



Job Title: Office Coordinator - Opt 2

Agency: Children & Family Services

Closing Date/Time: Fri. 10/17/14 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1460013-601996

Description of Duties/Essential Functions Benefits Supplemental Questions
Performs administrative secretarial and office support functions for the Case Assignment and Payment Unit, including confidential matters; gathers, analyzes, and interprets data from various sources, conducting special projects and studies; makes independent decisions requiring knowledge of rules and interpretation of management policies concerning various programs; utilizing independent judgment and in-depth program knowledge, responds to inquiries from caregivers, private agencies, and all levels of DCFS staff to provide additional information, answer questions, or provide problem resolution; conducts research and corrects missing and erroneous information; takes actions authorized during the supervisor's absence.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires the ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact:

WORK HOURS: Monday – Friday 8:30 A.M. to 5:00 P.M.

WORK LOCATION: 1911 S. INDIANA CHICAGO, IL 60616 SUPERVISOR: Vacant

AGENCY CONTACT: Sue Allen-Oates

JRTC/100 West Randolph, 6-100 Chicago, Illinois 60601 Fax: 312- 814-7134

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 - Typing

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Job Title: Public Aid Eligibility Assistant - Opt SS

Agency: Human Services

Closing Date/Time: Fri. 10/17/14 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-92-77910

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process. Communicates in Spanish to those individuals who do not read or speak English.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience. Requires ability to speak, read and write Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Kankakee County FCRC (Satellite) 285 N Schuyler Ave Kankakee, IL 60901

How to Apply:

Please submit CMS 100 (revised 01/2014) 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

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Option SS - Spanish Speaking

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Package Handler Part Time

Job Location: Chicago, IL

UPS is hiring individuals to work as part-time Package Handlers.

This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Package Handlers receive a competitive hourly rate and also an attractive benefits package.

Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week. Employees can expect to take home between \$140.00 and \$170.00 each week after deductions have been taken for taxes, etc.

UPS provides an excellent employment opportunity for students.

Through the UPS Earn & Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to \$2,625 per semester / \$5,250 per year with a maximum lifetime benefit of \$25,000.

This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school.

You will be eligible for the Earn & Learn program on your first day of work.

Job ID: ILJEF1

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability

Apply online at <http://jobs-ups.com/chicago/package-handler-part-time/jobid5600854-package-handler-part-time-jobs>

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Certified Nursing Assistant

Westlake Hospital, Melrose Park, IL .

Department: Rehab Exempt

Schedule: Part Time

Shift: Nights

Hours: 11:00pm-7:30am

Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details: CPR certified

Experience is preferred

The Nursing Assistant under the direction and supervision of the professional nurse performs various duties to assist the nursing staff in meeting patient treatment and care requirements. All duties are carried out in accordance with the established policies and procedures. Willingness to work under close supervision. Able to communicate effectively using written and verbal English. Good interpersonal skills. High School diploma or equivalent. BLS required. Certification as a nursing assistant required. One semester for clinical completed in an RN program accepted in its place of CNA certification.

Apply online at <http://www.westsuburbanmc.com/About/careers.aspx>

Dietary Attendant I

MacNeal Hospital, Berwyn, IL

Department: Food & Nutrition Services

Schedule: Full Time

Shift: Rotation

Job Details: Reporting to the Manager of Food and Nutrition Services and working under general supervision performs routine duties associated with the preparation, service and delivery of food for the hospital patients, employees and visitors.

JOB SPECIFICATIONS: Basic skills in reading, writing and arithmetic. Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations. The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria. Ability to read and comprehend patient menus, recipes and task descriptions. The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight.

Apply online at <http://www.westsuburbanmc.com/About/careers.aspx>

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Environmental Services Aide I

Department: Environmental Services

Schedule: Part Time

Shift: Days

Job Details:

Reporting the Supervisor of Environmental Services and working under direct supervision and according to specific assignments performs a variety of routine housekeeping duties. Maintains the hospital in a clean, sanitary and attractive condition and/or makes beds in discharge units and completes necessary paperwork.

JOB SPECIFICATIONS:

Up to two (2) weeks of on the job training and experience in order to learn the proper preparation of cleaning solutions, infection control techniques, proper cleaning procedures and the locations of various hospital areas.

