



**Intern (Seasonal) Job ID: 2359**

Closing Date: 11/04/2015

Administrative/Intern (H)

Date Posted: 10/21/2015

Location: Central Administration - REVENUE  
FOR DEPARTMENT OF REVENUE

**CHARACTERISTICS OF THE CLASS:** Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

**EXAMPLE OF DUTIES:** Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

**Knowledge, Skills and Abilities:** Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Salary: \$10.00 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Administrative>

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**Job Title: Custodian - Hansberry College Prep (Immediate)**

District Name: The Noble Network of Charter Schools

School/Department Name Hansberry College Prep

8748 S. Aberdeen St., Chicago, IL 60620

Posted on Oct 22, 2015, 12:01 AM CST

**Job Description**

Hansberry College Prep opened its doors to 250 9th graders in August 2012. Our students follow The Bengal Way: Collaboration, Persistence, and Reflection. Staff and students have created a culture at HCP that promotes working together, accountability with a strong focus on discipline, critical thinking, and doing what is necessary to achieve goals. At HCP we celebrate our successes and work hard to overcome our challenges. Hansberry College Prep is an IB World School offering the Diploma Programme and was the first charter school in Illinois to offer IB.

The custodian's primary job function is to maintain the facility and grounds of the school in an attractive, sanitary and safe condition for students, staff, and visitors. The custodian will also provide equipment and furniture arrangements for meetings, classroom activities, and special functions. Responsible for minimizing property damage, loss and liability exposure.

**Job Requirements:**

- Proven ability to communicate effectively, both orally and in writing
- Proven ability to exhibit strong critical thinking skills
- Consistently exhibits a service mentality, including being flexible, adaptable and humble
- Experience working with hand and power tools
- Must be able to lift 25 lbs and will occasionally be required to lift over 50 lbs
- Ability to climb ladders and stand/walk much of the day

Questions? E-mail: [careers@noblenetwork.org](mailto:careers@noblenetwork.org)

Be Noble.

The Noble Network of Charter Schools Is An Equal Opportunity Employer

Apply online at <https://platform.teachermatch.org/applyteacherjob.do?jobId=17778>

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### **Teacher Aide - Head Start**

All times are in Central Daylight Time.

Job ID 2015-7845

Center Garfield Children Services

Posted Date 10/22/2015

Address 7 N Homan Ave

# Positions 1

City Chicago

Category Early Learning/Child Care

State IL

Type Part Time

Hours per Week 25

Variable Schedule Monday - Friday

9:00am - 1:00pm

Scope of Responsibilities: Support plans of effective child development program to meet the physical, social, emotional and intellectual needs of each child enrolled. Support children's safety through constant supervision, effective arrangement of space, proper maintenance of equipment, and regular practice of fire drills and other emergency procedures. Support and implement routines for diapering, toilet training hand washing, tooth brushing, eating, napping, and transitioning between activities, in a manner that is prompt, hygienic, and consistent with regulations and good child development practices. Coordinate, implement and monitor center plans for meeting and retaining children & families, including eligibility, recruitment, enrollment and daily attendance. Work as member of team to ensure continuity of children's care, curriculum and quality in the classroom and center. Participate and support centers efforts to recruit and enroll new children and families. Maintain professionalism in attire and demeanor; observe and respect issues of confidentiality, ethics and best practices of the Early Childhood Profession, and mandatory reporting guidelines of the Abuse and Neglect Child Reporting Act.

Requirements: Must have a High School Diploma with 12 college credit hours in Early Childhood Education with prior experience working with children.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply online at <https://careers-ymcachicago.icims.com/jobs/7845/teacher-aide---head-start/job?mode=job&iis=Job+Board+-+indeed.com&iisn=Indeed.com&mobile=false&width=960&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300>

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## **Assistant Food and Beverage Manager**

posted October 16, 2015

Hilton Chicago  
Chicago, IL

An Assistant Food and Beverage Manager with Hilton Hotels and Resorts is responsible for assisting the manager in directing and organizing the activities and services of a hotel food and beverage outlet (restaurant, lounge, room service, coffee shop, etc.) in the hotel's continuing effort to deliver outstanding guest service.

What will it be like to work for this Hilton Worldwide Brand?

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences. Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

What will I be doing?

