



### **Senior Educator**

The Adler Planetarium (Chicago, IL) has an opportunity available in Education department. The Senior Educator for STEM Student Experiences will be instrumental in creating authentic STEM learning experiences for PreK-12 students. As a project team member or team leader, the Senior Educator will make significant contributions to the design, development, implementation, and evaluation of student centered STEM learning experiences. Such experiences may happen at the museum or in the community and will typically take place over a period of several hours to several days and focus primarily on students and secondarily on adults such as teachers, parents, etc. Under the Director of Education, the Senior Educator may also manage project budgets, mentor junior team members and participate in authoring funding requests and program reports for funders and other stakeholders.

Apply online at <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V

REQ: EDU280

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### **Master Educator**

The Adler Planetarium (Chicago, IL) has an opportunity available in the Citizen Science department. The Master Educator will be responsible for building and maintaining the Adler's relationships with local youth organizations partners and high schools. The Master Educator will work with minimal oversight to design, develop, implement, and assist in the evaluation of science and/or technology focused partnership projects. Such projects will typically involve relationships with multiple personnel, possibly involve more than one partnership organization, last for a period of several months, and include a mix of museum based and externally based activities for youth participants

Apply online at <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V

REQ: ZOO180

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### **Graphic Designer**

The Adler Planetarium (Chicago, IL) has an opportunity available in the Experience Design department for a Graphic Designer. This position will be responsible for developing graphic design for print, branding, signage, and digital products for the Adler Planetarium. The Graphic Designer will work with a multi-disciplinary team to create the experience of exploring space for Adler visitors.

Apply online at <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V

REQ: EXP130

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### **Museum Services Staff**

The Adler Planetarium (Chicago, IL) has an opportunity available in the Operations department with the Floor Staff group as a Museum Services Staff (MSS). This position is a front line person and highly visible. This position inspires visitors by promoting a quality museum experience. The MSS position greets visitors, provides information on shows, museum activities, provides exhibit interpretation, provides crowd control. MSS must be able to support our Super Nova program with enthusiasm.

Apply online at <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V

REQ: OPE110

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### **Senior Educator**

The Adler Planetarium (Chicago, IL) has an opportunity available in our Education department for a full time Senior Educator Science Coach. The Senior Educator will be a partner in continuing to build and maintain the Adler's relationships with selected Chicago Public Schools and Big Shoulders Fund pre-school through middle school teachers and assistant teachers. As a member of the Education department, the Senior Educator will provide coaching support, aid in the design and implementation of professional development, and assist to cultivate and maintain a professional learning community among educators in the program.

Apply online at <http://www.adlerplanetarium.org/jobs>

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REQ: EDU270

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## **Security Officer - Ford City Mall - All Shifts - Must have valid DL!**

Date: Nov 20, 2013

Location: Chicago, IL, US

Job ID: 4101861

### **Security Officer Basic Qualifications:**

\*Demonstrates a passion for customer service. \*Comfortable assisting with large crowds. \*Positive, approachable demeanor with excellent communication skills. \*Must be able to respond quickly to requests for assistance in challenging situations. \*Previous retail or customer service experience preferred. \*Ability to withstand inclement weather. \*May be required to sit, stand, walk and/or work outdoors up to 8 hours per day. \*Must possess current driver's license and pass MVR check.

\*Prior retail loss prevention experience desired. \* Must be at least 18 years of age or older as required by applicable law or contractual requirements. \* Must have a high school diploma or GED, or at least 10 years of verifiable employment history.

\* At least one verifiable employer.

\* No criminal convictions as specified under AlliedBarton guidelines.

\* Ability to communicate effectively both orally and in writing for the purpose of public interaction and report writing.

\* Authorized to work in the United States.

\* Ability to perform essential functions of the position with or without reasonable accommodation.

\* Negative result on pre-employment drug screen.

\* Successful completion of AlliedBarton's Security Officer Basic Course exam.

\* Ability to maintain satisfactory attendance and punctuality standard.

\* Neat and professional appearance.

\* Friendly and professional demeanor.

