





### **Cashier**

Wishbone West Loop – Full-Time  
1001 W. Washington Blvd.  
Chicago, IL

### Job Description

We are seeking an outgoing, friendly, detail oriented and reliable person to be part of our delivery/takeout team.

Duties include customer service, taking phone/internet pick up and delivery orders, packing the orders and cashiering and some hostessing.

*Daytime shifts only.*

### QUALIFICATIONS/SKILLS

Ability to work in a high energy and demanding environment

Efficient, quick, and works well under pressure as part of a team

Self-motivated and organized

Ability to work extended periods of time standing.

Frequent bending, stooping, reaching and lifting.

Apply online at [http://chicago.poachedjobs.com/jobs/cashier-57/?rx\\_job=49169031&rx\\_source=Indeed&rx\\_campaign=Indeed36&rx\\_group=1200&rx\\_medium=cpc](http://chicago.poachedjobs.com/jobs/cashier-57/?rx_job=49169031&rx_source=Indeed&rx_campaign=Indeed36&rx_group=1200&rx_medium=cpc)

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**Seasonal cashier team member**

job id 5228455

date posted 10/01/2015

location Broadview, il – united states

Description: Provide fast, fun and friendly checkout service. Resolve guest concerns in a positive, helpful manner. Work as part of a team. Know REDcardSM messaging and solicit guest registrations. Use excellent guest service skills. Handle money, refunds and exchanges. Learn new technology. Read labels and other product information. Quickly and accurately scan and bag all items and collect payment. - Target merchandise discount. Competitive pay. Flexible scheduling.

Qualifications: Use excellent guest service skills. Handle money, refunds and exchanges. Learn new technology. Read labels and other product information. Quickly and accurately scan and bag all items and collect payment.

Apply online at <https://jobs.target.com/job/-/-/1118/843328?apstr=%26src%3DJB-10182>

**Inventory Associate**

Softpath System LLC - Des Plaines, IL

Title: Inventory Associate

Location: Des Plaines IL 60018

Targeted Duration: 2 Years

Shift Timings: 6 AM to 2.30 Pm

Job Description: Complex problem prevention and resolution. Uses much-analytical approaches to research, investigate, recommend changes and act on results within guidelines. Can solve problems with limited supervision. Identifies and works to resolve cross-functional issues. May use trend analysis, impact analysis and/or seek out technical solutions to problems. Able to implement solutions. High level of site inventory responsibility. Work directly effects levels or organizations customer service. Works in a highly regulated environment. Tier financial responsibility as defined in applicable procedures. Responsibility may include international shipments  
Needs previous exp. serving, salad bar, cashier etc

Required experience: cashier, salad bar, serving: 1 year

Apply online at <http://www.indeed.com/cmp/Softpath-System-LLC/jobs/Inventory-Associate-cc9c2d8f91e6a27c?q=cashiers>

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**Posting Title Banquet Set-up (non-driving) (Seasonal)**

Auto req ID 902BR

Job Location Chicago Zoological Society-Brookfield Zoo

Department Food Service Operations

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

Schedule Details This position requires flexibility to work mornings, evenings, holidays, weekends, and non-standard hours. Catered Events employees may be required to work a 10-hour day or longer.

**Position Requirements and Specifications**

As Brookfield Zoo is open 365 days a year and events are scheduled during mornings, evenings, holidays, and weekends, the Banquet Set-Up (non-driving) position requires flexible availability to work non-standard hours. Catered Events employees may be scheduled to start as early as 6:30 a.m. and work as late as 2:00 a.m. Catered Events employees may be required to work a 10-hour day or longer. You must be at least 18 years of age for this position. This is a temporary (seasonal) position. Starting wage: \$8.90 per hour.

The requirements for this position include: High School graduate or equivalent combination of training/experience preferred. One-year banquet/catering experience desired. Minimum 18 years of age required. Demonstrated experience coordinating multiple projects and activities preferred. Strong customer service skills required. Must have ability to work well with minimal supervision and to complete and follow through on tasks independently. Must be reliable, neat, highly organized and accurate. Must be able to work effectively under pressure and meet strict deadlines. Must be able to work weekends and evenings as required. May be required to work a 10-hour day or longer. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability and Spanish fluency a plus.

The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer - Minorities/ Women / Veterans / Disabled.