As an Assistant Food and Beverage Manager, you would be responsible for assisting the manager in directing and organizing the activities and services of a hotel food and beverage outlet (restaurant, lounge, room service, coffee shop, etc.) to deliver an excellent guest experience. Specifically, you would be responsible for performing the following tasks to the highest standards:

Assist in the management of operations to include, but not limited to, guest service standards and initiatives, product quality, cost controls and overall profitability, marketing initiatives, systems use and management, budgeting and forecasting, department management, policy and procedure implementation and enforcement and meeting participation and facilitation

Assist in monitoring and developing team member performance to include, but not limited to, providing supervision, conducting counseling and evaluations and delivering recognition and reward

Assist in monitoring and assessing product quality and service and satisfaction trends, evaluate and address issues and make improvements accordingly

EOE/AA/Disabled/Veterans

Apply online at <http://www.hospitalityonline.com/jobs/767858-assistant-food-and-beverage-manager>

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## **Building Attendant**

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**

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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## **Grants Specialist**

Location: Chicago, IL

The Grants Specialist facilitates all Museum post-award grants activities under the supervision of the Grants Compliance Director. The Grants Specialist is responsible for the integrity and accuracy of all grants data in the financial software and regularly enters, updates, and maintains grants data.

Establishes, monitors and revises grant budgets in a manner consistent with grantor requirements and Museum procedures.

Creates comprehensive reports in the software to disseminate grant budget and expenditure data to principal investigators.

Supports the Director during audits, and with periodic federal, state and local grants compliance submissions. Additional duties and responsibilities include: creating grant files, maintaining electronic and hard copy filing systems, filing, and maintaining closed grant files.

Other grants-related tasks as assigned

### Qualifications

The position requires an individual with independent judgment, excellent analytical and communication skills, an ability to correctly interpret grant agreements and government regulations, and strong mathematical skills for performing accurate calculations. Attention to detail, outstanding organizational, work-flow and time management skills paired with excellent verbal and written communication skills are necessary qualities.

Work experience in grants administration is essential. The Grants Specialist must possess solid computer literacy skills, including the ability to build, update and maintain the grants website, proficiency in Microsoft Excel, Microsoft Word and Google Mail & Calendar. Experience using financial management software such as Blackbaud's Financial Edge is preferred.

Solid work experience in grants administration and an undergraduate degree are required. Experience in a not-for-profit setting and coursework in Grants Management, Public Administration, Finance, Accounting, or Business Administration are preferred.

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

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## **LEVY RESTAURANTS**

Levy is currently hiring for the following positions:

Concessions - Runners

Banquets - Porter

Chicago Stadium Club - Hostess, Server Bartender,  
Server Assistant

Ketel One - Hostess, Bartender, Server

Theater Box - Hostess, Barback

BMO Harris Club - Server, Barback, Hostess

Sanitation - Housekeeping/Laundry Room

Culinary - Cook, Dishwashers, Porters, Carvers

Levy Restaurants is currently hiring for the following  
positions at the Oak Brook, Michigan Ave, and NEW  
Old Orchard Blackhawks Retail locations

Retail - Sales Associate, Retail Warehouse Associate,  
Supervisor

If you are interested in working for a truly unique  
and exciting company, apply today by visiting  
<http://workatlevy.com/jobs> or you can fax your  
resume to 312-455-7515.

No phone calls please.

EOE in a Drug Free Workplace

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## **AT YOUR SERVICE, LLC**

Are you friendly and dependable? Do you enjoy entertainment? At Your Service is now hiring.

Many positions offer year-round employment at the United Center and U.S. Cellular Field. All positions require evening, weekend and holiday availability.

Motivated guest service personnel needed in the following positions:

Guest Service Representative - Greeter, Ticket scanner, Usher

Event Security Representative – Active or retired law enforcement certification required

Security Crowd Managers – Criminal justice studies preferred

Guest Relations Representatives – Dedicated guest service booth representatives, complaint resolution

Suite Representatives – Premium seating access control

Building Security – Round the clock, facility security

Apply online today by visiting the [At Your Service website.](#)

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## **SUSA Armed Security Officer**

Location: Chicago, IL (150 S. Wacker)

Location Details

Securitas Security Services USA, Inc.

### Job Description

Responds to unusual or emergency situations at client's site using the appropriate escalation of force level up to and including armed response by following established protocol. Maintains proficiency in the use of all assigned protective equipment, restraint devices and weapons. Controls access to client site or facility through the admittance process; precludes unauthorized access to facilities, and the conversion, theft or intentional destruction of physical assets. Observes and reports activities and incidents, providing for the security and safety of client property and personnel. Makes periodic tours to check for irregularities and to inspect protection devices and fire. Responds to incidents of fire, medical emergency, bomb threat, flooding, water discharge, elevator emergency, hazardous materials, inclement weather, and other incidents. Prepares logs and reports as required.