A High School Diploma or its' equivalent is preferred.

The ability to communicate effectively both verbally and written in English.

The ability to complete written forms and reports as required.

Previous experience in a hospital environment desirable.

Apply online at <http://www.westsuburbanmc.com/About/careers.aspx>

LABORATORY AIDE

Genesis Clinical Laboratories, Berwyn, IL

Department: GENESIS-ANATOMC PATH

Schedule: Registry

Shift: Rotation

Job Details: Reporting to the Shift Supervisor the Laboratory Aide performs a variety of clerical tasks related to specimen retrieval, filing, record keeping, inventory supply and other duties necessary for meeting regulatory agency requirements. Level of knowledge normally acquired through the completion of a High School Diploma. The computer skills necessary to check for the completeness of testing, locate duplicate orders and locate specimens with multiple accession numbers. Ability to maintain documents, records and laboratory supplies in an organized system. The interpersonal skills necessary to assist co-workers. Must be able to lift from 5 lbs. to 50 lbs.

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HOME HEALTH LIAISON

Vanguard Home Care, Westchester, IL

Department: HOME HEALTH

Schedule: Full Time

Shift: Days

Job Details: Reporting to the Director of Home Care Services coordinates care for patients requiring health care in the home. Serves as a resource for the hospital staff and patients concerning services available, reimbursement requirements and related areas in discharge planning. Responsible for utilization review activities taking the appropriate action as needed. Also responsible for evaluating intravenous needs and appropriate venue post hospital discharge and coordinating those services with contracted vendors.

This position is based at MacNeal Hospital, 3249 S. Oak Park Ave., Berwyn, IL

JOB SPECIFICATIONS:

Current licensure as a Registered Nurse in the state of Illinois

The level of knowledge normally acquired through the completion of a Bachelor's degree from an accredited school of Nursing.

Minimum of two (2) years of previous nursing experience preferably in home health or community health setting. Current CPR certification.

Current Illinois driver license and auto insurance liability.

The communication and interpersonal skills necessary to regularly interact with all levels of hospital personnel, physicians, patients and family members in a professional manner.

Extensive knowledge of insurance plans, the criteria for home health and of infusion therapy.

The analytical ability to identify potential referrals. Coordinates the assignment of agency personnel and to exercise clinical and professional judgment in providing comprehensive care to patients.

Ability to work weekend rotations and travel to various locations within the Vanguard Chicago Market.

Working knowledge of Microsoft Office applications and office equipment.

Bilingual English/Spanish speaking preferred.

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Job Title: Office Associate - Opt 2

Agency: Children & Family Services

Closing Date/Time: Fri. 10/17/14 11:59 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1449020-496205

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direction, performs a variety of complex, specialized clerical support services for the regional office, including typing, providing phone coverage, and other office support functions; schedules and conducts the physical inventory of facilities; coordinates the movement of surplus equipment to CMS Property Control

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Work Hours & Location/Agency Contact:

Work hours: Monday through Friday 8:30 AM to 5:00 PM

Location: DCFS 15115 S Dixie Highway Harvey, IL 60426

SUBMIT BIDS TO: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100

CHICAGO, IL 60601

FAX: (312)814-7134

How to Apply:

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Patient Care Tech - Float Pool

Department: Nursing Administration

Schedule: Registry

Shift: Nights

Hours: 7:00pm-7:30am and or 11:00pm-7:30am

Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details: Certification Required
CPR certified; 1-2 years experience is required

JOB SUMMARY

Provides physical comfort measures for patients, performs designated technical tasks, communicates information pertinent to patient comfort and safety, participates in the admission, discharge and transfer process, and documents specified information. Provides all services in accordance with established hospital/departmental policies and procedures.

JOB QUALIFICATIONS

1. High School diploma or equivalent
2. Certification as Nursing Assistant in the State of Illinois or graduate of an RN program
3. CPR certification
4. One year health care experience preferred
5. Good communication skills
6. Good PC skills for data entry

Essential Physical Job Functions

Ability to carry and lift up to 20 pounds, push/pull up to 30 pounds of force, transfer and position patients in different environments, and ability to climb stairs. Frequent sitting/standing/walking, and able to assume a full squatting position. Able to take and interpret vital signs, respond appropriately during emergency situations, and communicate clearly and effectively with a varied population.

