



## **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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please feel free to forward job leads to others



## 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 manufacturers' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

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

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

Ability to work at a fast pace while standing for long periods of time.

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

Possess good verbal communication skills.

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

Ability to work with minimal supervision.

Ability to, walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

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

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

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## **Janitor**

Job ID 2014-6902

Center Rauner

Posted Date 11/14/2014

Address 2700 S. Western Ave.

# Positions 1

City Chicago

Category Maintenance

State IL

Type Regular Part-Time

Hours per Week 16-25

Variable Schedule Saturday 11:30am -8pm

Sunday 11:30am - 8pm

on call 16-25 hours

More information about this job:

### **Responsibilities & Requirements:**

#### **Job Summary:**

Responsible for the general cleanliness and sanitation of the facility and grounds of the YMCA. The position assists with the set-up, maintenance and tear down of special events, meetings and programs.

#### **Scopes of Responsibilities:**

Duties include basic cleaning as well as a heavy detail cleaning, machine scrubbing, floor stripping, power washing, walls and ceiling cleaning.

Additional duties include emptying trash, dusting & vacuuming offices and common areas. Cleaning bathrooms and locker rooms. Cleaning Fitness Center thoroughly.

#### **Requirements:**

Must have a High School Diploma or equivalent with 3 mos. to 1 year of maintenance experience. PC user skills for interaction with YMCA CMMS Applications

Options: We are proud to be an EEO/AE employer M/F/D/V. Employment is subject to a background check.

Apply online at <https://careers-ymcachicago.icims.com/jobs/6902/janitor/job?mode=job&iis=Job+Board+-+indeed.com&iisn=Indeed.com&mobile=false&width=960&height=500&bga=true&needRedirect=false>

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## **Food Service Attend III**

Job ID: KCC20141411-78667

Organization: Northwestern Memorial Hospital

### **QUALIFICATIONS:**

Required: High School Graduate or GED; Good time management skills; Must be able to lift 50 lbs, stand/walk on feet 95% of shift, meet timelines; This job requires lifting and moving objects in excess of 50 lbs; Ability to operate all food preparation equipment, including proper cleaning procedures; Must be able to perform motor skills such as reaching out, reaching up, bending, twisting, turning, grasping and finger and wrist manipulation, lifting and walking. Able to withstand sudden changes in temperatures; heat from equipment and cold from refrigeration and freezer; Ability to give and receive verbal communications on a frequent basis. Able to read and write written materials on a continuous basis; Ability to push/pull object using moderate effort frequently, maximum effort occasionally; Demonstrates a cooperative work relationship with fellow employees; Demonstrates a customer service mindset and attitude; Maintains equipment and area in neat, clean, organized manner. Desired: Food Service experience (1-2 yrs) with health care background; Good interpersonal and communication skills. Chicago Sanitation Certification; Comprehension and ability to follow JCAHO regulations for food handling, sanitation and food preparation.

### **ESSENTIAL FUNCTIONS:**

The Food Service Attend III performs a variety of food service tasks and housekeeping functions, in support of the hospital food service program. Works under minimum supervision primarily in the following areas: Cafeteria, Kitchen, Dish room, Transportation. The employee will be expected to adhere to established guidelines in regards to sanitation standards, personal grooming, health standards, customer service standards and portion control; May serve as Food Service Attendant/Cafeteria Counter Attendant/Dish room, Transporter/Light Cleaning. AA/EOE

Shift# 2 (Evenings); Expertise Non-Clinical-Food Service

Education High School Diploma / General Equivalent

Hours Part Time; Work Location Chicago – Main Campus: Work Experience1-3

Apply online at [https://nmhext.authoria.net/viewjob.html?optlink-view=view-53903&ERFormID=newjoblist&ERFormCode=any&source=Indeed.com&sourceType=PR\\_EMUIUM\\_POST\\_SITE](https://nmhext.authoria.net/viewjob.html?optlink-view=view-53903&ERFormID=newjoblist&ERFormCode=any&source=Indeed.com&sourceType=PR_EMUIUM_POST_SITE)

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## **College Financial Aid Advisor I - WIL0000394**

*Wilbur Wright College*  
4300 N. Narragansett Ave  
Chicago, IL 60634

Overview of the position: Under general supervision, counsels and provides information to college applicants regarding student financial assistance programs; and performs related duties as required. Counsels and advises students, parents and other interested parties on the availability of student financial aid programs to assist in meeting college education costs. Interviews students applying for financial aid assistance, answers questions regarding eligibility requirements and informs them of the types of financial aid available including grants, loans and work/study programs. Assists students in completing financial aid applications and reviews submitted applications for accuracy and completeness. Uses a personal computer to verify student eligibility for Federal, State and college based financial aid assistance programs. Prepares and maintains manual and computerized permanent records and files of financial assistance awarded to students. Monitors student's academic status to insure they continue to meet eligibility requirements for financial aid awards. Refers students for employment placement in work/study program. Maintains records, work reports and time sheets for students enrolled in work/study program; may act as a field liaison explaining work/study program to potential employers. Perform other duties as assigned.

