



## **Kitchen manager**

As an AMC® kitchen manager you'll ensure the best possible in-theatre dining and entertainment experience available. That's what we do. We're AMC, and we're one of the largest entertainment companies in the world. Right now we're expanding our in-theatre dining locations and need kitchen managers to help run the show. You'll help make sure our in-theatre dining kitchens run smoothly so that guests enjoy their food, beverages and movies. Sound hands on? Here's what we're cooking up:

Assist with daily kitchen operations by focusing on the fundamentals:

Ensure all menu items are fresh, appetizing and properly prepared

Provide service that is friendly, helpful and fast

Maintaining facilities that are clean, safe and in good repair

Follow recipes to ensure consistent food quality and presentation

Conduct line checks twice per day to ensure food-safe temperatures and ingredient quality

Update prep lists to ensure proper amounts of products are always available

Communicate with cooks to ensure proper assembly of orders within average ticket time

Monitor portions and presentation on the line while meeting or exceeding production times

Pretty straightforward, huh? We think so. But we're not looking for just anyone. You'll need one year of kitchen experience in a line capacity at a high-volume, high-quality establishment. You'll also have to demonstrate proficiency in kitchen operations and execution. And be ServSafe certified. Possessing relevant knowledge and trends of the food service industry, a culinary degree and H.A.C.C.P. certification would be nice too.

So, think you can follow our recipe? Are you receptive to training and personal development? Do you have effective written and oral communication skills along with strong analytical skills? Are you equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors? Do you possess computer skills and applicable cooking experience? If you're nodding your head "yes," then apply now!

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the restaurant and entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today <https://www.amctheatres.com/careers/theatre-management/kitchen-manager>. You could end up working in show business!

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## Usher

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

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

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct
- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

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

Proficient guest service, administrative and follow-up skills

- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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

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**Job Title: Building/Grounds Laborer**

Agency: Military Affairs, Department of

Closing Date/Time: Thu. 10/30/14 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#: 15-017

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of high school. Elementary knowledge of use and care of janitorial cleaning equipment (e.g. buffing machine, mop, broom). Requires elementary knowledge of grounds maintenance equipment, use and maintenance. Elementary knowledge of grounds/building maintenance and building cleaning methods. Ability to understand and communicate in English, both orally and in writing. Ability to follow simple oral and written instructions. May require possession of an appropriate valid driver's license. Requires 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 period 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 issued by the Department of Defense for computer access.

**Work Hours & Location/Agency Contact:**

North Riverside Armory, 8660 W. Cermak Road, N. Riverside, IL

Monday - Friday 8:00am - 4:30 pm

Agency Contact: Ruth Moenck 217-761-3633

**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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**Job Title: Executive I - Opt H7**

Agency: Human Services

Closing Date/Time: Mon. 11/03/14 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

\$52,524.00 - \$78,972.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 4

Plan/BU: RC062 Bid ID#: 10-07-86148-51

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four years college, preferably with coursework in business or public administration or one of the behavioral sciences; requires one year of responsible administrative experience in a public or business organization, including professional experience in casework or related area and experience in working with collections of Federal and State debt, or completion of an agency approved professional management training program.

Requires ability to converse with DHS clients on a high volume, daily basis regarding their overpayment accounts. Requires proficiency with Microsoft Office Suite or similar word processing/spreadsheet/database software. Requires current (i.e. within the last two years) experience processing overpayments, working with civil litigation and bankruptcy cases, and maintaining accounts receivable, including experience working with the Accounts Receivable System (ARS), the Comptroller's System, and the Federal Offset System. Requires extensive knowledge of current Federal Regulations and Illinois laws, rules, and regulations with special emphasis on the Supplemental Nutrition Assistance Program (SNAP) and the Cash Assistance programs.

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

Office of Fiscal Services / Bureau of Collections

401 South Clinton, 2nd floor Chicago, IL 60607-3800

How to Apply: Please submit CMS 100 (revised 10/2014) applications to:

Bureau of Employee Services

Lisa Horsley 100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762

PHONE: 217-557-0347 FAX: 217-524-2116

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).

Option H7 - Dept Human Services

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## Dishwasher

As a Dishwasher, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You maintain clean and sanitary conditions of all cooking utensils, flatware, china, and stemware. In addition, you maintain a clean and safe environment in all back-of-house areas. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Clean and sanitize all cooking utensils, flatware, china, stemware and workstation throughout the shift.

Sweep and mop the stockrooms and walk-in refrigerator nightly.

Maintain dishwashing equipment by following manufactures' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

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

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

Ability to work at a fast pace while standing for long periods of time.