\* Ability to provide quality customer service.

\* Ability to handle typical and crisis situations efficiently and effectively at client site.

We offer an attractive compensation package including competitive hourly wage, benefits, training and opportunities for advancement. AlliedBarton is proud to be an Equal Opportunity Employer M/F/D/V.

Apply online at <http://www.jobs.alliedbarton.com/job/Chicago-Security-Officer-Ford-City-Mall-All-Shifts-Must-have-valid-DL%21-Job-IL-60290/28337300/>

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### Night Crew Stocker

Location: Forest Park, IL

Ultra Foods 7520 West Roosevelt Road  
Forest Park, IL 60130

Summary: Position is responsible to respond to customers; assist from other staff; stock/rotate stock; stack off pallets

Night Stocker activities: 87 percent of time

Assists customers

Stocks merchandise

Faces merchandise in the store

Answers calls for price checks

Cuts open boxes with a box cutter

Loads carts with stock for the store floor

Unloads trucks

Operates lifts

Other activities: 13 percent of time

Climbs ladders/stair tower to reach stock

Check doors for security

Builds displays

Orders merchandise

Operates cash register

Operates baler

Operates trash compactor

#### Knowledge Requirements:

A positive customer service attitude & pleasant personality, effective memory skills, good hand eye coordination, dependability, ability to follow directions & a strong willingness to learn.

Must be 18 years of age or older

Average Hours Per Week: 20 to 39 hours per week

Hours Employee Must Be Available: 10 p.m. -- 8 a.m., Monday thru Sunday

Work environment: Normal exposure to weather and temperature extremes

Apply online at

[https://wfa.kronostm.com/index.jsp?LOCATION\\_ID=17046930&locale=en\\_US&applicationName=StrackAndVanTilNonReqExt&SEQ=postingLocationDetails&POSTING\\_ID=17048082&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed](https://wfa.kronostm.com/index.jsp?LOCATION_ID=17046930&locale=en_US&applicationName=StrackAndVanTilNonReqExt&SEQ=postingLocationDetails&POSTING_ID=17048082&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed)

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## **Mgr., Labor Relations**

### **Summary of Duties**

Reporting to the Senior Director, Labor Relations, manage and coordinate disciplinary processes at the appellant level. Provide assistance to user departments on disciplinary process. Where appropriate, negotiate compromise settlement on disciplinary matters with labor representatives. Prepare complex written and verbal argument as carrier advocate in arbitration setting. Collaborate with user departments to provide effective and equitable discipline through training. Maintain detailed electronic data. Provide guidance on contract interpretation and application; and provide negotiating support. Supervise staff. Perform other related duties as needed to meet the ongoing needs of the organization.

**Minimum Acceptable Qualifications**

- Must possess a Bachelor's Degree in Business Administration, Public Administration or Industrial Relations OR in lieu of degree, any combination of education, and labor relations experience that equal four (4) years. Juris Doctor preferred.
- In addition to #1, must have significant progressive labor relations experience. Arbitration experience preferred.
- Knowledge of the Railway Labor Act is preferred.
- Must be proficient in Microsoft Office Suites with emphasis on Word, Excel and Access.
- Excellent oral and written communications skills are essential.
- Must possess strong interpersonal and human relations skills in dealing with external customers/groups and organizations.
- Must possess strong organizational skills and be able to manage multiple complex tasks.
- Supervisory experience required. All employees are responsible for performing his/her job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

### **Other Important Information**

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: [jobs@metrarr.com](mailto:jobs@metrarr.com)

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

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## **Utility Clerk**

Location: Forest Park, IL

*Ultra Foods 7520 West Roosevelt Road  
Forest Park, IL 60130*

Summary: Position is responsible to bag groceries; carry out groceries (Strack & Van Til only); respond to customers; assist other staff; clean floor and restrooms; collect carts; back shop merchandise

Utility Clerk activities: 80 percent of time

Assists customers; Bags groceries; Faces merchandise in the store

Answers calls for price checks/spills; Carries out groceries

Cleans general shopping areas

Restocks back shop merchandise

Other activities: 20 percent of time

Climbs ladders/stair tower to restock and clean

Cleans Parking lot

Collects carts

Retrieves carts

Cleans restrooms

Requirements

Knowledge Requirements: A positive customer service attitude & pleasant personality, effective memory skills, good hand eye coordination, dependability, ability to follow directions & a strong willingness to learn.