Should the applicant be considered for the position, they will be provided a full description of their Essential Physical Job Functions during the interview process.

Position Hours: 7:00pm-7:30am and or 11:00pm-7:30am

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TELECOMMUNICATION ATTENDANT

Department: Telecommunications

Schedule: Full Time

Shift: Days

Hours: 11:00am to 7:30pm including weekends

Job Details:

Reporting to the Supervisor of the Telecommunications Department and under direct supervision answers and directs incoming and outgoing calls, operator lines, and emergency lines.

Provides answering services and provides paging services for physicians and hospital personnel. Monitors the alarm systems and provides updates to on-call schedules for various physicians and departments.

JOB SPECIFICATIONS:

The ability to learn switchboard skills.

Proficient typing skills.

Completion of a High School Diploma or its equivalent.

The mental/visual/auditory ability to quickly respond to callers and to attend to video screens, panic and fire alarms panels, monitors and small figures.

Interpersonal skills necessary to interact effectively with all department employees and all levels of hospital personnel and to communicate courteously with all types of callers. Is able to tactfully and effectively handle complaints when called upon.

I understand and acknowledge that any offer of employment is contingent upon satisfactory acceptance of the annual recommended vaccination(s) for a designated influenza season when it is available. The only acceptable exceptions to this mandate at the time of hire and annually are documented medical contraindications and documented religious objections. I also understand and acknowledge that staff who decline the vaccination due to medical contraindications, religious objections or if the vaccine is unavailable due to supply constraints, will be required to wear a mask when determined to be appropriate. The timing and duration of the use of masks will be determined by the hospital along with local, regional and/or national public health authorities. I agree to abide by the Influenza Prevention and Vaccination Guidance Policy.

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Assistant Restaurant Manager

Add to Job Cart Apply

Job ID:FOO01EM2

Location Name: Hilton Chicago O'Hare Airport

Location Address: O'Hare International Airport, Chicago, IL, USA

Full/Part Time: Full-time

An Assistant Restaurant 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.

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

What will I be doing?

As an Assistant Restaurant 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

Ensure compliance with health, safety, sanitation and alcohol awareness standards

Assist in initiating and implementing marketing and up-selling techniques to promote restaurant food and beverage and services and to maximize overall revenue

Assist in recruiting, interviewing and training team members

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/assistant-restaurant-manager-job-chicago-illinois-4809574?cntry=united-states>

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Room Service Food Server

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Job ID:FOO01EMB

Location Name: The Drake Hotel

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

Full/Part Time: Full-time

A Room Service Server with Hilton Hotels and Resorts is responsible for delivering and serving food and beverage items to guests in a timely, friendly and efficient manner in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

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.

Hilton Hotels & Resorts is one of Hilton Worldwide's ten market-leading brands. For more information visit www.hiltonworldwide.com.

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

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/room-service-food-server-job-chicago-illinois-4809571?cntry=united-states>

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Cashier

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast
Complete ticket purchase transactions by:
Greeting each guest and identifying tickets requested
Reading a computer screen, operating a keyboard or dispensing manual tickets
Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change
Thanking the guest
Ensure the security of all box office cash and tickets
Keep box office clean and well organized and update box office signage
Distribute and understand how to operate assisted moviegoing equipment
Enforce ratings to keep underage guests from accessing auditoriums with adult content
Perform daily box office maintenance duties and complete various reports as needed
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 a cashier 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
Ability to communicate and work effectively with guests in high-volume setting
Good verbal communication skills as well as math and cash handling skills
Ability to meet tight deadlines under minimal supervision

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/cashier>

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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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Security Supervisor - 2nd Shift

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Job ID:PRO01314

Location Name: The Palmer House Hilton

Location Address: 17 East Monroe Street, Chicago, IL, USA

Full/Part Time: Full-time

A Security Supervisor with Hilton Hotels and Resorts is responsible for assisting with the daily supervision and training of Security Officers/Guards to ensure the safety of guests and team members and the security of the hotel and property in the hotel/Æs continuing effort to deliver outstanding guest service and financial profitability.