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

Possess good verbal communication skills.

Ability to follow instructions on safe use of all chemicals/cleaning materials.

Ability to work with minimal supervision.

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

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

Ability to ascend and descend stairs.

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

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

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

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

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

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**Job Title: Management Operations Analyst II**

Agency: Juvenile Justice

Closing Date/Time: Mon. 11/03/14 5:00 PM Central Time

Salary: \$4,873.00 - \$7,729.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDJJ27-00-14-0128

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by a master's degree in business or public administration with coursework in areas such as economic theory, accounting and finance, organizational theory, and operations research. Requires three years progressively responsible professional experience in management operations analysis. Requires working knowledge of the development and application of research design techniques and their application to socio and economic data; requires working knowledge of the interpretation of results of statistical applications; requires elementary knowledge of the computer formatting of statistical reports using statistical report generating software. Requires elementary knowledge of reference library organization and maintenance; requires elementary knowledge of cataloging and cross referencing systems. Requires knowledge and ability to use Statistical Package for the Social Sciences (SPSS) software

**Work Hours & Location/Agency Contact:**

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

Work Location: 100 W. Randolph Chicago, IL 60601

Agency Contact: Shae Bruce

Public Safety Shared Services 1301 Concordia Court Springfield, IL 62794

Phone: 217-557-6015

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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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**Job Title: Mental Health Technician II**

Agency: Human Services

Closing Date/Time: Fri. 10/31/14 4:59 PM Central Time

Salary: \$2,930.00 - \$3,721.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC009

Bid ID#: 10/79-14/14

**Description of Duties/Essential Functions Benefits Supplemental Questions**

Under direct supervision, performs duties associated with the direct care and treatment designed to help patients. Performs patient care procedures that assist the patient achieve greater mental, physical and social development. Assists in maintaining a safe therapeutic environment at Chicago Read Mental Health Center.

**Minimum Requirements:**

Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment or habitation of persons with mental illness or developmental disabilities. Requires working knowledge of the causes, nature and treatment of mental illness or developmental illness or developmental disabilities and the proper methods and techniques employed in the personal and nursing care, development and habitation of persons with mental illness or developmental disabilities.

**Work Hours & Location/Agency Contact:** 2 Eve 3pm-11pm

**CONTACT INFORMATION:** Summer Doxie

Human Resource Office Chicago Read Mental Health Center

4200 N. Oak Park Avenue Chicago, IL 60634 fax 773-794-5583

**How to Apply:**

Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. 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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**Activities Instructor III (Wellness) Job ID: 1757**

Closing Date: 11/02/2014

Recreation/Activities Instructor III

Date Posted: 10/20/2014

Location: COMMUNITY RECREATION

Region: Districtwide

Up to 25 hours per week

**CHARACTERISTICS OF THE CLASS:**

Under general supervision, plans, promotes, organizes, conducts and provides instruction to a specialized athletic, recreation or leisure activity including but not limited to tennis, aerobics, yoga, boxing, sailing, skating, fitness and wellness. Performs related duties as required.

**MINIMUM QUALIFICATIONS:**

Training and Experience: Associate of Arts degree in recreation, leisure studies, physical education, health and wellness, exercise science, physiology or related field, supplemented by five years of instructional, practical or sanctioned competitive experience in a specialty area is required; or an equivalent combination of training and experience. One or more Certifications Preferred: American Council on Exercise, American College of Sports Medicine, National Council of Sports Medicine, Group Fitness Instructor, Aerobics and Fitness Association of America, Group Exercise Instructor, Personal Trainer, CPR/First Aid.

**Knowledge, Skills and Abilities:**

Knowledge of athletic, leisure and recreation theories and principles. Knowledge of health, wellness and fitness theories. Skill in developing, implementing, leading and evaluating group exercise classes and events. Skill in teaching the full range of skills and techniques in an area of specialization. Effective oral and written communication skills. Proficient computer skills in Microsoft Office and website navigating. Ability to evaluate skill levels in the specialty area. Ability to work independently.

Career Service

EEO: Para Professional

EEO: Non-Exempt

SALARY: \$21.50 PER HOUR

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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**Job Title: Office Assistant - Opt 2**

Agency: Human Services

Closing Date/Time: Fri. 10/31/14 4:00 PM Central Time

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

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-70-14-0053

**Description of Duties/Essential Functions** Benefits Supplemental Questions  
Under direction of area Director, utilizes a computer/typewriter, performs a variety of confidential duties. Handles multiple tasks at any given time. Types correspondence and reports and serves as a receptionist when needed. Assists in gathering reports and materials of a highly sensitive nature; prepares and maintains data and records, types memorandums and letters; proofreads and edits documents for clarity of content, punctuation, grammar and spelling.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience.