Apply online at

[https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?SID=%5e%2fJSXurpXHdYhzFKYwqr7YK%2ffyfs\\_slp\\_rhc\\_XVqpkZ0AIRJdvHNgbKYoqsaOrK%2fbPVK88pL&jobId=271851&type=search&JobReqLang=1&recordstart=1&JobSiteId=5163&JobSiteInfo=271851\\_5163&GQId=0](https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?SID=%5e%2fJSXurpXHdYhzFKYwqr7YK%2ffyfs_slp_rhc_XVqpkZ0AIRJdvHNgbKYoqsaOrK%2fbPVK88pL&jobId=271851&type=search&JobReqLang=1&recordstart=1&JobSiteId=5163&JobSiteInfo=271851_5163&GQId=0)

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**Posting Title Junior Cashier - Cash Control / Cash Vault (Part-Time)**

Auto req ID 900BR

Job Location Chicago Zoological Society-Brookfield Zoo

Department Cash Control

Union Status Non-Union

Work Shift Rotating Schedule

Schedule Details This is a part-time position that does require the ability to work rotating weekends, evenings, and holidays as assigned.

As Junior Cashier - Cash Control / Cash Vault (Part-Time), you will assist with the management of staff and operations in Cash Control and South Gate Reception areas and verifying that specific procedures are followed. This includes providing instruction to assigned employees as necessary, monitoring park cash processing procedures, and recommending cash handling procedural changes. This is a part-time position. Provide assistance at South Gate Reception when needed. Tasks include, but are not limited to, answer and respond to radio and telephone calls, provide access control into the park and the Administration Building, communicate with guests and provide requested zoo information, and process outgoing mail as required by the US Postal Service.

The requirements for this position include the following: High school diploma or equivalent combination of training and/or experience required. Must be able to deliver the highest level of customer service to internal customers and guests. Must be proficient at using ten-key adding machine. Must have an eye for accuracy, completeness, and detail. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. The preferred/desirable qualifications include: Minimum one year experience in bookkeeping, accounting, financial recordkeeping or cash settlement experience preferred. Experience with Microsoft Office including Outlook, Word, and Excel preferred. Valid Illinois driver's license. Multilingual ability, Spanish fluency a plus.

Additional information: This is a part-time position for which annual hours are not to exceed 1,475. This position does require the ability to work rotating weekends, evening, and holidays as assigned.

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**Posting Title Custodian (Seasonal)**

Auto req ID 716BR

Job Location Chicago Zoological Society-Brookfield Zoo

Department Custodial Services

Union Status Union

Work Shift Any 5 out of 7 days/week

Schedule Details As Brookfield Zoo is open 365 days a year, this position highly prefers flexible availability to work any 5 days out of any 7 days each week with work shifts that are generally during the hours that Brookfield Zoo is open. From Memorial Day – Labor Day the Zoo is open 9:30 a.m. to 6:00 p.m. daily (Sundays until 7:30 p.m.). After Labor Day until Memorial Day the weekend & weekday hours vary from 9:30/10:00 a.m. – 5:00/6:00 p.m. During special events, the Zoo may be open until 9:00/10:00 p.m. This position requires flexible availability to work non-standard hours including early mornings, evenings, holidays, and weekends.

As a Custodian, you will perform a variety of custodial cleaning duties in all sections of the park (restrooms, restaurants, lunchrooms, offices, laboratories, hospital, public areas of animal buildings, etc.) before and during Brookfield Zoo's regularly scheduled hours. Your focus on safety will be demonstrated as you operate various equipment (such as mops, brooms, vacuum cleaners, scrubbers, carpet cleaning equipment, etc) to assure assigned areas are thoroughly cleaned. Position Requirements and Specifications: For this position, you must be at least 16 years of age. This is a temporary position. The union hourly wage for this position is \$10.35 per hour.

The requirements for this position include: High School graduate or equivalent combination of training/experience preferred. Prior custodial experience desirable. Minimum 16 years of age. Good communication and interpersonal skills required. Must be able to read, write and perform basic math. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability and Spanish fluency a plus.

Additional Information: This requisition is to recruit for numerous positions for 2015. The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer - Minorities / Women / Veterans / Disabled.