### Requirements

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching and crawling. Frequent sitting, standing and walking, which may be required for long periods of time, and may involve climbing stairs and walking up inclines and on uneven terrain. Additional physical requirements may include, frequent lifting and/or moving up to 10 pounds and occasional lifting and/or moving up to 25 pounds. Must be able to meet and continue to meet any applicable state, county and municipal licensing and permit requirements for Security Officers and armed security work and specific protective device and weapons qualifications. Works in environments and under conditions that require carrying authorized weapons and ammunition, the use of protective gear and devices, and awareness of personal safety and safety of others. Required to utilize rapid and effective judgment in responding to unusual or emergency situations using appropriate escalation of force level. Experience in physical security, military service, law enforcement or a related field, sufficient to meet the minimum requirements for state and local licensing and/or site standards as established by the company.

Apply online at

[https://wfa.kronostm.com/index.jsp?LOCATION\\_ID=13906727114&locale=en\\_US&applicationName=SecuritasNonReqExt&SEQ=postingLocationDetails&POSTING\\_ID=13907408442](https://wfa.kronostm.com/index.jsp?LOCATION_ID=13906727114&locale=en_US&applicationName=SecuritasNonReqExt&SEQ=postingLocationDetails&POSTING_ID=13907408442)

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## **SUSA Emergency Medical Technician (EMT) Officer**

Location: Chicago, IL (150 S. Wacker)

Location Details

Securitas Security Services USA, Inc.

### Job Description

Administers first aid treatment to and arranges for transport of sick or injured persons to medical facility, working as member of emergency medical team.

Determines nature and extent of illness or injury, or magnitude of catastrophe, to establish first aid procedures to be followed or need for additional assistance, basing decisions on statements of persons involved, examination of victim or victims, and knowledge of emergency medical practice.

Administers prescribed first aid treatment at site of emergency, or in specially equipped vehicle, performing such activities as application of splints, administration of oxygen, treatment of minor wounds or abrasions, or administration of artificial resuscitation.

Communicates with professional medical personnel at emergency treatment facility to obtain instructions regarding further treatment and to arrange for reception of victims at treatment facility.

Provides protective services by making periodic tours to check for irregularities and to inspect protection devices and fire control equipment.

Responds to incidents of fire, medical emergency, bomb threat, flooding, water discharge, elevator emergency, hazardous materials, inclement weather, and other incidents. Prepares logs and reports as required.

### Requirements

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly.

Occasional reaching with hands and arms, stooping, kneeling, crouching and crawling. Frequent sitting, standing and walking, which may be required for long periods of time, and may involve climbing stairs and walking up inclines and on uneven terrain.

Additional physical requirements may include, frequent lifting and/or moving up to 10 pounds and occasional lifting and/or moving up to 25 pounds. One or more years of related Emergency Medical Technician experience preferred. Must be able to meet and continue to meet any applicable state, county and municipal certification requirements for EMT - basic (EMT-1) level and licensing requirements for Security Officers.

Apply online at

[https://wfa.kronostm.com/index.jsp?LOCATION\\_ID=13906727114&locale=en\\_US&applicationName=SecuritasNonReqExt&SEQ=postingLocationDetails&POSTING\\_ID=13907408720](https://wfa.kronostm.com/index.jsp?LOCATION_ID=13906727114&locale=en_US&applicationName=SecuritasNonReqExt&SEQ=postingLocationDetails&POSTING_ID=13907408720)

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### **SUSA Mobile/Patrol Officer**

Location: Chicago, IL (150 S. Wacker)

Location Details

Securitas Security Services USA, Inc.

#### Job Description

Securitas provides guarding services to project a security presence, which may include operating a vehicle to perform patrol, inspection, and/or incident response services. Checks for unsafe conditions, hazards, security violations, and unauthorized persons; inspects buildings, grounds and security devices; monitors and sets security devices. Protects evidence or scene of incident in the event of accidents, emergencies, or security investigations; sets up barriers and signage, and provides direction or information to others.

Prepares logs or reports as required for patrol route; writes and/or types reports. Observes and reports incidents or suspicious activity to client representatives or company management.

Responds to incidents of fire, medical emergency, bomb threat, flooding, water discharge, elevator emergency, hazardous materials, inclement weather, and other incidents.

#### Requirements

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching and crawling. Frequent sitting, standing and walking, which may be required for long periods of time, and may involve climbing stairs and walking up inclines and on uneven terrain. Additional physical requirements may include, frequent lifting and/or moving up to 10 pounds and occasional lifting and/or moving up to 25 pounds.

Must be able to meet and continue to meet any applicable state, county and municipal licensing requirements for Security Officers.