Normal verbal communication

Normal written communication

Normal nonverbal communication

Average Hours Per Week: 20 – 39 hours per week

Hours Employee Must Be Available: 6 a.m. -- 12 a.m., Monday thru Sunday

Work environment: Normal exposure to weather and temperature extremes. Workers are required to go outside as customer requests carry out service.

Apply online at

[https://wfa.kronostm.com/index.jsp?LOCATION\\_ID=17046930&locale=en\\_US&applicationName=StrackAndVanTilNonReqExt&SEQ=postingLocationDetails&POSTING\\_ID=17048334&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed](https://wfa.kronostm.com/index.jsp?LOCATION_ID=17046930&locale=en_US&applicationName=StrackAndVanTilNonReqExt&SEQ=postingLocationDetails&POSTING_ID=17048334&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed)

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## **Stocker**

Location: Forest Park, IL  
*Ultra Foods 7520 West Roosevelt Road  
Forest Park, IL 60130*

Summary: Position is responsible to respond to customers, assist other staff, stock/rotate stock

Stocker activities: 85-94 percent of time

Assists customers

Stocks merchandise

Faces merchandise in the store

Answers calls for price checks

Cuts open boxes with a box cutter

Loads carts with stock for the store floor

Operates baler

Operates trash compactor

Other activities: 10-15 percent of time

Climbs ladders/stair tower to reach stock ; Checks doors for security

Checks floors for cleanliness ; Builds displays ; Orders merchandise

Operates lift

Knowledge Requirements: A positive customer service 2 & pleasant personality, effective memory skills, good hand eye coordination, dependability, ability to follow directions & a strong willingness to learn.

Normal verbal communication

Normal written communication

Normal nonverbal communication

Must be 18 years of age or older

Average Hours Per Week: 20 to 39 hours per week

Hours Employee Must Be Available: 6 a.m. & 12 a.m., Monday thru Sunday

Work environment: Normal exposure to weather and temperature extremes

Apply online at

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## **CUSTOMER FIRST CLERK Food4Less**

Location: IL - Greater Chicago Area

Job Type: Grocery Sales

Base Pay: N/A

Required Education: Not Specified

Bonus: Required Experience: Not Specified

Other: Required Travel: Not Specified

Employee Type: Part-Time Relocation Covered: No

Industry Other Great Industries

Job ID: Perpetual – CF Clerk

### Description

Food 4 Less and Foods Co Warehouse Stores are now accepting applications for Customer First Clerks!!

Food 4 Less and Foods Co Warehouse Stores are major retail grocers operating 145 price-impact warehouse format stores in Nevada, Illinois, Indiana and throughout the State of California.

Customer First Clerks are part-time entry-level positions in our stores which have excellent growth opportunities for career advancement.

We are looking for fast, fun, friendly and flexible persons who enjoy providing excellent customer service.

The responsibilities for the position include cart retrieval from the store's parking lot; maintaining cleanliness of the store; returning non-purchased items to proper shelf location; assisting customers with their questions; obtaining price verification on products; and other duties.

The position has flexible work schedules and requires standing, bending and lifting.

Apply online at

[http://www.jobpath.com/CSH/Details.aspx?did=J3J6CV66MMZB09KM3Y4&csh=CSH\\_Kroger](http://www.jobpath.com/CSH/Details.aspx?did=J3J6CV66MMZB09KM3Y4&csh=CSH_Kroger)

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## Chief of Police

### Minimum Acceptable Qualifications

- Bachelor's degree in Business Administration, Criminal Justice, Public Administration, or related field OR in lieu of degree, any combination of education and experience as a law enforcement officer equal to four (4) years of college. A Master's degree is preferred.
- In addition to #1, must have ten (10) years of police experience in federal, state, or local service, holding a supervisory rank of captain or above for a minimum of five (5) years.
- Must be a graduate of the FBI National Academy or comparable police command course of instruction.
- Must be certified as a law enforcement officer in the State of Illinois or be able to attain certification if coming from out of state.
- Must be able to meet the annual minimum firearms qualifications as required by the State.
- Must have knowledge of emergency management and counter-terrorism operations.
- Must have experience in budgeting and forecasting.
- Strong and effective oral and written communication skills.
- Must possess and maintain a valid driver's license.

