



**Job Title: Electrician**

Agency: Central Management Services

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

Salary: \$43.33 - \$45.06 hourly Job Type: Full-Time

Location: Kane County, Illinois Number of Vacancies: 1

Plan/BU: PR000 Bid ID#: CMS 9795

Minimum Requirements: Requires experience necessary to qualify as a journeyman electrician. Requires working knowledge of the tools, methods and standard practices of the trade. Requires working knowledge of the established state and national electrical codes. Requires the ability to read, interpret and work from drawings and sketches. Requires the ability to perform all tasks usually associate with journeyman electricians. Requires the ability to inspect and perceive unsafe or faulty conditions in production, transmission and utilization of electricity. Requires skill in the use of tools of the trade. Requires ability to lift up to 20 lbs constantly, up to 50 lbs frequently, and push/pull up to 100 lbs occasionally (with assistance), and lifts over 100 lbs occasionally (with assistance) to perform repairs and in the maintenance of facilities. Requires a valid appropriate driver's license and the ability to travel to various sites/facilities. Requires the ability to utilize agency supplied material/equipment (e.g., pager, cell phone, etc.)

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

Work Hours: 7:30 A.M. – 4:00 P.M. with ½ hour unpaid lunch

Work Location: Central Management Services

Property Management/Facilities Management/Chicago & Northern/CMS Elgin Facilities, MHC & Other Facilities

Elgin Mental Health Center 750 S. State St. Elgin, IL (Kane 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

You will be contacted if chosen for an interview.

FAILURE TO COMPLETE AND SUBMIT THE NEW CMS-100 DATED REV 12/2013, 1/2014, or 8/2014 WILL RESULT IN YOUR APPLICATION BEING REJECTED.

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Executive Secretary III - Opt 2**

Agency: Children & Family Services

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

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1413089-135095

Description of Duties/Essential Functions Benefits Supplemental Questions  
Subject to management approval, functions as the administrative secretary in the Deputy Director's office; types a variety of complex and confidential material; attends and provides input into various staff meetings; provides information on Departmental activities in response to various inquiries; requests information from divisions and sections of the Department to develop reports for the Deputy Director and staff; interprets policy, procedures, and directives to Department staff; maintains confidential files and materials.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of two years' secretarial or business college and three years of secretarial experience; or completion of high school and five years secretarial experience; requires working knowledge of agency programs, rules and regulations; requires the ability to type accurately at 55 wpm.

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

Location: 1911 S. Indiana, Chicago, IL 60616

Contact: Johnnie Rambo 1911 S Indiana Ave 9th Floor Chicago, IL 60616

312-328-2461 312-328-2321 (fax)

**How to Apply:**

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

**Option 2 - Typing**

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**Job Title Operations Business Manager**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Transit Operations

**Position Summary**

Salary to be determined by the selected candidate's experience and qualifications.

Plans, supervises, coordinates and provides business management and support to the Transit Operations departments (Rail Operations, Bus Operations, Rail Maintenance and Bus Maintenance). Manages day-to-day business administrative operations, coordinates the research, analysis, and reporting of data for management, executes opportunities designed to streamline costs and manpower, and drives initiatives designed to improve the Authority's overall efficiency.

**EDUCATION/EXPERIENCE REQUIREMENTS**

Bachelor's Degree in Business Administration or a related field, plus four (4) years of experience in administrative management, operational business management, data analysis, or an equivalent combination of education and experience.

**PHYSICAL REQUIREMENTS**

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity and fingering for working with computer key boards.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Working knowledge of Microsoft Word, PowerPoint and Excel required.

Working knowledge of Trapeze, Access, and intelligence tools such as Micro-Strategy and Crystal Reports preferred.

Working knowledge of the practices and methods of software testing.

Working knowledge of the practices and principles used in system change management. Working knowledge of the methods of reporting and documenting data.

Strong verbal and written communication skills to effectively communicate with a variety of audiences. Strong problem solving and analytical skills.

Strong troubleshooting skills.

Ability to lead and coordinate a group of people towards a common goal.

Ability to travel frequently to field locations, such as bus garages, rail terminals, maintenance facilities and the Control Center.

Applicants, if hired, must comply with CTA's residency ordinance.

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**Job Title Facilities Maintenance Department - Management Positions**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Facilities Maintenance

**Position Summary**

Salary to be determined by the selected candidate's experience and qualifications.

The Chicago Transit Authority (CTA) currently has opportunities available in all management levels in Facilities Maintenance.

These individuals will manage and direct the activities of the Facilities Maintenance Department to ensure that proper administrative procedures, standard operating procedures, policies, safety, and maintenance procedures are met to maximize cost efficiency.

Manages, plans, and supervises the activities of personnel responsible to maintain Authority facilities and related properties. Candidates interested in these positions must possess one or more of the requirements provided in the description below.