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 a Security Supervisor, you would be responsible for assisting with the daily supervision and training of Security Officers/Guards to ensure the safety of guests and team members and the security of the hotel and property in the hotel/Æs continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Patrol the interior of and the perimeter of the hotel and the property to observe and identify potential safety risks, security risks and undesirable conditions
- Coordinate and lead response to emergency situations including, but not limited to, safety hazards, fires, medical emergencies and threats to life and/or property
- Promote safe work practices
- Assist in monitoring and developing team member performance to include, but not limited to, providing supervision, assisting with evaluations, training, scheduling and assigning work and delivering recognition and reward
- Initiate preliminary investigations into incidents and write reports and ensure accuracy of necessary documentation
- Respond to guest inquiries and requests and resolve guest issues in a timely, friendly and efficient manner. Perform duties of a Security Officer, as needed

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/security-supervisor-2nd-shift-job-chicago-illinois-4805550?cntry=united-states>

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Concessionist

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items
- Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change
- Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock
- Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms
- Perform daily concession maintenance duties
- 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 a concessionist 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
- Capability to communicate and work effectively with guests in a high-volume setting
- Good verbal communication skills as well as math and cash-handling skills
- Ability to meet tight deadlines under minimal supervision

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/concessionist>

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Job Title: Building Services Worker

Agency: Central Management Services

Closing Date/Time: Fri. 10/17/14 5:00 PM Central Time

Salary: \$2,951.00 - \$3,934.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: HR001

Bid ID#: CMS 9848

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school, supplemented by six months of experience performing janitorial/maintenance work. Requires elementary knowledge of the materials, equipment and methods commonly employed in office cleaning operations. Requires ability to use various cleaning equipment. Requires ability to follow simple oral and written instructions. Requires ability to perform minor manual labor including, but not limited to, minor lifting and preparation of displays, etc., lifting up to 50 pounds individually and 75 pounds with assistance to load and unload equipment and in assisting with the set up of events is preferred. Requires the incumbent to be accessible by pager and/or cellular phone and to serve on an on-call basis during normal working hours.

Work Hours & Location/Agency Contact:

Work Hours: 8:30 A.M. – 4:30 P.M. with ½ hour unpaid lunch

Work Location: Central Management Services

Property Management/Facilities Management/Chicago Region MABB, JRTC, Client Agencies, DHS & Other Facilities

Michael A. Bilandic Building 160 N. La Salle St. Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110 Springfield, IL 62702

217-782-6239 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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Bank Examiner III

Agency: Financial & Professional Regulation

Closing Date/Time: Fri. 10/17/14 5:00 PM Central Time

Salary: \$5,441.00 - \$8,318.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: DFPR 9775

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in accounting, corporate finance, banking and monetary theory. Requires three years of professional accounting, banking or auditing experience. Requires extensive knowledge of bank examination methods and auditing; the Illinois Banking Act, and other state and federal applicable laws and regulations. Requires extensive knowledge and understanding of the various types of investment securities, loans and other collateral held by financial institutions, and the source from which necessary information may be obtained. Requires ability to analyze and interpret all types of records and financial statements maintained by banks; prepare and complete accurate financial reports at completion of examinations; analyze internal systems and procedures, and to evaluate bank management policies and procedures; recognize and determine violations of the law and noncompliance with rules and regulations; obtain information in a professional, efficient and ethical manner; write all examination component comments for complex banks such as: capital, asset quality, management, earnings, liquidity and sensitivity to market risk. Requires ability to travel frequently and extensively, both in and out-of-state. Requires a valid driver's license and access to a vehicle for travel.

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

Work Location: Illinois Department of Financial & Professional Regulation

Banking/Banks, Trust Companies, & Savings Institutions/Chicago Commercial Bank

Supervision/Resident District 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

217-782-6239 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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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PROGRAM & EVENT COORDIATOR BASEBALL Job ID: 1738

Closing Date: 10/15/2014

Administrative

Date Posted: 10/2/2014

Location: Central Administration Building

Region: Administration

Description:

CHARACTERISTICS OF THE CLASS:

Under supervision, coordinates special programs and events to bring programming resources to parks that would otherwise be unavailable. Performs related duties as required.

