



**General Laborer, Warehouse-Part Time, Chicago, IL  
(Shift graveyard 7:30pm-d)**

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Requisition Number : HV042778

Full or Part Time : Regular Employee PT

**Position Description**

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment
  
- Restock and replenish as appropriate.
  
- Perform general maintenance.
  
- Ensure compliance with regulatory and company policies and procedures.
  
- Fill in for other positions as needed. - Perform general warehouse/production/cooler service duties.
  
- Periodic bending, kneeling, lifting of 50+ pounds and climbing.
  
- High School Diploma Preferred.
  
- 0 - 1 year of general work experience. - Prior warehouse/production/equipment service experience preferred.
  
- Ability to operate a manual / powered pallet jack or lift product. - Demonstrated attention to detail. - Forklift certification is a plus.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-part-time-chicago-il-shift-graveyard-730pm-d-chicago-illinois-job-1-4923038>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Sup, Warehouse Distribution Sparkling - Chicago IL**

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Requisition Number : 27426

Full or Part Time : Regular Employee FT

### Position Description

Responsible for supervising the warehousing and shipping of incoming and outgoing materials. Supervises warehouse personnel.

- Staff, train, evaluate and develop team members.
- Supervise the daily activities of the warehouse.
  
- Schedule warehouse team members to meet the demands of the facility.
- Allocate necessary space for stock rotation.
  
- Assist and maintain appropriate inventory levels and product loss control.
- Oversee shipping and receiving functions as applicable.
  
- Secure company assets.
- Manage within labor and OPEX budget.
  
- High school diploma or GED required.
- Bachelor's degree preferred.
  
- 1-3 years warehouse/inventory experience required.
- Requires experience managing people/budgets.
  
- 2+ years supervising warehouse/inventory staff preferred.
- Computer and database application skills.
  
- Familiarity with inventory management systems.
- Ability to operate a manual / powered pallet jack or lift product.
- Forklift certification is required upon commencement of work. We are an Equal

Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/sup-warehouse-distribution-sparkling-chicago-il-chicago-illinois-job-1-4925790>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Chef de Cuisine - Sushi (NoMI)**

### Description

The goal of the Chef de Cuisine is to manage a specific restaurant; in this case the Sushi area of NoMI Kitchen. The Chef de Cuisine will take council from the Executive Chef to create, implement menu and concepts but the position is designed so that individuals will work in a manner that is consistent as that of an independent owner/operator.

### Responsibilities include:

- Act as senior leadership by developing and assuming key management responsibilities
- Assume the role of liaison between all dining room operations and culinary staff
- Supervise the preparation and cooking of various food items
- Develop and implement creative menu items within the restaurant concept
- Plan, coordinate & implement special events and holiday functions
- Manage hourly kitchen employees through scheduling, payroll, training, coaching, evaluating and hiring
- May manage other key culinary leadership rolls including supervisor and other less senior Sous Chefs
- Lead and coach the team towards achieving exceptional guest service and employee satisfaction results
- Monitor food production, ordering, cost, and quality and consistency on a daily basis
- Participate in marketing events directly related to their specific restaurant

### Qualifications

- In-depth skills and knowledge of all kitchen operations, but especially Janapese cuisine
- Possess strong leadership, communication, organization and relationship skills
- Experience with training, basic financial management and customer service
- Proficient in general computer knowledge
- A true desire to exceed guest expectations in a fast paced customer service environment
- Capable of producing a consistent product in a timely manner
- Strong training and communication skills
- Culinary education and/or on the job training, independent restaurant experience is preferred
- Geographic and schedule flexibility preferred

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006423&LangID=1>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Holiday Boutique Greeter**

### Description

The Holiday Boutique Cashier is responsible for assisting guest's purchase of beverages and food items from the Holiday Boutique.

This position processes forms of payment for goods and services to include room charges, credit card and cash.

This is a fast paced position with constant customer interaction.

### Qualifications

- This person must have exceptional communication skills as well as superior guest service abilities.
- A true desire to satisfy the needs of others in a fast paced environment.