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**Posting Title Section Supervisor, Food Service Concessions**

Auto req ID 860BR

Job Location Chicago Zoological Society-Brookfield Zoo

Department Food Service Operations

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

**Schedule Details** We are seeking individuals that are able to work a flexible schedule that would include working weekend days (when we are busiest) as well as regular week days. The work shifts are usually from 4 to 8 hours in length generally during the hours that Brookfield Zoo is open. The work schedule may start as early as 8:00 a.m. and end as late as 7:00 p.m./10:00 p.m. on weekends and for special events.

**Job Function and Responsibilities** As Section Supervisor Food Service Concessions, you will be responsible for supervising assigned food service location(s) when a full-time manager is not present or a principle component of the restaurant while a full-time manager is present, to assure the quality of food, safety, sanitation, and the quality of service and cleanliness of the restaurant. This is not limited to but includes assigning duties to staff as necessary to meet operating and quality objective, supervising a staff of 15-25 employees in the performance of assigned duties and ensures accuracy of cash handling and inventory control.

This is a temporary position with a starting wage of \$8.90/hr.

The requirements for this position include:

High School graduate or (GED) equivalent preferred. Minimum one year relevant experience in a food service environment required. Requires good communication and interpersonal skills. Good organizational skills. Good customer service skills. Requires a responsible individual who can work well with staff and management. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability, Spanish fluency a plus. Incumbents are assigned to work restaurants, refreshment stands, mobile carts, or other outdoor sales locations. Food Service employees may also be required to assist temporarily at other Guest Services locations. Incumbent must have ability to work non-standard hours including evenings, holidays, and weekends. Work schedules are based on the needs of the operation and may be adjusted due to weather conditions.

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## **Security Assistant (5 Positions) - HAR0000351**

### Duties and Responsibilities

Under supervision, and reporting to the Director or Assistant Director of Security, patrols and monitors buildings, grounds and other areas at college campuses to ensure the safety and security of students, faculty, staff and the general public. These are unarmed positions that support Security Officers and the activities of the OSS. Performs related duties as required. Provides a uniformed presence at an assigned college monitoring access and entry to buildings for the safety and security of students, employees and the general public. Patrols on foot and in a vehicle to provide security and watch for unusual or suspicious activities, and monitors activities in campus buildings and surrounding grounds to guard against crime, theft and vandalism. Notifies supervisor and Security Officers on duty of disturbances and/or irregularities. Contacts emergency responders such as police, fire, and/or ambulance personnel, as required. Issues student identification cards, verifying student information and uses an ID Badging system with printer to create student identification cards. Provides security escort services as needed to and from buildings and parking areas on campus. Responds to service calls and alarms and takes appropriate actions. Informs and warns violators of any City Colleges of Chicago policy violations as appropriate. Provides public assistance to students, faculty and the general public, providing information such as directions, office locations, and general campus information. Operates two-way radio equipment to maintain communications with supervisors and other security personnel. Updates operations and incident logs to record activities during assigned shift. Assists Security Officers in carrying out security and safety duties as directed.

### Qualifications

High school diploma or GED required. Permanent Employee Registration Card (PERC), as issued by the Illinois Department of Financial and Professional Regulation (IDFPR) preferred. Valid State of Illinois driver's license is required. Must pass a criminal background check and fingerprint screen.

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

Job: Security Officers

Primary Location: Harold Washington College

Employee Type: Part Time | Regular

Union Code: Local 1600

Job Posting: Oct 1, 2015, 11:57:10 AM

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

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## **Staff Assistant-Dist Office-PT - KEN0000368**

**PRIMARY OBJECTIVE:** This position will be responsible for preparing budgets and financial reports, monitoring and reporting on compliance with grant requirements, creating and managing databases, coordinating meetings and managing communications. Assists in facilitating and monitoring the reporting and fiscal components of the office. Ensures accuracy and timely dispatch of reports as assigned. Assists in the preparation of budgets and financial reports. Prepares, processes, and tracks purchase orders. Monitors adherence to guidelines specified by grants, licensing, and accrediting bodies. Prepares and submits reports internally and externally as assigned. Performs general office management tasks as assigned. Maintains confidential and/or sensitive information. Performs other duties as assigned. Adheres to CCC Customer Service Excellence standards.