**EDUCATION/EXPERIENCE REQUIREMENTS**

Bachelor's Degree or a combination of education and experience relating to position, or equivalent military experience.

Three (3) to ten (10) years of experience in facility maintenance and repair plus at least one (1) year in a supervisory or management role.

Transit operations experience preferred.

Must possess or be able to possess a valid State of Illinois Driver's License.

Applicants, if hired, must comply with CTA's residency ordinance.

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## Server

As a Server, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You accurately take food and beverage orders, relay orders to kitchen for preparation, deliver prepared food to guests, while providing superior guest service. You will also provides a vital link between our guest and the kitchen staff. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.  
Possess full knowledge of bar and menu items and be able to make recommendations.  
Accurately take food and beverage orders in a timely manner.  
Verify guests that purchase alcohol are at least 21 years of age.  
Coordinate and assist with reserved seating tactics.  
Consistently use suggestive selling techniques.  
Collaborate with kitchen staff to ensure that food orders are accurate.  
Deliver food and beverage orders within established time frames once the entire order is completed.

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

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

Proof of age. (Associates who will be serving, pouring, or mixing alcoholic beverage will need to be 18 and in some states 21).  
Complete basic food handling training and obtain any local or state mandated certification. Demonstrated ability to provide superior guest service. Have a high aptitude for math and cash handling. Good verbal and written communication skills.  
Obtain any necessary alcohol service licensing requirements.  
Ability to ascend and descend stairs. Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis. 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.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a theatre, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/server>

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**Dispatcher-PM (Part-Time)**

Add to Job Cart Apply

Job ID:HOU016SY

Location Name: Hilton Chicago and Towers

Location Address: 720 South Michigan Ave, Chicago, IL, USA

Full/Part Time: Part-time

A Security Dispatcher with Hilton Hotels and Resorts is responsible for monitoring life safety systems and dispatching Security Officers to ensure the safety of guests and team members and the security of the hotel and property 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](http://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/dispatcher-pm-part-time-job-chicago-illinois-4776450?cntry=united-states>

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## **Banquet Steward**

Add to Job Cart Apply

Job ID:FOO01E4L

Location Name: Hilton Chicago and Towers

Location Address: 720 South Michigan Ave, Chicago, IL, USA

Full/Part Time: Full-time

A Utility Steward with Hilton Hotels and Resorts is responsible for transporting and cleaning cooking utensils and serviceware 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.

What will I be doing?

As a Steward, you would be responsible for transporting and cleaning cooking utensils and serviceware in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you will be responsible for performing the following tasks to the highest standards:

Wash dishes and operate the dishwasher to clean all chinaware, silverware and cooking utensils

Scrub pots and pans

Burnish, de-tarnish and polish silver

Stock and maintain supplies and equipment

Perform cleaning duties including, but not limited to, mopping and removing trash

Transport and store clean serviceware

Train other stewards, as needed

Prepare and place clean serviceware for events and functions

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/banquet-steward-job-chicago-illinois-4745868?cntry=united-states>

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### **Food Server (Full-Time) - Kitty O'Sheas**

Add to Job Cart Apply

Job ID:FOO01ED6

Location Name: Hilton Chicago and Towers

Location Address: 720 South Michigan Ave, Chicago, IL, USA

Full/Part Time: Full-time

A Food Server with Hilton Hotels and Resorts is responsible for serving food and/or beverages to guests in the hotel/Es 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 Food Server, you would be responsible for serving food and/or beverages to guests in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

Specifically, you would be responsible for performing the following tasks to the highest standards:

Respond to guest requests in a timely, friendly and efficient manner

Ensure knowledge of menu and restaurant promotions and specials

Take guest food and/or beverage orders and input orders in appropriate point-of-sale system

Retrieve and deliver food and beverage orders in a timely manner

Ensure guest satisfaction throughout the meal service

Serve alcoholic/non-alcoholic beverages in accordance with federal, state, local and company regulations

Ensure serving station is well-stocked at all times

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/food-server-full-time-kitty-osheas-job-chicago-illinois-4807089?cntry=united-states>

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## **Bartender**

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

Greet guests in a timely and professional manner.

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

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

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

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

Ensure that alcohol is consumed in designated areas only.

Set up and maintain appropriate stock levels for the bar.

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

Conduct inventory of all liquor and bar related supplies.

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

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

Provide proof of age (21 or older).

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

Success in a high volume bar environment.

Demonstrated ability to provide superior guest service.

Have a high aptitude for math and cash handling.

Demonstrate excellent verbal and written communication skills.

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

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

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## **Supervisor**

As Supervisor at AMC® you'll assist the management team to make sure the theatre runs smoothly so that every single guest enjoys the show. You'll be the not-so secret to our success.