May be required to have a valid driver's license for state of operation and any required endorsements for class of vehicle operated.

Driving record must meet company and/or insurance standards.

Apply online at

[https://wfa.kronostm.com/index.jsp?LOCATION\\_ID=13906727114&locale=en\\_US&applicationName=SecuritasNonReqExt&SEQ=postingLocationDetails&POSTING\\_ID=13907408502](https://wfa.kronostm.com/index.jsp?LOCATION_ID=13906727114&locale=en_US&applicationName=SecuritasNonReqExt&SEQ=postingLocationDetails&POSTING_ID=13907408502)

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### **Warehouse Supervisor 2nd shift**

Chicago, IL  
Supply Chain

This position contributes to the success of the Pepsi Beverages Company by supervising the loading of route and transport trucks for a warehouse facility.

#### Major Tasks, Accountabilities and Key Responsibilities:

Schedule the receiving and delivery of raw materials/finished products in a timely manner

Utilize docks, warehouse layout and route truck loading patterns that minimize loading time

Ensure the optimal inventory levels of full goods are maintained in order to fulfill daily sales needs

Provide timely service to sales department while minimizing warehouse and production costs

Supervise warehouse loaders within the warehouse

Ensure the team is adequately staffed, managed and trained

Maintain the inventory system to aid in production scheduling

Maintain all housekeeping and safety standards

Education and Certifications: Bachelor's Degree required; Experience in consumer packaged goods or a related industry a plus

#### Work Experience:

A minimum of 2 years of Operations or Logistics experience

Ability to work a flexible schedule including early mornings, evenings and/or weekends

Demonstrated planning and organization skills

Demonstrated front-line supervisory skills

#### Skills & Capabilities:

Ability to work a flexible schedule including early mornings, evenings and/or weekends

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.

PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans/Sexual Orientation/Gender Identity.

Job Ref: 80111BR

Apply online at <http://www.pepsicjobs.com/en/job-detail?slug=80111BR&cult=en-US>

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**Job Title: Corrections Supply Supervisor I**

Agency: Juvenile Justice  
Closing Date/Time: Mon. 11/02/15 3:30 PM Central Time  
Salary: \$3,994.00 - \$5,867.00 monthly  
\$47,928.00 - \$70,404.00 annually  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC006  
Bid ID#: IDJJ-27-15-15-0393A

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years of high school or completion of an approved training course; requires four years progressively responsible experience in the keeping of stores and stores records; requires thorough knowledge of storekeeping and warehousing methods and procedures; requires thorough knowledge of institutional rules, regulations and requirements for the control of inmates; requires thorough knowledge of inventory and other control methods and procedures; requires extensive knowledge of purchasing and requisitioning procedures, uses and grading of different types of merchandise; requires working knowledge of transportation agencies and shipping, purchasing and requisitioning methods and procedures; requires completion of an approved course in guard training within six months of employment; requires physical ability to carry out duties assigned.

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

Work Hours: Monday-Friday 8:00am - 4:00pm (Saturday/Sunday off)  
Work Location: Illinois Youth Center - St. Charles  
3825 Campton Hills Road, St. Charles, IL 60175

Agency Contact: Susan A. Swegle, SPHR, M.S. / Human Resources Representative  
Illinois Youth Center - St. Charles, 3825 Campton Hills Road, St. Charles, IL 60175  
630-584-0506 630-584-1014 (fax) [susan.swegle@doc.illinois.gov](mailto:susan.swegle@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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**Job Title: Office Assistant - Opt 2**

Agency: State Police  
Closing Date/Time: Continuous  
Salary: \$2,939.00 - \$3,634.00 monthly  
Job Type: Full-Time  
Location: Will County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 21-43-ISP08-C002

Description of Duties/Essential Functions Benefits Supplemental Questions  
Performs a variety of complex data entry and clerical functions, utilizing a number of general office procedures related to the processing of criminal and noncriminal justice submissions. Will be assigned to work unit within the civil and criminal processing section. Performs routine and complex data entry functions related to the criminal history record identification program utilizing a variety of screen formats.

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

Work Hours & Location/Agency Contact: Varies  
Illinois State Police, Information and Technology Command  
Bureau of Identification Joliet, IL Will County  
Contact: Public Safety Shared Services Center  
1301 Concordia Court Post Office Box 19278 Springfield, Illinois 62794-9278  
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).