### Qualifications

Bachelor's Degree. Three years of experience in an administrative support capacity. Must possess a thorough knowledge of general office procedures and practices. Consideration will be given to candidates with an equivalent combination of training and experience. Must possess excellent written and verbal communication skills. Must be able to compose basic correspondence. Must be able to answer telephone calls and direct them accordingly. Must possess business/office experience that includes researching issues, writing drafts, assembling reports, taking minutes, composing summaries and other correspondence and verbally disseminating information. Must be highly organized and have strong computer software and database maintenance skills including word processing, spreadsheets, database management, and desktop publishing. Ability to prioritize and multi-task and work in fast-paced and deadline driven environment. Must be able to meet assignment deadlines and to perform duties with minimal direction. Must be able to conduct all business in a professional manner, combined with the ability to perform all duties accurately while preserving the confidentiality of the office. Must be able to work well with employees at all levels of the organization, in addition to students and other customers. Must be able to handle all situations with tact and diplomacy.

We are an equal opportunity and affirmative action employer.

Job: Other

Primary Location: Kennedy King College

Employee Type: Part Time | Regular

Union Code: N/A

Job Posting: Sep 29, 2015, 2:16:53 PM

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

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## **Engineers - Local 399 - KEN0000361**

### Duties and Responsibilities

CITY COLLEGES OF CHICAGO IS SEEKING AN ENGINEER

Kennedy-King College is seeking an Engineer-Local 399

Primary Objective: The Engineer is responsible for providing efficient and professional Engineering services, operation and maintenance to kitchen equipment.

Ensures the safe and efficient operation of equipment, machinery and buildings. Operates and repairs heating and ventilation equipment, steam plants, motors, combustion engines, pumps, air compressors, ice and refrigeration equipment, air conditioning units, fans and automatic/power oiling pumps and engines. Adheres to all standards of operation, laws, statues and industry best practices. Maintains building equipment and machinery to keep them in excellent working conditions. Maintain equipment for several teaching kitchens, a restaurant and cafeteria. Ability to act on emergency Mechanical, Electrical or Plumbing problems.

### Qualifications

Must possess a high school diploma or the equivalent.

Must possess a Stationary Engineers License recognized through the City Colleges of Chicago. Current membership in Local # 399's is preferred.

Knowledge of the operation and repair of heating and ventilation equipment, steam plants, motors, combustion engines, pumps, air compressors, ice and refrigeration equipment, air-conditioning units, fans and automatic/power oiling pumps and engines. Experience in the operation and maintenance of a pool is preferred.

Must have familiarity with rooftop HVAC units.

Must have knowledge of other trades.

Experience with Johnson Controls BAS system preferred.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Facility/Operations

Primary Location: Kennedy King College

Employee Type: Full Time | Regular

Union Code: 399 Bld En

Job Posting: Sep 29, 2015, 1:53:37 PM

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

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### **Medical Courier/Driver**

HealthEx Corp. - Chicago, IL

Uniformed drivers use their own vehicles to deliver pharmaceuticals to patients and nursing homes, pick up lab samples from Doctors and hospitals and deliver to labs. Many routes are available, as well as on demand pickups/deliveries. Drivers may work full-time or part-time - we have an unlimited supply of work. Applicants must pass a background check. Applicants should email.

Required license or certification: Drivers License Required

Apply online at <http://www.indeed.com/cmp/HealthEx-Courier/jobs/Medical-Courier-Driver-d70640f075923d31?q=delivery+drivers>

### **Lumberyard Driver**

Acme Lumber & Building Materials - Chicago, IL

\$10 an hour

Family owned hardware store/lumberyard, located in the southeast side of Chicago, seeking a full time driver. Responsibilities include loading/unloading flat bed trucks for delivery to job sites and picking up stock. No CDL is required, but applicants must be 21 years of age, be able to lift 80lbs, have a valid drivers license and a clean driving record.

Starting pay \$10/hour or more depending on experience.

Job Type: Full-time

Local candidates only: Chicago, IL 60619

Required experience: Delivery experience is preferred: 1 year

Required license or certification:  
drivers license

Required language:  
Spanish or Polish speaking a plus

Apply online at <http://www.indeed.com/cmp/acme-lumber-and-building-material/jobs/Lumberyard-Driver-8a296af263137f79?q=delivery+drivers>

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## **College Clerical Asst II - Dean of Instruction (Part-Time) - TRU0000490**

### Duties and Responsibilities

CITY COLLEGES OF CHICAGO'S TRUMAN COLLEGE IS LOOKING FOR A COLLEGE CLERICAL ASSISTANT II - DEAN OF INSTRUCTION  
(Two Part Time Positions)

Overview of the position: Under supervision, performs a variety of clerical duties in a college administrative office; and performs related duties as required.