External candidates are subject to a physical examination/drug test, verification of a valid driver's license and background check to verify information regarding education, employment and criminal history.

All employees are responsible for performing his/her job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: [jobs@metrarr.com](mailto:jobs@metrarr.com)

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## **Receptionist Job**

Date: Nov 6, 2013

Location: Chicago, IL, US

Job ID: 4072942

### Description:

Provide administrative and clerical support within an office or department, assisting in meeting manager's goals and objectives, and providing quality customer service to both external and internal customers. May be responsible for entering weekly hours worked by other non-exempt employees within the office / department.

### Non-Negotiable:

#### Operational

- \* All employees conduct themselves in an honest, ethical, professional manner.
- \* All employees are properly screened and licensed.
- \* All employees meet training standards and requirements.
- \* All employee relations are managed appropriately.
- \* All employees are paid accurately and on time.
- \* All clients are billed accurately and on time.
- \* All contracts are managed according to company and client requirements.

Contract compliance is everybody's responsibility.

#### Leadership

- \* Lead.
- \* Assume ownership for our company's success.
- \* Promote and embody our culture, values and beliefs with passion.
- \* Take ownership of issues, seek solutions.
- \* Take responsibility, do the right thing.
- \* Project energy and enthusiasm.
- \* You are part of a team and have a responsibility to everyone on it.

Hiring military veterans and reservists is an important part of AlliedBarton's recruiting strategy. We value the dedication, leadership skills and commitment to excellence that our nation's military personnel bring to our organization.

For more information visit [www.greatsecurityjobs.com](http://www.greatsecurityjobs.com).

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## Cashier

Location: Forest Park, IL  
*Ultra Foods 7520 West Roosevelt Road  
Forest Park, IL 60130*

Summary: Position is responsible for ringing-up customers' grocery order

Cashier activities: 99 percent of time

Greet customers

Scan grocery order

Process coupons and collects payment

Operate cash register and scanner

Other activities: 1 percent of time

Assist with facing candy, magazines and non-food items; clean-off conveyor belt and fill bags

Page for price checks and assistance

Requirements

Physical Requirements:

Standing with some walking is required for entire shift (not including breaks)

Bending, crouching is required to reach order from customer's cart approximately 25% of shift . Normal physical strength to handle up to 15-pound object, frequently -- some items weigh up to 40 lbs, to be handled occasionally

Normal coordination, including eye-hand, hand-foot

Above average endurance

Normal dexterity of hands and fingers with above average repetition

Above average coordination, including eye-hand

Sight with ability to distinguish color; perception of sound is required

Knowledge Requirements: A positive customer service attitude & pleasant personality, effective memory skills, good hand eye coordination, dependability, ability to follow directions & a strong willingness to learn.

Average Hours Per Week: 20 to 39 hours per week

Hours Employee Must Be Available: 6 a.m. – midnight, Monday thru Sunday

Work environment: Normal exposure to weather and temperature extremes

Apply online at

[https://wfa.kronostm.com/index.jsp?LOCATION\\_ID=17046930&locale=en\\_US&applicationName=StrackAndVanTilNonReqExt&SEQ=postingLocationDetails&POSTING\\_ID=17047555&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed](https://wfa.kronostm.com/index.jsp?LOCATION_ID=17046930&locale=en_US&applicationName=StrackAndVanTilNonReqExt&SEQ=postingLocationDetails&POSTING_ID=17047555&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed)

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**Title: Maintenance Laborer**

Department: Facilities Management

Category: Civil Service

Location: Chicago

Close Date: 11/27/2013

Description: Perform duties related to maintenance and upkeep of grounds, parking lots, and parking structures.