Property: Park Hyatt Chicago

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Full-time

Job Level: Hourly/Entry Level Employee

Job: Food and Beverage/Culinary

Job Category: Bars/Restaurants/Outlets

Req ID: CHI006558

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006558&LangID=1>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Staff Corporate Accountant**

### Description

Hyatt Hotels Corporate seeks a self-motivated Staff Accountant to join its Corporate Accounting – Corporate team. Responsibilities include general oversight of assigned processes within the Hyatt monthly and quarterly close process. This includes preparation of journal entries, monthly and quarterly balance sheet account reconciliations as well as financial statement analytics across all Hyatt entities. Additional responsibilities include assisting in the enhancement of internal controls and participating in special projects that incorporate a wide range of accounting exposure. Accounting for IT and cost recovery allocations, prepaid IT system costs and related amortization; and unbilled receivables related to corporate and IT expenses yet to be recovered.

Accounting for operating and restricted cash, marketable security investments, intercompany debt and notes receivable; and foreign currency hedge and related profit and loss impact.

Fielding and resolving inquiries from management and external auditors

Contribute to compliance with Sarbanes – Oxley, including documentation of process areas and testing of key controls.

Responsible for ensuring that intercompany cash flows are accurate.

Responsible for the Oracle to HFM tie out to ensure that a complete population of Oracle data transfers to HFM each close.

Preparation of monthly journal entries and balance sheet account reconciliations.

Preparation of monthly analytical over significant account balances.

Assist with the optimization of accounting procedures and special projects, as required.

Preparation of quarterly external reporting schedules.

The position responsibilities outlined above are in no way to be construed as all encompassing. Other duties, responsibilities, and qualifications may be required and/or assigned as necessary.

### Qualifications

Experience: 1-2 years of experience in corporate accounting and / or public accounting

Education: Bachelor's degree in accounting required

Master's degree in accounting preferred

Certificates: Certified Public Accountant preferred

Computer Skills: Strong PC Skills including Microsoft Office

Financial Enterprise Resource Planning (ERP) systems (Oracle preferred)

Additional: Strong verbal and written communication skills required

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006563&LangID=1>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## Communication Center Agent

### Description

Our Communication Center Agent assists guests over the phone with reservations and questions relating to the hotel. We are seeking an individual with good typing skills, a pleasant attitude and ability to work well with a team. Second shifts may be required.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment; if you are ready for this challenge, then we are ready for you.

### Qualifications

Excellent verbal and written communication skills.

Customer service experience required.

Strong organizational skills and ability to multitask.

A true desire to satisfy the needs of others in a fast paced environment.

Property: Park Hyatt Chicago

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Full-time

Job Level: Hourly/Entry Level Employee

Job: Front Office/Guest Services/Transportation

Job Category: Guest Services

Req ID: CHI006580

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006580&LangID=1>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Part-time Food Runner/Cashier-Forno**

### Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing authentic hospitality and meaningful experiences to each and every guest. Hyatt is a place where high expectations aren't just met-they're exceeded. It's a place of outstanding rewards, where talent opens doors to exciting challenges in the hospitality industry. The Hyatt Regency McCormick Place is currently seeking a part-time Food Runner/Cashier for the Forno, Italian Trattoria. The ideal candidate would have previous cash handling and food serving experience. This person must have good communication skills as well as the ability to lift, pull and push moderate weight. This is a fast paced position with continual customer contact. Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Hyatt has the best to offer in restaurant server jobs: Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

### Qualifications

A true desire to satisfy the needs of others in a fast paced environment  
Refined verbal and written communication skills  
A desire to exceed guest expectations; Cash handling experience

Property: Hyatt Regency McCormick Place  
Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Part-time

Job Level: Hourly/Entry Level Employee

Job: Food and Beverage/Culinary

Job Category: Food and Beverage

Req ID: CHI006590

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006590&LangID=1>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Neighborhood Sports Bar Hiring Servers and Bartenders**