Reception primarily in the Office of Instruction and secondarily in the Office of the President;

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

Responds to student inquiries regarding CCC policy and procedures pertaining to registration, grade appeals, complaints and other matters

Supports administrators and faculty by producing a variety of materials utilizing word processing, dbase and other computer software

Create, updates and maintains general office and college program files

Assists in reviewing documents

Adheres to CCC Customer Service Excellence standards

Performs related duties as required

### Qualifications

Graduation from high school and at least one year of clerical and computer experience in an office setting

Cheerful manner, outstanding collegiality and ability to multitask in a busy work environment

Proficient in PC desktop and related software programs

Ability to follow verbal and written instructions and problem solve

Good organizational skills, including filing and record keeping

We are an equal opportunity and affirmative action employer

Job: Clerical/Secretaries

Primary Location: Truman College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Sep 29, 2015, 9:46:26 AM

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

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## **Security Assistant Part Time - ART0000131**

### Duties and Responsibilities

Under supervision, and reporting to the Director or Assistant Director of Security , patrol s and monitor s buildings, grounds and other areas at college campuses or at the District Office to ensure the safety and security of student s , faculty, staff and the general public. These are unarmed positions that support Security Officers and the activities of the OSS. Performs related duties as required. Provides a uniformed presence at an assigned college or the District Office, monitoring access and entry to buildings for the safety and security of students, employees and the general public. Patrols on foot and in a vehicle to provide security and watch for unusual or suspicious activities, and monitor s activities in campus buildings and surrounding grounds to guard against crime, theft and vandalism. Notifies supervisor and Security Officers on duty of disturbances and/or irregularities. Contacts emergency responders such as police, fire, and/or ambulance personnel, as required. Issues student identification cards, verifying student information and uses an ID Badging system with printer to create student identification cards. Provides security escort services as needed to and from buildings and parking areas on campus. Responds to service calls and alarms and takes appropriate actions. Informs and warns violators of any City Colleges of Chicago policy violations as appropriate. Provides public assistance to students, faculty and the general public, providing information such as directions, office locations, and general campus information. Operates two - way radio equipment to maintain communications with supervisors and other security personnel. Updates operations and incident logs to record activities during assigned shift. Assists Security Officers in carrying out security and safety duties as directed.

Qualifications: Associate's Degree from an accredited college. Degree or studies in criminal justice preferred. Permanent Employee Registration Card (PERC), as issued by the Illinois Department of Financial and Professional Regulation (IDFPR) preferred. Valid State of Illinois driver's license is required. Must pass a criminal background check and fingerprint screen.

We are an equal opportunity and affirmative action employer.

Job: Security/Police

Primary Location: Arturo Velasquez Institute

Employee Type: Part Time | Regular

Union Code: Local 1600

Job Posting: Sep 28, 2015, 12:03:40 PM

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

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**College Advisor - WIL0000466**

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

**JOB SUMMARY:** The College Advisor's primary responsibility is to provide comprehensive academic guidance and related support services to current and prospective City Colleges of Chicago students to help each choose education and career goals that are in line with their abilities, interests and aspirations. In addition to monitoring the success of each student, this position is responsible for assisting with the development, coordination, and implementation of Student Support Services and activities to increase recruitment and retention rates, course completion rates, graduation and transfer to a 4-year university.