**Duties:**

1. Responsible for daily clean up of trash and debris from assigned parking facilities.

Cleaning tasks include, but are not limited to:

a. sweeping parking areas, stairs, ramps, and curbs to remove trash and debris.

b. raking areas under trees and bushes to remove litter.

c. power vacuuming parking lots as needed.

2. Responsible for emptying waste cans and replacing receptacles with new liners.

Removed trash should be taken to the nearest dumpster.

3. As directed, wash down sidewalks, parking surfaces, and stairways with hoses or power washing equipment.

4. Shovel snow and ice from sidewalks, ramps, decks, and handicapped areas as directed.

5. Cultivate and care for shrubbery, trees, flowers, and lawns which are part of Campus Parking Services.

6. As required, clean all curbs, drains, and catch basins in parking areas to facilitate the flow of rain water.

**Qualifications: Minimum Qualifications- None**

To Apply: For fullest consideration, please complete an online application by clicking the Proceed to Application button below AND submit an Exam Request for Maintenance Laborer.

If an application and exam request are not submitted by the close date, the applicant/employee will not be considered and the exam request will be denied.

For fullest consideration, the above mentioned requirements must be submitted no later than Wednesday, November 27, 2013.

We appreciate your interest in employment at the University of Illinois at Chicago. The University of Illinois is an Affirmative Action/Equal Opportunity Employer.

Click on to [https://jobs.uic.edu/job-board/job-details?jobID=38031&job=maintenance-laborer&utm\\_source=Indeed&utm\\_medium=organic&utm\\_campaign=Indeed](https://jobs.uic.edu/job-board/job-details?jobID=38031&job=maintenance-laborer&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed)

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## **Janitor C**

Chicago, IL (West Point Plaza)

We are currently seeking a full-time Janitor C at West Point Plaza, an affordable living community on Chicago's north side.

This is a 1st shift position (7 am - 3:30 pm), Tuesday-Saturday.

The Janitor C is responsible for maintaining the physical integrity of the property at all times. This involves insuring a safe and secure living environment for residents, visitors and staff. It is the duty of Janitor C to follow all directives given by the Property Manager.

- Maintain a safe environment
- Cultivate resident satisfaction
- Protect the investment of the apartment property owner
- Maintain floors and hallways clean at all times
- Report noted deficiencies in building to Janitor A and Building Manager

**DUTIES AND RESPONSIBILITIES:**

- Conduct all business in accordance with The Habitat Company's policies and procedures, state and Federal Laws; e.g. OSHA, ADA, Fair Housing, etc.
- Perform activities to maintain the continuity of essential environmental services in order to guarantee resident comfort and security.
- Conduct building walk-downs daily and replace all burned out bulbs from hallways and stairwells and batteries in emergency lighting as needed
- Maintain curb appeal of the property at all times
- Trash-out vacant units within 48 hours
- Strip and Wax assigned floors quarterly
- Monitor supplies and advise supervisor of items needed as necessary
- Attend company meetings when requested
- All other duties as assigned

**GENERAL:**

- Assists in custodial work, including sweeping, mopping, vacuuming, emptying trash, cleaning windows, etc., in common areas
- Assists in grounds work when necessary
- Participates in a standby emergency schedule for evening, weekend, and holiday coverage
- Has knowledge regarding water and gas cutoffs, all apartments and fixtures cutoffs and sewer cleanouts
- Assists in apartments move in and move out inspections
- Complete unit trash-out within 48 hours
- Performs work area clean up and safety related duties

**Requirements**

- Excellent Customer Service skills
- Experience stripping and waxing floors
- Must have knowledge of industry safety standards
- Experience working in Residential communities preferred
- Full time maintenance or janitorial experience, or experience in related field, preferred.