Mullen's Sports Bar and Grill  
7301 N Western Ave., Chicago, IL

West Rogers Park

Job ID: 8936697

Job Type: Weekends

Shift Type: Afternoon, Night

Compensation: Hourly based on experience + tips

Experience: No Experience

References: Preferred

#### Job Description

With college students back in the area, and football season beginning, Mullen's Bar and Grill Rogers Park is excited to be entering our busiest season. We provide a professional, positive, high volume work environment, and are now actively hiring servers and bartenders to join our team!! We are looking for someone who is friendly, outgoing, personable, team oriented, a quick learner, and great with time management!!

Requirements & Skills\*Must be 21+ \*Minimum 2 shifts per week required

\* Must have some weekend availability

Apply within or contact Jessica at [bhh3jk4f28@jobs.shiftgig.com](mailto:bhh3jk4f28@jobs.shiftgig.com)

### **Porters & Dishwashers Wanted - Flexible Hours & Great Pay**

Bullpen

Winfield Area Winfield, IL

#### Job Description

Want to make some extra cash and work your own hours? Our company looking for experienced porters to join our team. We are an exciting new staffing company that services events in the Chicagoland area. As a porter, you will be able to pick up shifts when YOU want to. Please apply now and we will get back to you shortly. Benefits of joining our community:

- Make extra cash! - Choose your own hours for when you want to work, during the week, at night or on the weekends. - Expand your network and opportunities.
- Our support team is here for you. Let us know what you need help with and we will take care of you.

Apply online at <http://www.shiftgig.com/job/winfield/il/dishwasher-job-openings-at-bullpen-8936357>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others





### **Porters & Dishwashers Wanted - Flexible Hours & Great Pay**

Bullpen

Winfield Area Winfield, IL

Job ID: 8936357

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: N/A

Experience: No Experience

#### Job Description

Want to make some extra cash and work your own hours? Our company looking for experienced porters to join our team.

We are an exciting new staffing company that services events in the Chicagoland area. As a porter, you will be able to pick up shifts when YOU want to.

Please apply now and we will get back to you shortly.

#### Benefits of joining our community:

- Make extra cash!
- Choose your own hours for when you want to work, during the week, at night or on the weekends.
- Expand your network and opportunities.
- Our support team is here for you. Let us know what you need help with and we will take care of you.

Apply online at <http://www.shiftgig.com/job/winfield/il/dishwasher-job-openings-at-bullpen-8936357>

#### **Operations Officer (O'Hare Airport)**

Will manage and provide supervision to overall airport operations. Experience with banking regulations, policies, and procedures; employee development and public relations. Must provide excellent customer service. Bilingual skills a plus.

For all career opportunities, please send resume to [HR@seawaybank.us](mailto:HR@seawaybank.us).

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Award winning North Shore BBQ restaurant expanding**

Big Ed's BBQ  
536 North Milwaukee, Libertyville, IL  
Job ID: 8936213  
Job Type: Full Time  
Shift Type: Morning, Afternoon, Night  
Compensation: N/A  
Experience: < 1 Year  
References: Preferred

**Job Description**

Award winning North Shore BBQ restaurant is expanding. We are located in Waukegan and now Libertyville.

We are looking for motivated and ambitious bus boys, line cooks, dishwashers and cashiers.

If interested please contact us to set up an interview.

**Requirements & Skills**

Must be able to work nights and weekends

Apply online at <http://www.shiftgig.com/job/libertyville/il/cashier-job-openings-at-big-eds-bbq-8936213>

**Tellers (O' Hare Airport, Bronzeville and Milwaukee locations)**

Process transactions, service customers, and balance cash drawer daily.

Will process foreign currency requests for airport location.

Bilingual skills are a plus. High School diploma and 1-2 yrs of cashier experience is required.

For all career opportunities, please send resume to [HR@seawaybank.us](mailto:HR@seawaybank.us).