**REPORTING RELATIONSHIPS**

Report to: Associate Dean of Student Services  
Indirect Supervision: Part-Time Staff and Work Study Students

**QUALIFICATIONS**

Education, Training and Experience • Bachelor's degree required with coursework in Education, Human Relations, Psychology, Human Services or College Student Personnel. Master's degree preferred. Three years of experience in a higher education student services environment, or supplemented by six years of related experience in a higher education environment. • Knowledge of academic and occupational programs, articulation agreements, transfer guides, assessment and academic career advisement. • Must be self-directed with the ability to work independently within changing deadlines. • Financial aid knowledge a plus. • Ability to analyze and address the educational and personal needs of students. • Knowledge of the career development process and of available career development resources. • Excellent verbal and written communication skills required. The following generally describes the Knowledge, Skills and Abilities required to enter the job and/or be learned within a short period of time to successfully perform the assigned duties

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

Job: Academic Advising  
Primary Location: Wilbur Wright College  
Employee Type: Full Time | Regular  
Union Code: 1600Profes  
Job Posting: Sep 28, 2015, 10:38:19 AM

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

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**Job Title Delivery Team Member**

Brand Panera Bread - Catering Hub  
Location West Van Buren - Catering Hub  
600 West Van Buren  
Chicago, IL 60607

**Description**

Come Join Panera Bread – an industry leading, award winner!  
We are growing — both as a Company and as Individuals!  
We are shaping food culture within the restaurant industry through our pride and commitment to innovation and differentiation.

**LOOKING FOR GOOD CANDIDATES**  
Delivery Team Members

Panera is seeking Delivery Team Members (Drivers) to coordinate drop-off of our customer orders with 100% on-time delivery and a high level of customer service.  
Highly Competitive Wages  
Mileage and Tips Paid Daily  
Flexible and Independent Schedule  
No Cash Handling Required

This job description in no way states or implies that these are the only duties to be performed by the associate occupying this position. Associates may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Requirements**

**WHAT WE'RE LOOKING FOR:**

- Valid driver's license and clean driver's record
  - Proof of insurance
  - Excellent customer service skills – polite, courteous and respectful
  - Superior verbal communication skills
  - Able to work a flexible schedule with early start times
  - Maintain a professional appearance
- Please apply online today. Qualified candidates will be contacted for an interview.

Panera Bread is an Equal Opportunity Employer.

Apply online at <http://panerapeople.com/job-detail/400167/2015-09-28?src=886505>

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### **Delivery Driver (City Bike)**

Jimmy John's Gourmet Sandwiches - Chicago, IL

\$15 - \$20 an hour

#### *CAR AND BIKE DELIVERY (MUST HAVE OWN BIKE OR CAR)*

Our delivery drivers make between \$15 - \$20 an hour with tips. We have Part time, full time positions with flexible hours and all shifts

#### Duties and Responsibilities of Delivery Drivers:

Take phone orders and complete delivery tickets in a courteous and timely manner  
Deliver sandwich orders to customers in a safe, courteous and timely manner in established delivery area only

Accept payments from customer orders

Work with management at the end of the shift to reconcile cash form delivery sales

Make fast, accurate and consistent sandwiches

Comply with all portion sizes, recipes and all systems and procedures

Maintain cleanliness and sanitation of the restaurant including all tables, floors, windows, beverage stations, restrooms, etc

Greet customers and take orders - operate cash register - collect payments from customers and make change

Fill out systems and procedures with 100% accuracy and integrity

Maintain professional appearance at all times in compliance with the Jimmy John's dress code

Display a positive and enthusiastic approach to all assignments

Perform other related duties required

#### Requirements:

Position requires bending, reaching, stooping, climbing, repetitive motions, cognitive skills, lifting up to 50 pounds, standing and moving about the unit the entire workday

Must be at least 18 years of age. Must have a valid driver's license

Must have reliable transportation. Must have current automobile insurance

Must have a clean driving record

Job Type: Part-time

Local candidates only: Chicago, IL 60607

Required license or certification: Must be at least 18 years old, a valid driver's license and have reliable transportation

Required education: High school or equivalent

Apply online at <http://www.indeed.com/cmp/Jimmy-John's-Gourmet-Sandwiches/jobs/Delivery-Driver-acc44295b9eb769d?q=delivery+drivers>

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**Case Worker - Talent Search Grant - MAL0000582**

CASE WORKER – TRIO TALENT SEARCH PROGRAM – FULL-TIME

Primary Objective: This position is responsible for interviewing, evaluating, and enrolling students into CCC educational programs. The position also maintains case files for each student and monitors their progress.