Apply online at

<http://www.hirebridge.com/v3/Jobs/JobDetails.aspx?id=219592&cid=6648&refid=20131118219592&source=Indeed.com>

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## **Title Clerk/Cashier**

Req ID 1329BR

## Business Area CVS Caremark

## Job Category Hourly Retail Cashier

**Position Summary** To ensure customer satisfaction by handling each customer with the eye's, hi's and help. To ensure each customer has a positive shopping experience and to remember that the customer is the top priority.

Required Qualifications Must be at least 16 years of age

Ability to complete the following tasks:

- Operate a cash register including cash transactions, checks, charges
  - Follow company policies and procedures regarding cash register performance
  - Request additional help when needed to increase customer satisfaction
  - Greet each customer using the eye's, hi's and help at all times and assist customers with their questions, problems and complaints
  - Price merchandise utilizing price guns
  - Store cleanliness: break area and rest rooms; vacuum; dust/face; clean windows; rubbish removal; exterior maintenance; sweeping
  - Stock shelves
  - Complete price changes: document counts, utilize price guns
  - Answer the telephone using the appropriate greeting
  - Process photofinishing orders
  - Maintain check-out area: fill register supplies, bags; wipe counter tops; fill cigarettes
  - Issue rainchecks when requested
  - React to potential shoplifters following company guidelines
  - Maintain customer/patient confidentiality
  - Maintain card department: order, stock, inventory, signing
  - Maintain cosmetic department/units: clean, stock, set displays, sign, prepare returns (UPP system)
  - Reset departments/end caps following POGs
  - Display and sign weekly, promotional and seasonal merchandise
  - Prepare damages: document counts and item numbers, seal trays
  - In-store signing, including: shelves, displays, dump baskets, windows, ceiling
  - Assist Pharmacy personnel when needed
  - Complete minor in-store repairs i.e., carriage poles, change light bulbs
  - Work out reserve stock
  - Assist customers with large purchases (taking out to vehicle)
  - Unload and load trays/cases - 35 pound maximum to a height of 4 feet
  - Move trays/cases from one location to another

Preferred Qualifications • Previous retail experience

Education •High school diploma or equivalent preferred

Street Address 771 N Ogden Chicago, IL 60622

Apply online at

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=6732&PartnerId=25545&SiteId=5086>

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### **Sign Clerk**

Location: Forest Park, IL

*Ultra Foods 7520 West Roosevelt Road  
Forest Park, IL 60130*

#### Job Responsibilities:

Memorize store departments & products, hang TPR & department signs, pull sale-offs, price checks, make display overhead signs, make computer generated signs, deal with price/costs of new items.

#### Minimum Requirements:

Legible handwriting skills, effective memory skills, fast hand-eye coordination, typing skills, ability to follow directions, a positive customer service attitude, dependability & pleasant personality, & a strong willingness to learn.

Average Hours Per Week: 20 to 39 hours per week

#### Hours Employee Must Be Available:

Monday through Wednesday - 12 a.m. to 6 p.m.

Thursday through Saturday - 6a.m. to 6p.m. - rotating mornings & afternoons

Sunday - 6a.m. to 12a.m.

(will work at least 3 Sundays per month, one being evening shift 5-11 or 12)

Sundays & Holidays required

#### Apply online at

[https://wfa.kronostm.com/index.jsp?LOCATION\\_ID=17046930&locale=en\\_US&applicationName=StrackAndVanTilNonReqExt&SEQ=postingLocationDetails&POSTING\\_ID=17047578&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed](https://wfa.kronostm.com/index.jsp?LOCATION_ID=17046930&locale=en_US&applicationName=StrackAndVanTilNonReqExt&SEQ=postingLocationDetails&POSTING_ID=17047578&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed)

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## **Security Officer Front Desk/ 32 hrs a week Job**

Date: Nov 12, 2013

Location: Schaumburg, IL, US

Job ID: 4076211

AlliedBarton security officers adhere to quality standards designed to provide unparalleled service. Our security officers are proactive, responsive and ready to meet our client's needs.