Requires ability to type accurately at 35 wmp and is very knowledgeable in computers and various software.

Typing Test is given at James Thompson Center, 100 W. Randolph, St3-300, Chicago, IL - Monday through Thursday - between 8 - 12:30. Typing test results must be submitted with your application and bid form.

Work Hours & Location/Agency Contact: Monday -Friday; 8:00 - 4:00pm

Contact: Dawn English

Ann M. Kiley Center 1401 W. Dugdale Road Waukegan, IL 60085 FAX: 1-847-249-0722

**How to Apply:**

If you are requesting a voluntary reduction to this title, submit a CMS100 application with your bid form.

Non-current state employees submit a CMS100 application with your typing test results to Kiley Center prior to end of posting date.

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**Job Title: Office Associate - Opt 2**

Agency: Financial & Professional Regulation

Closing Date/Time: Fri. 10/31/14 6:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC014 Bid ID#: DFPR 9877

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, independently performs a wide variety of complex clerical duties in the Predatory Lending Licensing Unit. Reviews and evaluates a variety of licensing applications and supporting documents. Ensures applications are completed properly with required documentation. Develops and updates tracking system for mortgage banking applications from date of receipt through licensure issuance. Serves as receptionist for unit.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of Agency programs, rules and regulations. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance; requires ability to operate a personal computer. Requires skill in typing accurately at 45 wpm.

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

Work Location: Illinois Department of Financial and Professional Regulation

Banking/Residential Real Property Disclosure Program

100 W. Randolph Street 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](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).  
Option 2 - Typing

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## **Bartender**

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

Greet guests in a timely and professional manner.

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

Possess full knowledge of bar and menu items and be able to make recommendations.

Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area.

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

Ensure that alcohol is consumed in designated areas only.

Set up and maintain appropriate stock levels for the bar.

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

Conduct inventory of all liquor and bar related supplies.

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

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

Provide proof of age (21 or older).

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

Success in a high volume bar environment.

Demonstrated ability to provide superior guest service.

Have a high aptitude for math and cash handling.

Demonstrate excellent verbal and written communication skills.

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

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

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**Job Title: Public Service Administrator - Opt 1**

Agency: Human Services

Closing Date/Time: Wed. 11/05/14 5:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

\$37,392.00 - \$117,180.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: 10-97-85365

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Bureau Chief, performs duties/responsibilities in relation to the delivery of professional training programs in Family & Community Services (FCS). Conducts training programs required to implement organizational change and improvements. Trains DHS personnel responsible for the conduct of Welfare reform and administration of DHS programs and services. Develops and provides training focusing on organizational change, management development and team building. Develops and updates training curricula, materials and programs. Maintains liaison relationship with other department divisions, administrators and interest groups.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of four years of college in business or public administration. Requires prior experience equivalent to three years progressively, responsible administrative experience in delivery of training programs. Requires knowledge of programs operated by FCS. Requires ability to travel.

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

Bureau of Training and Development

401 S Clinton Chicago, IL 60607

Please submit CMS 100 (revised 08/2014) applications to:

Milee Butcher / Bureau of Employee Services

Contractual Rights Hiring Unit 100 S. Grand Avenue East, 3rd Floor

Springfield, IL 62762 PHONE: 217-557-0347 FAX: 217-524-2116

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).

Option 1 - Gen Adm/Bus-Mkt-Lbr-Per

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**Special Recreation Leader (Hourly- Year Around Position) - Bessemer 8930 S.**

Muskegon Ave, 60617 Job ID: 1755

Closing Date: 10/31/2014

Special Recreation/Special Recreation Leader

Date Posted: 10/16/2014

Location: SPECIAL RECREATION

Region: Districtwide

**CHARACTERISTICS OF THE CLASS:**

Under direct supervision, provides assistance to staff in conducting recreational activities for children and adults with disabilities during the operation of day camp activities. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Assists staff with individuals with disabilities in therapeutic recreation programs at day camps. Spots for tumbling and gymnastics. Leads and participates in drills and agility exercises. May accompany groups of children on field trips to educational institutions or public functions. Assists in unorganized play and athletic activity at day camps and encourages and enforces safety standards. Issues and collects recreational equipment supplied for public use. Assists therapeutic recreation staff in conducting simple arts, crafts, drama, music, physical and other recreational activities. Read to children and teach simple drawing, songs and painting.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

One year experience working with individuals with disabilities is required. Graduation from high school or equivalent certification (GED) is recommended.