**DUTIES & RESPONSIBILITIES:** Conducts intake interviews to evaluate students' vocational or educational potential and general eligibility for CCC programs in accordance with grantor's guidelines. Obtains background information on potential students for the purpose of providing referrals to the appropriate community agencies. Advises currently enrolled students regarding educational and personal adjustment issues. Assists students with goal maintenance and individualized career planning. Assists program participants with completion of academic forms and applications. Retains a compilation of statistics, written reports and correspondence within student files. Prepares monthly mandatory reports for management review. Attends monthly staff meetings and may serve as liaison to community and state agencies for the purpose of receiving appropriate students services and maintaining good public relations. Markets the program and recruits students for the program. Disseminates information and answers questions in regards to the educational program. Adheres to CCC Customer Service Excellence standards. Performs other duties as assigned.

**Qualifications**

1. Bachelor's Degree in Education, Social Work, Psychology, or a related area required.
2. A minimum of three year's previous work experience in providing educational services ; or an equivalent combination of training and experience .
3. Must be self - directed, innovative and able to assess current operations in an effort to develop practical action programs to improve the functioning of the department.
4. Must maintain an effective liaison among agencies, staff, administrators and the community to promote overall responsiveness to the program.
5. Excellent verbal and written skills required with the ability to communicate persuasively with tact and diplomacy.

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

Job: Student Services

Primary Location: Malcolm X College

Employee Type: Full Time | Regular

Union Code: 1600Profes

Job Posting: Sep 25, 2015, 1:47:43 PM

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

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## **Vehicle Return Associate in Chicago Illinois United States / AVIS**

Our goal is to provide "Best in Class" customer care and to foster life-long customer relationships. That's why we strive to make every customer experience one that leaves a lasting impression. We handle each customer interaction with the utmost professionalism, courtesy and responsiveness.

Your passion for helping customers with their needs - whether it's directing customers as they return their rental car ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the rental vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait - makes you an important part of our Avis Budget Group Team .

In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

To begin, you'll need the following :

- High school diploma or equivalent
- At least 1 year of prior Customer Service experience
- Good communication skills

Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must!

Willingness to learn and help others

Motivation and dependability

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer

Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-return-associate/78F3A910BCEB4B0392297C167A3D10CB/job/>

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## **Courtesy Bus Driver in Chicago Illinois United States / AVIS**

As a Courtesy Bus Driver , you will transport customers to and from the airport terminal and the rental car facility safely in all weather conditions. You will greet and assist customers with their needs, luggage and inquire whether a customer is a Preferred or a FastBreak member. You will make announcements if you have a Chairman customer and communicate various stops along the way or other important information along the route via the intercom system helping them feel valued and making you - an important part of our Avis Budget Group team. You will also conduct pre and post trip bus inspections along with logging your daily work hours in the DOT book.

### **Basic Qualifications/Minimum Requirements:**

This location requires a CDL Class B with air brake and passenger endorsements.

Must have a high school diploma or equivalent

At least 6 months of experience in a customer service role

Valid driver's license and a good driving record with previous driving experience

Must be willing and able to work a flexible schedule including nights, weekends and holidays

Basic computer skills in order to enter information into our database

Ability to Stand, Walk, Bend, Sit for up to 8 hours and lift and/or carry a minimum of 50 pounds

If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer  
Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/courtesy-bus-driver/7BD22D245F084A138228ABD41BA6674F/job/>

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## **Vehicle Service Attendant in CHICAGO Illinois United States / AVIS**

In our Vehicle Service Attendant position you will be on your feet all day in a fast pace outdoor environment cleaning the interior and exterior of the vehicles.

You will also perform regular maintenance (non-mechanical services such as check tire pressure, fluid levels, gas the vehicle) in a timely and safe manner.

You will also identify and report vehicle damage. Essential duties and responsibilities will vary.

In order to be considered for this outstanding opportunity you must be willing to work shifts that may include evenings, weekends, and holidays, previous detailing experience is a plus!

### **VEHICLE SERVICE ATTENDANT REQUIREMENTS:**

Must speak English  
Must be 18 years of age or older

High school diploma or equivalent  
6 months of prior work experience preferred

Physical ability to move in and out of vehicles  
Effective verbal communication skills to communicate with customers, co-workers and management

Driving experience with a valid Drivers License (as mandated by state and location) and a good driving history

Must be willing to work outdoors in all types of weather conditions  
Ability to work various shifts including weekends, evenings, and holidays. Get your go on!

Avis Budget Group is an EEO Employer - Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-service-attendant/DC72F2F4330B44F8A5A11F9F09FCCD86/job/>

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