**Option 2 – Typing**

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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: 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

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates 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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**Driver - Bay Truck Delivery - FT/Days\*~**

Kankakee, IL

Engineering, Manufacturing, Utilities

Position delivers products to stores on an established route or via dynamic dispatch to customers including convenience and gas stores, small supermarkets, drug stores, etc. (average of 15-20 stops per day). Drives the delivery vehicle to a location, unloads and brings products into the store. Is responsible for ongoing rotating and stocking of products on store shelves, displays, vending equipment, and in coolers. Builds displays and sets up promotional materials such as pricing signs and banners. Generates invoices and is responsible for daily settlement of cash and charges. Has frequent interaction with store management. This position is labor intensive, requiring lifting, loading and pushing/pulling a significantly high volume of cases per day ranging from 20-45 pounds per case repeatedly during work hours. It also requires reaching, squatting, and bending while delivering and merchandising products in the store and delivering products across a wide variety of weather conditions. At times (such as summer and other peak seasons), this position requires long work hours.

**BASIC QUALIFICATIONS:**

- 21 years or older
- Pass the required drug test and physical capabilities test (if applicable)
- Pass the required background checks
- Valid CDL license
- Pass DOT physical and DOT Road Test
- Follow DOT Regulations

**HELPFUL EXPERIENCE:**

- Operating trucks requiring a CDL license (e.g., performing basic functions like driving forwards, driving backwards, maneuvering in tight spaces, backing into dock spaces, etc.)
- Delivering products directly to stores (e.g., order-entry, sale/distribution of products directly to store rather than 3rd party, working as part of an account team, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive on shelves, rotating product, cleaning shelves, replacing out of stocks, removing out of date products, etc.)
- Operating handheld computers (e.g., inputting data, entering transactions, printing, etc.)
- Operating equipment (e.g., pallet jacks, hand trucks, breakdowns, etc.)
- Working in a warehouse environment (e.g., product storage, product staging, forklifts, etc.)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status. PepsiCo is an equal opportunity employer.

Minorities/Females/Disability/Protected Veteran/Sexual Orientation/Gender Identity

Job Ref: 5000053180610

Apply online at <http://www.pepsicojobs.com/en/job-detail?slug=5000053180610&cult=en-US>

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**Driver - Relief Schedule - FT/Days\*~**

Elk Grove Village, IL

Engineering, Manufacturing, Utilities

Position fills in for delivery drivers who are not available for their shifts (due to vacation, illness, etc.). Routes for the relief driver typically change day to day. Position delivers products to stores on an established or contingency route or via dynamic dispatch to customers including convenience and gas stores, small supermarkets, drug stores, across a wide variety of weather conditions. Drives the delivery vehicle to a location, unloads and brings products into the store. Is responsible for ongoing rotating and stocking of products on store shelves, displays, vending equipment, and in coolers. Builds small displays and sets up promotional materials such as pricing signs and banners. Generates invoices and is responsible for daily settlement of cash and charges. Has frequent interaction with store management. This position is labor intensive, requires lifting, loading and pushing/pulling cases ranging from 20-45 pounds per case repeatedly during work hours. It also requires reaching, squatting, and bending while delivering and merchandising products in the store.

**PRIMARY ACCOUNTABILITIES:**

- Deliver products and execute all promotions
- Service all scheduled customers by the end of shift
- Merchandise all accounts to local standards
- Follow DOT regulations
- Establish positive working relationships with primary contact at each account
- Regular, reliable, predictable attendance

**BASIC QUALIFICATIONS:**

- 21 years or older
- Valid CDL or Valid CDL Permit
- Pass the required drug test and physical capabilities test (if applicable)
- Pass the required background checks
- Pass DOT physical and DOT Road Test

**HELPFUL EXPERIENCE:**

- Operating trucks requiring a CDL license (e.g., performing basic functions like driving forwards, driving backwards, maneuvering in tight spaces, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive on shelves, rotating product, cleaning shelves, or eliminating out of stocks and out of date products, etc.)
- Operating equipment (e.g., pallet jacks, hand trucks, breakdowns, etc.)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status. PepsiCo is an equal opportunity employer.

Minorities/Females/Disability/Protected Veteran/Sexual Orientation/Gender Identity  
Job Ref: 5000053545910

Apply online at <http://www.pepsicojobs.com/en/job-detail?slug=5000053545910&cult=en-US>

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## **RETAIL CUSTOMER SERVICE-153742**

Location: COUNTRY CLUB HILLS, IL

### **BENEFITS**

Hourly rate of \$9.50

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.

If this all sounds like the right fit for you, we want to hear from you today! Please apply on line to be considered.

### **Job Hourly Retail Sales**

Primary Location: IL-Country Club Hills-Country Club Hills

Schedule Full-time

Apply online at <https://publicstorage.taleo.net/careersection/2/jobdetail.ftl?job=153742>

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