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Seasonal Sales Floor Team Member**

Date: 11/02/2014

Location: Chicago, IL

Job Number: 4130024

#### Description:

Provide fast, fun and friendly service.

|Maintain a clean, great-looking store.

|Deliver accurate product placement, pricing and labels.

Requirements: Learn new technology.

|Neatly arrange items on shelves.

|Move merchandise using proper equipment and techniques.

|Act quickly to resolve guest concerns.

|Cross train and work in other areas of store as needed.

|Quickly and accurately scan and bag all items and collect payment.|

Benefits: Target merchandise discount.

|Competitive pay.

|Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid6412119-seasonal-sales-floor-team-member-jobs>

### **Experienced Brick Oven Pizza Cooks**

Coalfire Southport

3707 N Southport Ave Chicago, IL

Wrigleyville, Lakeview

#### Job Description

Coalfire Pizza is opening a 2nd location in Lakeview and we need experienced, and fast pizza cooks. Must be able to work Fri-Sun nights

Must have experience with coal/wood fired pizza ovens- or be a VERY quick study.

Excellent pay and lots of hours for qualified workers.

#### Requirements & Skills

Must be able to work both Fri, Sat and Sunday nights

Must have experience working with wood or coal burning pizza oven

Apply online at <http://www.shiftgig.com/job/chicago/il/line-cook-job-openings-at-coalfire-southport-8934973>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



### **HOME HEALTH LIAISON**

Vanguard Home Care, Westchester, IL

Department: HOME HEALTH

Schedule: Part 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.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=152561](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=152561)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## **Patient Service Rep II**

MacNeal Hospital, Berwyn, IL  
Department: CORPORATE OCC MED  
Schedule: Full Time  
Shift: Days

### Job Details:

Reporting to the Practice Manager ensures for the continuity of patient flow from time of registration to time of discharge in conjunction with medical personnel.

Answer telephones, schedule appointments, register patients, medical coding and billing, post receipts and other clerical duties as needed.

Audits completed daily batches, train new Patient Service Representative (PSR) candidates. Complete monthly batch reports.

### EXPERIENCE AND QUALIFICATIONS:

Minimum of one (1) year of experience as a PSR I at MacNeal Hospital.

Knowledge of the Health Care Industry helpful as well as the desire to learn medical/surgical billing.

Completion of a High School diploma or its equivalent.

The interpersonal skills necessary to deal in a courteous and professional manner with patients and co-workers.

Good organizational skills with the ability to handle multiple priorities simultaneously.

Ability to work with various computer applications. Previous experience with Microsoft Excel, Azron Forerunner, or any Occ Med modified software highly desirable.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=285087](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=285087)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Accountant Advanced**

Agency: Commerce & Economic Opportunity  
Closing Date/Time: Mon. 12/01/14 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: RC062  
Bid ID#: DCE042-50-86064

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under the direction of the Financial Services Manager, performs fiscal monitoring in accordance with risk analysis of the DEO grantees; conducts annual risk analysis to determine frequency of visits; prepares detailed reports which serve to summarize the results of grantee agency fiscal monitoring; identifies the need for and provides extensive and comprehensive technical assistance through structured workshops or individualized consultation. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above. Position No: 00133-42-50-230-05-02

Minimum Requirements: Position requires ability to meet travel requirements. Requires knowledge, skill and mental development equivalent to completion of four years college, with courses in business administration and accounting. Requires two years of professional accounting, fiscal review and monitoring.

Work Hours & Location/Agency Contact: 8:30AM-5:00PM Mon – Fri: Days off: Sat/Sun  
Illinois Department of Commerce & Economic Opportunity / COMMUNITY DEVELOPMENT/ COMMUNITY ASSISTANCE OFFICE – JRTC - 100 W RANDOLPH - CHICAGO, ILLINOIS  
CONTACT / MAIL TO : Natalie Farmer/ Human Resources Office  
500 East Monroe, 1st Flr. Springfield, Il 62701-1643  
PHONE:217-785-1577 FAX:217-524-0189