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

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Serve fresh, appetizing and properly prepared food and beverages
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

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

- Proven supervisory experience with effective managerial and training skills
- Persuasive written and oral communication skills along with strong analytical skills
- Ability to effectively delegate and follow up with booth crew members
- Proficient guest service, administrative and follow-up skills
- Equally comfortable communicating and working with guests, supervisors, peers, subordinates, vendors or partners
- Ability to consistently meet deadlines in a timely fashion
- Standing, walking, lifting, twisting and bending on a frequent basis

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 health and 401(k) plans.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today.

Apply online at <https://www.amctheatres.com/careers/theatre-crew/supervisor>

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

Agency: Children & Family Services

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

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1415013-150994

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four years of college and three years of progressively responsible administrative experience in a public or business organization; requires the ability to travel; requires the ability to develop and implement new and revised policies and procedures; requires extensive knowledge of the principles and practices of public and business administration.

**Specialized Skills:** Requires extensive knowledge of accounting, finance, budgetary planning, preparation, and/or procurement procedures; of the previously noted years of experience, requires a minimum of 3 years of experience in accounting, finance, budgetary planning, preparation and/or procurement.

**Work Hours & Location/Agency Contact:** Frances Cunningham  
Division of Clinical Practice JRTC, 100 W Randolph 6-100 Chicago IL 60601  
Phone: 312-814-4115 Fax: 312-814-5986

**How to Apply:**

SUBMIT NOTICE OF INTEREST IN VACANCY FORM AND/OR APPLICATION TO CONTACT AS LISTED ABOVE. CURRENT STATE EMPLOYEES SEEKING A PROMOTION MUST ALSO: (1) POSSESS A CMS PROMOTIONAL "A" GRADE FOR THE TITLE OR (2) APPLY FOR A PROMOTIONAL GRADE BY SUBMITTING YOUR CMS 100B TO THE DEPARTMENT OF CENTRAL MANAGEMENT SERVICES DURING THE POSTING PERIOD. IF BIDDING ON A VACANCY IN A DIFFERENT TITLE (LATERAL OR VOLUNTARY REDUCTION), YOU MUST PRE-QUALIFY FOR THAT TITLE BY SUBMITTING A CMS-100 EMPLOYMENT APPLICATION WITH YOUR BID FORM TO THE CONTACT PERSON OR YOUR BID WILL BE REJECTED.

IF YOU ARE NOT A CURRENT STATE EMPLOYEE, OR HAVE NEVER HELD CERTIFIED STATUS WITH THE STATE OF ILLINOIS, PLEASE CLICK ON THE LINK BELOW FOR INSTRUCTIONS ON HOW TO APPLY.

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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

**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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## **Account Specialist**

Field Museum

Location: Chicago, IL

The Account Specialist will be assigned accounts, specific to department and/or vendor, and will be responsible for all aspects of procurement and payment for those accounts. He/She will also assist with administrative duties for the Finance department.

The Account Specialist will report to the Financial Operations Manager.

### Responsibilities

Review invoice documentation for appropriateness and enter invoice data pertaining to assigned accounts into the ledger system to be processed for payment. Perform review of other account specialist's data entry

Review procurement card statements for accuracy in assignment of expenses and appropriateness of expense

Data entry of purchase requisitions pertaining to assigned accounts and place order with vendor for these purchase requisitions

Initiate follow-up with departments and vendors to resolve questions and outstanding issues with purchase requisitions and/or invoices

Sort Department Mail and scan invoices to be sent to other departments

Maintain files related to vendors, purchase requisitions, invoices, and procurement cards

Other duties as assigned

### Qualifications

High school diploma or equivalent is required

Minimum of one to two years experience working in a professional environment, specifically in purchasing or accounts payable is preferred

Efficient use of computer programs

Effective communication skills, both verbal and written

Excellent organization and problem-solving skills

Accuracy and attention to detail are imperative

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

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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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### **Craftsperson I (Part-time)**

Field Museum

Location: Chicago, IL

Under direct supervision of maintenance supervisor, managers and the Facility Planning and Operations director, the Craftsman I is responsible for repair and preventive maintenance duties throughout the museum.

This includes, but is not limited to, exhibition maintenance, handling and care of artifacts, live specimens and a variety of routine tasks ranging from building cleanliness to assistance of higher level maintenance craftsmen in performance of their maintenance duties. This is a part-time position and requires weekend hours.