Patrol facility or man post as instructed and serve as a general security presence and visible deterrent to crime and client rule infractions; detect suspicious activities and watch for criminal acts or client rule infractions at or near assigned post which may be a threat to the property, client or employees at the site. Report all incidents, accidents or medical emergencies. Respond to emergencies, such as medical and bomb threats; and to alarms, such as fire and intrusion by following emergency response proceedings.

### **Security Officer Basic Qualifications:**

- \* Must be at least 18 years of age or older as required by applicable law or contractual requirements.
- \* Must have a high school diploma or GED, or at least 10 years of verifiable employment history.
- \* At least one verifiable employer.
- \* No criminal convictions as specified under AlliedBarton guidelines.
- \* Ability to communicate effectively both orally and in writing in the English language for the purpose of public interaction and report writing.
- \* Authorized to work in the United States.
- \* Ability to perform essential functions of the position with or without reasonable accommodation.
- \* Negative result on pre-employment drug screen.
- \* Successful completion of AlliedBarton's Security Officer Basic Course exam.
- \* Ability to maintain satisfactory attendance and punctuality standard.
- \* Neat and professional appearance.
- \* Friendly and professional demeanor.
- \* Ability to provide quality customer service.
- \* Ability to handle typical and crisis situations efficiently and effectively at client site.

We offer competitive compensation package including salary, comprehensive benefits, and opportunities for career advancement.

For more information visit [www.greatsecurityjobs.com](http://www.greatsecurityjobs.com).

AlliedBarton is proud to be an Equal Opportunity Employer M/F/D/V

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## Grayslake Security Personnel \$11.25/Hr. Job

Date: Nov 14, 2013

Location: Grayslake, IL, US

Job ID: 4090243

Patrol facility or man post as instructed and serve as a general security presence and visible deterrent to crime and client rule infractions; detect suspicious activities and watch for criminal acts or client rule infractions at or near assigned post which may be a threat to the property, client or employees at the site. Report all incidents, accidents or medical emergencies. Respond to emergencies, such as medical and bomb threats; and to alarms, such as fire and intrusion by following emergency response proceedings.

### Security Officer Basic Qualifications:

- \* Must be at least 18 years of age or older as required by applicable law or contractual requirements.
- \* Must have a high school diploma or GED, or at least 10 years of verifiable employment history.
- \* At least one verifiable employer.
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- \* Ability to communicate effectively both orally and in writing in the English language for the purpose of public interaction and report writing.
- \* Authorized to work in the United States.
- \* Ability to perform essential functions of the position with or without reasonable accommodation.
- \* Negative result on pre-employment drug screen.
- \* Successful completion of AlliedBarton's Security Officer Basic Course exam.
- \* Ability to maintain satisfactory attendance and punctuality standard.
- \* Neat and professional appearance.
- \* Friendly and professional demeanor.
- \* Ability to provide quality customer service.
- \* Ability to handle typical and crisis situations efficiently and effectively at client site.

Rotating days off schedule - 3 days on/4 days off, 4 days on/3 days off

### Success Traits:

- \* Excellent people and leadership skills
- \* Customer and employee passionate
- \* Demonstrated customer service skills
- \* Exemplary Professional Image and Attitude
- \* Ability to act as a supervisor versus a friend or 'buddy'
- \* Maturity
- \* Good communication skills
- \* Detail oriented

We offer competitive compensation package including salary, comprehensive benefits, and opportunities for career advancement.

For more information visit [www.greatsecurityjobs.com](http://www.greatsecurityjobs.com).

AlliedBarton is proud to be an Equal Opportunity Employer M/F/D/V

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**Job Title: Store Team Member**

**Position Description:** Responsible for providing superior guest services in a welcoming and friendly atmosphere. This position is responsible for greeting guests, taking guest orders and payment, preparing and delivering coffee and non-coffee products in a timely manner, and creating a positive energetic atmosphere for the guest.