Qualifications: Graduation from high school or the equivalent plus two years of college supplemented by at least two years of responsible clerical experience; or an equivalent combination of training and experience. Some knowledge of applicable financial aid software. Knowledge of financial aid procedures in a college setting. Knowledge of financial aid programs. Ability to operate a personal computer; perform basic math computations; interpret college and financial aid policies and procedures. Good interviewing skills. Good verbal communication skills. Good human relations skills.

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

Job: Finance  
Primary Location: Wilbur Wright College  
Employee Type: Full Time | Regular  
Union Code: 1708Unit1  
Job Posting: Nov 16, 2014, 6:27:22 PM

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

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## Part Time Locker Room Attendant - TRU0000325

### Duties and Responsibilities

This is an exciting time in the history of City Colleges of Chicago (CCC), the largest community college system in Illinois and among the largest in the nation. CCC has launched Reinvention, a nationally recognized initiative to ensure even greater student success and outcomes across the system.

Harry S Truman College is conveniently located just steps from the CTA's redline on the North side of the city in the Uptown community. Truman is one of the largest of the City Colleges of Chicago, with a yearly enrollment of more than 23,000 students, and has the largest English as a Second Language and GED program in Illinois with more than 12,000 students annually. "This college must be for everyone," reads the EL mural that faces Truman College, words that continue to guide the college to this day.

**Primary Objective:** Clean and stock locker rooms to CCC's standards of cleanliness.

### DUTIES & RESPONSIBILITIES:

Monitor conditions in locker room, concerning Safety and Sanitation issues.

Responsible for the cleaning and distribution of towels for men and women.

Maintain and Wash all Uniforms for Male & Female athletic teams.

Performs other duties as assigned.

### Qualifications

Completion of a high school diploma or the equivalent preferred.

Must be able to perform all duties listed above.

Ability to manage multiple tasks and meet time schedules.

Ability to understand and follow oral and written instructions.

Ability to interpret and apply proper sanitation and safety procedures.

Must maintain effective work relationships with those contacted in the performance of required duties.

Ability to lift and carry 25-50 pounds.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Other

Primary Location: Truman College

Employee Type: Full Time | Regular

Union Code: N/A

Job Posting: Nov 20, 2014, 11:19:07 AM

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

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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 at

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

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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 at

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

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## **College Clerical Asst II (Information Technology) - PT - WIL0000400**

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

Overview of the position: Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required. ·Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files. ·Assists in reviewing time sheets and prepares attendance reports for payroll processing. Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail. ·Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items. ·Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies. ·Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information. ·Adheres to CCC Customer Service Excellence standards. ·Performs related duties as required.

Qualifications ·Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience. ·Proficient in PC desktop and related software programs. Ability to operate a personal computer. ·Ability to keyboard 45 words per minute. Ability to follow verbal and written instructions. ·Skill in basic filing, record keeping and operation of a variety of office machines.

We are an equal opportunity and affirmative action employer.  
Thank you for your interest in CCC!

Job: Clerical/Secretaries  
Primary Location: Wilbur Wright College  
Employee Type: Part Time | Regular  
Union Code: 1708 – PT  
Job Posting: Nov 18, 2014, 9:46:18 PM

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

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## **Job Title: Public Service Administrator - Opt 2C**

Agency: Employment Security

Salary: \$6,021.00 - \$9,286.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 01

Bid ID#: RCRA 11460

### Description of Duties/Essential Functions Benefits Supplemental Questions

Under administrative direction, as a policy implementing manager, participates in the conduct of highly complex and specialized economic research and analytical work. Serves as working supervisor; directs the Occupational and Wage Program for IDES; coordinates the development and production of various economic surveys, reports and studies used by other local, state and federal agencies; through subordinate managerial staff, provides leadership and guidance on gathering, analysis and presentation of information on occupational staffing and wage patterns by industry; reviews, analyses and approves economic interpretations and statistical methodologies.

### Minimum Requirements:

Requires possession of a Master's degree in economics or a closely related field plus three years of professional experience in economic research and/or policy analysis.