EXAMPLES OF DUTIES:

Plans and oversees special citywide programs in order to bring programming resources to the parks. Meets with individuals from partner organizations and determines tasks and then ensures their completion. Works with key individuals to define tasks and timeliness, gather and disseminate information and execute projects, programs and events. Prepares reports and promotional materials on special programs.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in a related field supplemented by three (3) years of related experience; or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities:

Knowledge of education and curriculum design principles. Ability to understand and implement elements of community based programming. Interpersonal, oral and written communication skills. Organization and planning skills.

Career Service: Exempt
Salary \$50,686

EEO: Professional

FLSA: Exempt

Apply online at

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

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Physical Instructor (H) NORTH REGION Job ID: 1741

Closing Date: 10/15/2014

Recreation/Physical Instructor (H)

Location: Rutherford Sayre

Region: North

THIS POSITION IS BUDGETED FOR UP TO 30 hrs/ week

Position schedule Tuesday - Friday 2:00 PM to 8:00 PM Saturday 9:00 AM to 2:00 PM

EXAMPLES OF DUTIES: Plans and implements course curricula for instruction of sports, games and competitive athletics. Provides instruction and supervision to patrons in sports, games and competitive athletics. Demonstrates proper techniques and skills for recreation and athletics. Adapts programs to reflect differing levels of participant skill development. Provides instruction in advanced strategies of team and individual sports, physical fitness and conditioning. Provides information on rules of individual and team sports. Explains basics of low organized activities. Instructs rhythm and movement. Enforces and promotes safety guidelines for recreation and athletic activities. Resolves conflicts among participants. Issues and maintains inventory of recreation equipment and supplies. Sets up recreation apparatus and equipment. Officiates team and individual sports. Promotes sportsmanship and encourages creativity in participants. Communicates constructively with participants, parents, volunteers and community. Consults with individuals and community groups to determine their interests, needs and desires. Determines tournament eligibility requirements. Verifies dates and standards. Establishes schedules for tournaments, leagues and competitions. Conducts meetings on competitions and other special events. Maintains records and prepares reports. Supervises unorganized play and enforces rules and regulations. Conducts and attends workshops and in-service training seminars.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: At least twenty (20) hours from an accredited college in recreation, leisure studies or physical education required. A.A. degree in one (1) of these fields is recommended; Bachelor's degree preferred. Requirement may be temporarily waived for applicants who have been employed in a year round Chicago Park District recreation position at least five (5) years.

Knowledge, Skills and Abilities: Knowledge of athletic, leisure and recreational theories and principles. Skill in teaching recreational, leisure and athletic activities. Effective oral and written communication skills. Organizational skills. Ability to evaluate skill levels and teach recreational, leisure and athletic activities accordingly.

SEIU Local 73 SALARY: \$16.81 / hour

Apply online at

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

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Job Title: Child Welfare Advanced Specialist

Agency: Children & Family Services

Closing Date/Time: Fri. 10/17/14 5:00 PM Central Time

Salary: \$4,612.00 - \$6,990.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: 1424006-249065V

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, serves as guardianship liaison for all DCFS wards; utilizing critical decision-making skills and acting within strict timeframes, provides consents to social services, medical, and other providers on behalf of children under DCFS custody and guardianship; provides guardianship review and technical assistance to management, direct service staff, and private agencies; identifies trends and service gaps in the area of consent requests and makes recommendations for necessary revisions; on a rotating basis, serves as supervisor in the supervisor's absence; travels to various DCFS or private agency locations in the performance of duties.

Minimum Requirements: Requires a master's degree in social work plus two years of directly related professional experience as a Child Welfare Specialist or Child Protection Specialist in the Department of Children and Family Services; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. The college or university issuing a master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

Work Hours & Location/Agency Contact: Hours: Mon - Fri 8:30 a.m. - 5:00 p.m.

Location: 17 N. State Street, 7th FL Chicago, IL 60602

Dahra Parentau Office of the Guardian 17 N. State Street, 7th FL Chicago, IL 60602

Phone: 312-793-1430; Fax: 312-793-3546

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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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