**Core Competencies:**

- Problem solving
- Managing the guest experience
- Maintaining the look and feel of a well-run store
- Driving for results
- Managing multiple priorities
- Being resilient under pressure

**Essential Functions/Activities:**

- Welcomes guests into the store
- Takes guest orders and payment using the Point Of Sale (POS) system
- Prepares beverages and serves food products according to Caribou's policies and procedures
- Develops personal ongoing relationships with customers
- Floats between barista, guest service or wherever help is needed
- Manages cash drawer and follows all cash handling policies and procedures

**Store Upkeep/Cleaning:**

- Ensures floors are clean and free of debris
- Stocks and organizes the store as needed
- Ensures dining area is clean, free of debris and well maintained
- Cleans and stocks restrooms
- Prepares product for later shifts
- Weighs out beans for the rest of the day and the next shift
- Prepares oatmeal cups, cold press and cooler mix

**Basic Requirements:**

- Restaurant, retail or guest service experience preferred
  - May require the ability to work early mornings, evenings, some holidays and/or weekends.
- Functional Skills:**
- Knowledge of basic store operations
  - Ability to assist in training of new Team Members in store roles preferred
  - Ability to motivate other Team Members preferred

**Physical Demands:** The physical requirements for this position are hearing, speaking, seeing, carrying, bending, walking, kneeling, reaching, pushing, pulling, lifting up to 30 pounds, and being able to stand for 4 to 8 hours, or the ability to accomplish the physical requirements with or without reasonable accommodations.

**Work Environment:** At times, work may be performed in a confined or cramped space. The duties of this position may change from time to time. Caribou reserves the right to add, delete or modify these duties and responsibilities at its discretion. This job description is intended to describe the general level of work being performed. It is not intended to be all-inclusive.

Caribou Coffee Company, Inc. is proud to be an Equal Opportunity Employer.

Apply online at

<https://www3.apply2jobs.com/CaribouCoffee/HVExt/index.cfm?fuseaction=mHvexternal.showPositionDetails&PID=5&sid=83>

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## Maintenance Worker

Req ID: 1533

Location: Chicago - West Side

# of Openings: 1

Shift: 1

FT/PT: Full time

Employment Type: Regular

Salary Schedule: BU 3

### Summary:

The position is responsible for maintaining the sanitary living environment of the interior and exterior building, performance of scheduled and unscheduled maintenance tasks and responding to emergency building operation issues at Heartland Housing residential facilities. The employee in this position at a residential facility may be required to remain on Agency premises during break and or meal periods. Individual accountabilities and work volume will be established through the development of annual Success Objectives, within the framework outlined below.

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience: High School Diploma, one year technical training, and three years experience or 5 years of relevant experience.
- A criminal background check is required for employees working for Heartland Housing property management.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to stand, walk, and sit.

### Apply online at

<http://ch.tbe.taleo.net/CH12/ats/careers/requisition.jsp?org=HEARTLANDALLIANCE&ws=1&rid=1533&source=Indeed>

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## Audit Manager

### Summary of Duties

Reporting directly to the Chief Audit and Compliance Officer or Officer's designee, assists in the management and coordination of the Internal Audit Department to provide independent assurance that Metra operations are efficient and effective, assure reliability and integrity of data, and to safeguard assets. Performs advanced-level and/or managerial professional internal auditing work.

### Minimum Acceptable Qualifications

- Must possess a Bachelor's Degree in Accounting, Business, Finance or related discipline. • In addition to #1, must have a minimum of seven (7) years of auditing experience that includes both internal and external auditing experience.
- Must be a Certified Internal Auditor (CIA), Certified Public Accountant (CPA) a plus.
- Certified Fraud Examiner or experience with fraud auditing preferred. • Extensive knowledge of and skill in applying internal auditing and accounting principles and practices, management principles and preferred business practices. Knowledge of the Standards and Code of Ethics. • Supervisory and audit management experience is required.
- Must be proficient in Microsoft Office Suite with advanced skills in Excel, flowchart software and preparation.
- Strong interpersonal skills in dealing with all levels of management, external groups and/or organizations.
- Must have excellent oral and written communication skills, and analytical skills.
- Must possess and maintain a valid driver's license. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

### Other Important Information

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: [jobs@metrarr.com](mailto:jobs@metrarr.com)

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

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