**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).

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Food Service Team Member**

Date: 11/05/2014

Location: Chicago, IL

Job Number: 4125550

Description: Deliver a fast, fun and friendly Food Service experience. | Prepare a fresh, quality product every day. | Follow Food Safety standards and maintain a clean dining area. | Offer guests great-looking food presentation. |

Requirements: Maximize sales by producing the right menu items at the right time. | Partner with Food Team members to keep menu items stocked. | Rotate menu items as necessary for maximum freshness. | Read and follow directions on labels, menus and recipes. | Cross train and work in other areas of store as needed. | Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. | Competitive pay. | Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid6422945-food-service-team-member-jobs>

### **Sales Floor Team Member**

Date: 11/05/2014

Location: Chicago, IL

Job Number: 4131389

Description: Provide fast, fun and friendly service. | Maintain a clean, great-looking store. | Train new team members. | Deliver accurate product placement, pricing and labels. |

Requirements: Learn new technology. | Neatly arrange items on shelves. | Move merchandise using proper equipment and techniques. | Act quickly to resolve guest concerns. | Cross train and work in other areas of store as needed. | Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. | Competitive pay. | Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid6423088-sales-floor-team-member-jobs>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Pharmacy Technician**

Date: 11/05/2014

Location: Chicago, IL

Job Number: 4144011

Description: Deliver fast, fun and friendly pharmacy service. | Handle guest information with accuracy, security and confidentiality. | Help pharmacists fill prescriptions. | Resolve insurance issues to provide guest prescriptions on time. |

Requirements: Read product information, receipts and check/charge documents. | Must have high school diploma or equivalent. | Scan and bag merchandise when needed. | Use excellent guest service and phone skills. | Handle money, refunds and exchanges. | Keep Pharmacy area clean and organized. |

Benefits: Target merchandise discount. | Competitive pay. | Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid6423233-pharmacy-technician-jobs>

### **Human Resource Team Member**

Date: 11/11/2014

Location: Chicago, IL

Job Number: 4062245

Description: Develop a fast, fun and friendly team. | Support and train team members. | Handle applicant information with accuracy, security and confidentiality. | Maintain a clean, great-looking work environment. |

Requirements: Work independently. | Use good organizational skills. | Multi-task regularly. | Show experience with computers and technology. | Cross train and work in other areas of store as needed. | Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. | Competitive pay. | Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid6291007-human-resource-team-member-jobs>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others





### **Guest Service Team Leader**

Date: 11/12/2014

Location: Chicago, IL

Job Number: 3727280

Description: Lead a fast, fun and friendly checkout team. | Act quickly to resolve guest concerns. | Manage team schedules and checkout traffic. | Maintain a clean, great-looking store. | Requirements: Must be at least 18 with a high school diploma or equivalent. | Have supervisory experience. | Read labels and other product information. | Use technology to read instructions and enter information. | Cross train and work in other areas of store as needed. | Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. | Competitive pay. | Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid5677081-guest-service-team-leader-jobs>

### **Foreman**

Location: Bridgeview

Office: Revenue Services

Department: Bus Operations

Job Description: Under the direction of the Superintendent of Maintenance, or designate, responsible for supervising the vehicle repair and maintenance activities of employees on their shift. Assigns work to employees using Oracle, reviews work orders for time and material used; monitors attendance; accepts road calls; gives instruction and on-the-job training. Provides technical expertise and knowledge to assist and support the maintenance staff/division vehicle fleet; handles all necessary reports. Other duties as assigned or required.