**Knowledge, Skills and Abilities:**

Basic knowledge of competitive sports programs for people with disabilities. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities. Basic swimming skills. Ability to exercise good judgment.

**SALARY: \$ 12.17 PER HOUR**

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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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](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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Job Title: Support Service Worker  
Agency: Human Services  
Closing Date/Time: Thu. 10/30/14 5:00 PM Central Time  
Salary: \$2,761.00 - \$3,389.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 3, Illinois  
Number of Vacancies: 03  
Plan/BU: RC009  
Bid ID#: 10-72-85722-85724

**Description of Duties/Essential Functions** Benefits Supplemental Questions  
Under direct supervision of the Dietary Manager and guidance and direction from the support service coordinator 2, performs routine tasks as assigned in a food service capacity including preparing and cleaning food, plating food, delivering meals and cleaning and operating various food service equipment. Performs manual cleaning and maintenance work within food handling area including cleaning and sanitizing pots, pans, cooking utensils manually and in dishwasher; cleans food carts, sweeps and mops equipment including dishwasher, tray washer and pan washer. Lifts and carries food items from carts to freezer, from freezer to shelving and from preparation area to carts for transportation; dates, labels and stores dry stock. Portions food according to pre-established portions prior to setting tray line. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

**Minimum Requirements:**  
Requires knowledge, skill and mental development equivalent to completion of High School supplemented by 6 months experience in dietary services.

**Work Hours & Location/Agency Contact:**  
WORK HOURS: To be discussed at the time of the interview  
WORK LOCATION: LUDEMAN CENTER DIETARY DEPARTMENT  
114 N. ORCHARD DRIVE PARK FOREST, IL 60466  
CONTACT PERSON: ALICE M. CHAMBERS , HUMAN RESOURCES REPRESENTATIVE  
114 NORTH ORCHARD DRIVE PARK FOREST, IL 60466 708-283-3015

**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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## **Transport Driver-1404037**

### Description

#### Transport Driver

The Transport Driver is responsible for providing unfailing support to Sales and Operations by assuring that the Distribution Centers always have the merchandise to support the Company's ability to meet or exceed our customers' needs.

Join the team at Dr Pepper Snapple Group and make a difference by pursuing everything that you do with the determination that sets us apart from our competitors. Driving for results leads to recognition and personal growth within the company, helping us to achieve our goal to "Be the Best Beverage Business in the Americas". The success that comes from within each of us is recognized, and creates opportunities for your growth in the organization.

#### Shift and Schedule

Full Time Permanent Position

Monday-Friday (flexibility to work overtime is required)

Start Time will fall between 2:00 pm & 6:00 pm (will know schedule in advance)

#### Pay Rate

Starting Rate is \$20.45/hr, plus Shift Differential

#### Route

Between Northlake, Harvey, Rockford and Alsip, IL Warehouses

#### Qualifications

High school diploma or general equivalency diploma (GED)

21 years of age or older

2 years delivery and face to face customer interaction experience

Valid Commercial Driver's License (CDL A) and driver's license

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. Equal Opportunity Employer. M/F/D/V

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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## **Merchandiser-1410744**

### Description

The Merchandiser is responsible for providing high-quality merchandising support for Dr Pepper Snapple Group brands to retail stores within an assigned territory.

### Position Information

- This position requires the use of your own personal vehicle.
- This is a physically demanding position.
- This is a Part Time position averaging 16-24 hours per week.

Salary Information: The salary for this position is \$11.30 per hour plus reimbursement for usage of your personal vehicle.

Schedule and Shift-This is a day (1st) shift that typically starts at 6:00am.

Must be available to work both weekend days, including Saturday and Sunday  
Additional hours will be scheduled during the week.

Assigned Territory: This position will merchandise stores located in Indiana, Northwestern suburbs Merriville, Valparaiso, Gary, Scherville and surrounding areas

Position Responsibilities: Merchandise store shelving, coolers and displays with Dr Pepper Snapple Group brands in retail stores. Partner with Sales Representatives/Managers to coordinate delivery and merchandising schedule. Build effective relationships with store personnel to assure superior customer satisfaction. Identify incremental sales opportunities for Sales Representative to pursue. Provide feedback on competitor activities and best practices. Cover routes and provide sales and/or merchandising services as assigned. Available to work weekends and holidays.

### Qualifications

High school diploma or general equivalency diploma (GED)

Lift up to 50 lbs repeatedly

Push and pull up to 100 lbs repeatedly

Valid driver's license

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. EOE Minorities/ Females/ Protected Veterans/ Disabled

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## **Loader-1408655**

### Description

The Loader is responsible for building product orders and loading delivery trucks, while maintaining cleanliness and organization.