#### Responsibilities

Performs preventive maintenance and janitorial duties including: patching, painting, carpentry woodworking, masonry work, cement patching, roof maintenance, change light bulbs

Performs woodworking, metal working and plastic work to build or repair exhibit elements

Move and repair exhibit fixtures, and ensure that exhibit halls and work areas are well maintained

Cleans, repairs and refurbishes existing exhibits, displays and properties

Assists in fabrication, assembly, installation, dismantling and moving of exhibit properties, structures and related materials

Performs other appropriate duties as assigned by immediate supervisor

#### Qualifications

Possession of vocational/technical high school diploma or equivalent required. Some art schooling is a plus

A minimum of one year related experience, museum or gallery experience, or equivalent combination of training and experience essential to the successful performance of the duties assigned to the position

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

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**Job Title: Technical Advisor II**

Agency: Children & Family Services

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

Salary: \$4,873.00 - \$7,392.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010

Bid ID#: 1403022-030820

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision, serves as legal advisor for issues related to the Juvenile Court of Cook County; provides input into or conducts screenings to determine whether matters are legally sufficient to present to the court; provides legal advice and counsel; conducts legal training for DCFS and POS administrators, supervisors and staff.

Minimum Requirements:

Requires graduation from recognized law school; requires the possession of a valid license to practice law in Illinois; required travel.

Work Hours & Location/Agency Contact: 8:30am to 5:00pm  
Office of Legal Services - Juvenile Court  
2245 W. Ogden Avenue, 3rd Floor Chicago, Illinois 60612

Applications and bid forms should be sent to:  
Lorne Garrett  
Office of Legal Services 2245 W Ogden Avenue, 3rd Floor Chicago, IL 60612

How to Apply:

EMPLOYEES SEEKING PROMOTION MUST: (1) POSSESS A CMS PROMOTIONAL "A" GRADE FOR THE TITLE OR (2) APPLY FOR A PROMOTIONAL GRADE BY SUBMITTING YOUR CMS 100B TO THE DEPARTMENT OF CENTRAL MANAGEMENT SERVICES DURING THE POSTING PERIOD. IF BIDDING ON A VACANCY IN A DIFFERENT TITLE (LATERAL OR VOLUNTARY REDUCTION), YOU MUST PRE-QUALIFY FOR THAT TITLE BY SUBMITTING A CMS-100 EMPLOYMENT APPLICATION WITH YOUR BID FORM OR YOUR BID WILL BE REJECTED.

SPECIAL REQUIREMENTS: All other interested applicants must submit a CMS-100 employment application and a copy of his/her ARDC card directly to the Agency Contact listed above prior to the end of the posting period.

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## Cook

As a Cook, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You'll ensure consistent food quality, prepare orders in a short period of time and prepare menu items in accordance with established recipes and guidelines. In addition, you'll maintain a clean, sanitary, and safe work area in a fast paced environment. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Maintain communication with other cooks to assemble food orders within established average ticket time while preparing several different orders simultaneously.

Adhere to recipes to ensure consistent food quality and presentation.

Answer questions courteously, accurately, and quickly. Perform required sanitation procedures. Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions.

Uphold cleanliness and ensure proper sanitation of entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas.

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 run a kitchen operation like a well-oiled machine?

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

Proficiency in kitchen operations and execution.

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

Must be able to cook food to recipe standards.

Must have working knowledge of U.S. measurements, weight and volume.

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

Ability to work effectively with supervisors and co-workers and with minimal supervision. Ability to meet deadlines. Ability to stand on feet for an extended period of time. Ability to ascend and descend stairs. Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis. 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.

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

Apply online at <https://www.amctheatres.com/careers/theatre-crew/cook>

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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!

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

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## **Guest Relations Representative**

Field Museum

Location: Chicago, IL

The Guest Relations Department is responsible for providing world-class service to our visitors, generating revenue through ticket sales, and tracking museum attendance.

We are seeking friendly and energetic Guest Relations Representatives to join our team and ensure a positive and memorable experience for our visitors.

We currently have openings for both full-time (37.5 hrs/wk) and seasonal/short-term positions. Seasonal/part-time candidates must be able to work at least 24 hrs/wk.

### Responsibilities

Provide excellent face-to-face customer service for the Museum visitors  
Facilitate the admission process by providing information to visitors as they wait in line  
Monitor and maintain the flow of guests into ticketed exhibitions  
Process ticket orders (cash or credit card) using the Museum's ticketing software

Provide excellent face-to-face customer service for Museum visitors  
Staff coat check operations - check bags, coats and renting strollers/wheelchairs  
Facilitate the admission process by providing information to visitors as they wait in line.  
Check-in all school/student groups  
Staff the Museum's Siragusa Center - our lunchroom for all student and children groups  
Additional responsibilities as assigned

### Qualifications

HS diploma or equivalency required  
Two to three years of proven customer service experience in a similar environment  
Must be available at least one weekend day per week  
Must possess excellent communication skills

Familiarity or ability to use Windows-based computer programs  
Must have previous cash-handling experience and excellent math skills

Must be able to stand, sit and move to different posts throughout a shift. • This position requires standing for long periods of time (2+ hours)  
Second language is a plus. First aid and/or CPR training a plus

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## Usher

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

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

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

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

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

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

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

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