Requires ability to prepare concise reports. Requires ability to plan, design, and conduct economic research studies. Requires ability to collect, analyze, interpret economic data and prepare economic forecasts. Requires ability to apply research methods and statistical techniques to the analysis and interpretation of economic data. Requires ability to plan, construct, prepare and present comprehensive reports in oral and written form. Requires ability to attend conferences and explain and interpret reports and studies; and use of a personal computer with related software programs.

Work Hours & Location/Agency Contact: Office Hours: 8:30 am - 5:00 pm

Work location: 33 South State Street Chicago, Illinois

### 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 2C - Economist

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## Career Opportunities: Prepared Foods Service Team Member (109479)

Req ID 109479 - Posted 11/18/2014 - Store - Midwest - IL, Chicago - Lakeview  
(10040) - Team/Department (1) - Part-Time - Store - Team Member - United States

### DUTIES:

- Give every customer immediate and undivided attention. Surprise and delight the customers with consistent, delicious food.
- Ensure a fresh and appealing display by keeping cases and salad/ hot bars clean and well stocked and properly rotated, while checking and ensuring freshness and quality of products.
- Weighs, prices, and packages customer selections.
- Prepares sandwiches and other prepared foods behind the counter for customers, which may include slicing meats and cheeses.
- Maintain accurate department signage and pricing.
- Follow department procedures to maintain supplies, backstock and coolers and to track product transfers and spoilage.
- Assist with sampling program by keeping sample areas full, clean, and appealing and by sampling products directly to customers.
- Follow and comply with established procedures, including Weights and Measures, health and sanitation, and adhere to safe work practices.
- Operate and sanitize all Prepared Foods equipment in a safe and proper manner.
- This job posting is intended to describe the general requirements for the performance of this job. It is not a complete statement of duties, responsibilities or requirements. Other duties not listed here may be assigned by leadership.

### REQUIREMENTS:

- Previous kitchen, culinary, deli, restaurant, kitchen management, cooking or customer service experience preferred.
- Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers.
- Ability to follow instructions and procedures.
- Ability to sell proactively.
- Ability to learn basic knowledge of all products carried in the department.
- Understand and communicate quality goals and ingredient information to customers.
- Ability to visually examine products for quality and freshness.
- Effective time management skills.
- Strong work ethic and integrity.
- Proper handling of knives and other cutting equipment.
- Available for flexible scheduling to meet needs of the department.

Number of Openings: 3.00

Benefits Category: 1

Close Date: 12/01/2014

Apply online at

[https://career4.successfactors.com/career?career\\_ns=job\\_listing&company=WFM&navBarLevel=JOB\\_SEARCH&rcm\\_site\\_locale=en\\_US&career\\_job\\_req\\_id=109479&jobPipeline=Indeed](https://career4.successfactors.com/career?career_ns=job_listing&company=WFM&navBarLevel=JOB_SEARCH&rcm_site_locale=en_US&career_job_req_id=109479&jobPipeline=Indeed)

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## **GM/AGM Position for New Upscale Gold Coast Sports Bar**

Hopsmith Tavern

15 W. Division Chicago, IL

Near North Side, Gold Coast

Job ID: 8976853

Job Type: Full Time

Shift Type: Morning, Afternoon, Night, Overnight

Compensation: Based on Experience

Experience: 3-6 Years

References: Preferred

No walkins or phone calls will be considered. Please apply online

### **Job Description**

Compensation: Based on Experience

Assistant General Manager Wanted

Extremely Successful Restaurant/Bar Group

Looking for an Assistant General Manager to work alongside GM. Ideal candidate will possess all of the below qualifications. Growth potential available within company.

The Must Haves: \* Have 3+ years as a GM or AGM in a high volume Restaurant & Bar (4-8 Million/Year) \* Strong proven leadership & Sales Orientated Approach \* Passionate about giving the guest a fun, tailored & unique experience\* Great Energy with both guests and staff -- LEAD BY EXAMPLE \* Highly organized and task completion oriented \* Hands on approach with all situations \* High energy person with a sense of urgency \* Experience in CRAFT BEER \* P & L Experience \* Inventory Control for both FOH & BOH \* Scheduling for staff of 80-100 members \* Ordering experience in all areas \* Kitchen / Expo Experience a PLUS

### **The Technical / Job Qualifications:**

- \* Aloha POS \* Optimum Control (Inventory and Invoicing)
- \* HotSchedules -- Online Scheduling \* Digital Red Book
- \* eStratex -- Digital Payroll Systems \* Microsoft Office
- \* Google Mail & Calendar \* Awareness of Chicago's restaurant/bar/culinary scene
- \* Ability to work days, nights, late night, weekends and holidays
- \* Ability to stand and walk for extended periods of time, and to lift up to 50lbs

Please provide a short (150 words) reason why you would be the ideal candidate for this position to [cp4tm993w5@jobs.shiftgig.com](mailto:cp4tm993w5@jobs.shiftgig.com).