### Position Information

- This is a physically demanding position.
- This is a Full Time Position.
- This is a 2nd Shift Position

### Salary Information

The salary for this position is \$0.07 per case commission. Minimum guarantee \$90.00 per day.

### Schedule and Shift

The work schedule is Monday through Friday with the possibility to work overtime and weekends if required, based on business needs.

The shift is 5:00 pm to finish.

### Position Responsibilities

Pick and audit orders by working from order sheets to build loads for transport, bulk and/or route trucks, using a forklift and/or electronic pallet jack with accuracy.

Load trucks, stock floor and maintain return product and empties pallets and shelves. Maintain the stability of the pallet by properly stacking and shrink wrapping the built pallet.

Unload returned product and pallets.

Perform general housekeeping duties in the warehouse.

Qualifications: High school diploma or general equivalency diploma (GED)

Lift up to 50 lbs repeatedly. Push and pull up to 100 lbs repeatedly

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## **Maintenance Mechanic-1410128**

### Description

The Maintenance Mechanic is responsible for troubleshooting, repairing, and maintaining machinery and mechanical/electrical equipment such as motors, conveyor systems, pneumatic and hydraulic systems, production machines, HVAC systems, boilers, pumps, liquid fillers, packaging equipment, material handling equipment, bulk delivery equipment, and blending/mixing systems.

**Shift and Schedule:** This is a full time permanent position working on our 2nd shift which typically runs from 1:00pm to 9:30pm. Flexibility to work overtime, weekends, and various shifts based on business needs is required.

**Salary:** The starting pay rate for this position is \$21.45 per hour.

### Position Responsibilities

Analyze mechanical, pneumatic, hydraulic or electrical problems and make repairs through adjustments, defective parts replacement, or fabrication. Wire moderately complex control circuits. Fabricate, repair, and install hangers and all types of piping including hot/cold water, steam, process and condensate, utilizing formulas for all phases. Weld various types of metals. Machine most metals, plastics, and composites. Fabricate or replicate minor pieces for the repair or replacement of parts on equipment. Complete size changeovers, make adjustments, and trouble shoot liquid fillers and packaging equipment. Identify problems and completes repairs, with minimal downtime or supervision.

**Qualifications:** High school diploma or general equivalency diploma (GED)

2 years of technical training OR 2 years related maintenance experience

Lift, push, and pull 50 pounds repeatedly, walking and standing for long period of time  
Dr Pepper Snapple Group, Inc. (NYSE: DPS) is one of North America's leading refreshment beverage companies, manufacturing, bottling and distributing more than 50 brands of carbonated soft drinks, juices, teas, mixers, waters and other premium beverages.

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, religious creed, color, national origin, ancestry, physical or mental disability, marital status, sex, age, veteran status, sexual orientation, or any other category protected by law. Equal Opportunity Employer. M/F/D/V

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## Facility maintenance manager

As an AMC facility maintenance manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll make daily, weekly and monthly inspections of the theatre that could result in routine maintenance and repairs. What exactly do we mean by "routine"? Painting, carpentry and plumbing to name a few tasks. Plus fixing concession equipment, seats and any related building components. You'll also train the theatre's facility assistant, who helps you with these duties. Sound hands on? It is. And if that's the way you like it, check out your soon-to-be responsibilities:

Develop routine systems to guarantee constant monitoring of critical areas in theatre  
Complete necessary repairs and schedule any repairs with vendors as needed  
Report facility problems that can't be immediately repaired to the General Manager  
Provide constant attention to all safety issues, ensuring theatre emergency systems are operational through regular inspections and review of vendor maintenance contracts  
Observe, direct and follow-up with janitorial service provider about cleaning duties  
Manage the theatre's variable operating expenses for maintenance, repairs and supplies  
Uphold AMC's high standards and deliver entertaining company-wide programs  
As a facility maintenance manager at an AMC theatre, you'll also be required to demonstrate:

Solid mechanical skills and manual dexterity  
Intermediate proficiencies in building trades such as painting, wallpapering, plumbing, fixing seats and repairing equipment  
Excellent written and oral communication skills to clearly describe building issues to supervisors/colleagues  
Extreme attention to detail to perform and document facility inspections  
Proficient guest service, administrative and follow-up skills  
Safe use of all cleaning materials in the theatre  
Experience safely completing tasks with tools, ladders and lifts

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/facility-maintenance-manager>. You could end up working in show business.

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