#### Qualifications:

Qualified candidate must have at least four (4) years diesel/gas experience and/or technical training to include diesel engines, bus electrical, suspension and hydraulic systems, DOT regulations and preventive maintenance. Must pass Foreman exam and possess excellent verbal and written communication skills and the ability to read/follow blueprint, schematics and maintenance manuals. Candidate must be at least 21 years of age and possess or be able to obtain a valid class "A" Commercial Driver's License. The performance of these duties may be required at any time of the day and night, and day and night of the week. Supervisory experience is preferred. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=272](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=272)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## **The Berghoff Is Looking for an Accounting Assistant**

Berghoff Restaurant  
17 W Adams St Chicago, IL  
The Loop

### Primary Responsibilities

Manage all aspects of accounts payable process including vendor requests, timely processing of invoices, and data entry. Prepare A/P account reconciliations. Monitor A/R aging summary to ensure timely payment and commission disbursement. Assist Controller with month end prep and closing responsibilities. Coordinate all new vendor set ups and revisions, including W-9s and COIs. Assist in answering phone inquiries, reservations, and orders. Order supplies and assist company with other administrative duties as needed.

### Qualifications

1-3 years of accounting and/or finance experience.  
Numbers oriented, strong attention to detail, and analytical.  
Tech savvy and computer proficient with experience in Microsoft Suite and Quickbooks.  
Self-motivated, independent, and professional attitude.  
Excellent problem-solving abilities and customer service skills.  
Ability to manage multiple projects, allocate resources, and prioritize workflow.  
Strong oral and written communication skills.  
Ability to work effectively as a team.  
Flexibility to work extra hours in order to meet deadlines, as required.

### WORK EXPECTATIONS

Part-time employment is considered less than thirty (30) hours per week; Full-time is considered thirty (30) regular hours or more per week.  
Administrative offices are open Monday through Friday, 8:30 AM to 5:30 PM.

### COMPENSATION & BENEFITS

Competitive hourly rates  
Transit Benefits  
Employee Meal  
Friends and Family Discount  
Company 401(k)\* PTO\*  
\*Upon meeting eligibility and/or plan requirements

Apply online at <http://www.shiftgig.com/job/chicago/il/clerical-job-openings-at-berghoff-restaurant-8817125>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Investigator**

Agency: Executive Inspector General \*

Salary: \$3,333.50 - \$6,667.00 monthly

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 2

Bid ID#: 00000-315

Minimum Requirements:

- bachelor's degree in criminal justice, law enforcement, public or business administration, or a related area of study or demonstrated knowledge, skill, mental development, and experience equivalent to four years of college; or four years of professional investigative experience in law enforcement or a related field;
- knowledge of investigative techniques, practices, and concepts;
- ability to exercise independent judgment and make sound decisions effectively;
- ability to handle and resolve ambiguous situations and issues;
- knowledge of Illinois statutes, rules, and regulations concerning conflicts of interest and malfeasance;
- strong analytical, organizational, and problem solving skills;
- high personal ethical standards due to content of work materials;
- flexibility to work independently as well as in a team environment;
- valid driver's license and ability to travel in the course of work, including overnight travel;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and other applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically includes: • sitting for extended periods of time; • using personal computer, photocopier, facsimile, telephone, and teleconference equipment; • handling and transporting documents weighing up to 30 lbs.; and • standing, reaching, and bending at the waist or bending of the legs.

Work Hours & Location/Agency Contact: 9:00 a.m. - 5:00 p.m.  
Office of Executive Inspector General 69 W. Washington Street, Suite 3400  
Chicago, IL 60602 Division of Human Resources 312.814.1789

How to Apply: Applicants should select the employment tab on our website at [www.inspectorgeneral.illinois.gov](http://www.inspectorgeneral.illinois.gov) and click the "apply for open position" link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Office Associate - Opt 1**

Agency: Human Services

Closing Date/Time: Wed. 11/26/14 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: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-82505

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs a variety of complex, specialized clerical duties for supervisory staff, processes records and performs general office support functions involving related steps, processes and/or methods requiring application of agency policies and procedures; determines work methods and procedures to complete assignments; provides information/assistance to explain/clarify rules, processes or procedures.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and two years of related office experience. Requires extensive knowledge of grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires knowledge and understanding of medical, technical and legal terminology.

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

Medical Field Operations 1112 S Wabash Chicago IL 60605

Please submit applications to: Lisa Horsley

Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762 FAX: 217-524-2116

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

**Option 1 - General**

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others