundation Giving Officer will serve as an important member of the institutional advancement department, reporting to the Director of Corporate and Foundation Giving.

The position interfaces with foundation program officers, executives and board members; collaborates with curators, educators, exhibition project managers and others on proposal development, presentations, and events; supports trustees and Museum volunteers in fundraising; and provides essential knowledge, planning, and follow-through to meet the Museum's fundraising goals from private foundations.

Qualifications

Bachelor's Degree required.

A minimum of 3-5 years of fundraising experience required, with foundation fundraising strongly preferred

Demonstrated experience in managing relationships with private foundations required
Knowledge of Chicago foundation funding community preferred

Previous experience with a capital campaign, national foundations, and/or scientific research funding preferred

Exceptional interpersonal skills and the ability to foster strong working relationships with internal and external constituents

Passion for science and commitment to The Field Museum's mission and programs

Excellent written and verbal communication skills

Ability to work on multiple projects simultaneously, set and manage priorities, and meet deadlines and goals

Knowledge of Microsoft Office Suite and fundraising databases, and appropriate web-based applications and services

Ability to work productively with a variety of people; collaborative spirit

Raiser's Edge experience preferred.

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

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RETAIL CUSTOMER SERVICE-152217

Location: Chicago, Lincolnwood, Rogers Park, Skokie, IL

JOB DESCRIPTION

If you enjoy customer service and sales and wish to leave behind long weekends and evening hours, then a Property Manager position is for you.

BENEFITS

Hourly rate of 10.00

Opportunity to earn a raise of \$.50 per hour after six (6) months of employment

Opportunity to participate in our performance-based incentive program after six (6) months of employment

On-site paid company housing at many locations if/when available

Competitive Paid Time Off (PTO) program that grows with tenure. Program also includes an annual cash payout of any unused hours in excess of 40.

Medical/Dental/Vision, Life Insurance, STD and LTD

401(k) With Matching Contributions

15 days of Fully Paid and Comprehensive New Manager Training

Qualifications

Successful candidates come from a variety of customer-centered, selling environments including retail, restaurant, fast food and more. All have common knowledge, skills and abilities which include:

Minimum one year of Customer Service and/or Sales experience

Energetic, outgoing, customer oriented personality

Strong communication, interpersonal and problem resolution skills

Enjoys and easily operates independently or as part of a small team

Detail oriented with strong organizational and time management skills

Some knowledge of computers in a windows environment

Valid driver's license with access to reliable transportation used during the work day

Willingness to work in multiple locations

Can work from 9:30am to 6pm any day of the week, including weekends and holidays

Ability and willingness to perform light cleaning and maintenance such as sweeping, mopping, wiping windows, etc...

Willing to submit to a pre-employment background check.

Apply online at <https://publicstorage.taleo.net/careersection/2/jobdetail.ftl?job=152217>

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