Attach your resume as a PDF.

Include Salary Expectations and Interview Availability

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

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## We are looking for part-time and full-time customer focused delivery drivers.

Local Foods

Ashland and Lake Chicago, IL

Job ID: 8843701

Job Type: Full Time

Shift Type: Morning, Afternoon

Compensation: \$12

Experience: 1-3 Years

References: Preferred

No walkins or phone calls will be considered. Please apply online

### Job Description

Are you looking for something different, maybe a faster pace or wanting to be apart of a brand new, rapidly growing company where you can wear different hats and be apart of it from the ground up?

Really? You are? Then WE are looking for you!

We are Local Foods, a new company focused on helping local Mid-West farmers and local consumers meet. No we are not Match.com, We believe if someone wants to buy an onion, why go to California when there are farms right here in Illinois growing onions. We are looking for a full-time customer focused delivery driver.  
CDL is not required.

Must have: Clean driving record and valid license for the last 7 years. 1 year of driving experience. Be available to work Tuesday through Saturday Sense of humor. Award winning smile. Be friendly. Be customer focused. Be able to lift 50 lbs. many, many times throughout the day. Be able to follow directions to the DETAIL Be able to roll with the punches. Knowledge of various produce, proteins, and dairy a HUGE plus.  
Smartphone is a HUGE plus

If this sounds like an opportunity you are interested in then tell us about yourself.

Please submit:

1. A resume
2. A couple of paragraphs telling us about your work experience.

Thank you and have a great day!

Apply online at <http://www.shiftgig.com/job/chicago/il/warehouse-job-openings-at-local-foods-8843701>

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## **Delivery Drivers! Join our Team Make \$15-17 per hour**

Peapod

2300 S Throop St., Chicago, IL., Pilsen

Job ID: 8926525

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: Make \$15-17 and up, when you include tips!

Experience: < 1 Year

No walkins or phone calls will be considered. Please apply online

### **Job Description**

Business is GROWING by LEAPS and BOUNDS! Are you HUNGRY for opportunity? Look no further... Peapod is hiring! Make up to \$15 - \$17+ an hour when you include TIPS at our Chicago (Pilsen neighborhood) facility

Our business is growing, and we are seeking Delivery Drivers to help meet our business needs. Join our team today! Your drive will help others - and yourself - when you join Peapod, America's premier internet grocer. We depend on our drivers to not only deliver fresh groceries to our customers, but to deliver outstanding service as well.

As a driver, you'll drive a delivery van and be provided with uniforms, maps, a GPS unit and all the tools you'll need to succeed.

Part Time are available. You MUST be able to work any time within the following hours:

Part Time - 1st Shift: 5:00am until approximately 2:00pm (The shift does not end until all work is completed) OR 2nd Shift: 1:00pm until approximately 11:00pm (The shift does not end until all work is completed)

Benefits include: Health, Vision, Dental, Pet and Life Insurance; 401K; Disability; Employee Discount on Groceries; Paid Vacation Time; and more!

### **Requirements & Skills**

Valid driver's license, clean driving record, and ability to safely drive a truck

Must be available to work every Saturday AND Sunday

Ability to carry totes (approximately 50 lbs) filled with groceries into customers' homes

Ability to pass a D.O.T. physical and drug test

Clean-cut appearance. Drivers must be 21 years old

No special driver's licenses needed - But experience driving a large van or truck is required

Apply online at <http://www.shiftgig.com/job/chicago/il/warehouse-job-openings-at-peapod-8926525>

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## Dietary Aide

Employment Status: Part-time

Date Posted: 11/18/2014

Job Code: LHCC

City: Chicago Ridge

State: IL

Country: United States of America

Category: Non-Clinical

**Position Responsibilities:** Provides assistance to the chef/cook in the preparation and service of all meals and snacks and in accordance with all scheduled meals and snack times. Follows dietary department policies and procedures. Prepares salads, desserts, beverages, and toast for the resident meal service. Bags bread and wraps silverware, inspecting each piece of silverware to ensure it is clean before wrapping. Arranges tray cards according to table assignment. Serves on the buffet dining line, serving food to the resident according to the instruction on the tray card. Obtains food and supplies as instructed by the Food Service Supervisor/Chef/Cook.

**Qualifications:** Must show the ability to comprehend and follow directions in order to complete assigned tasks. Ability to read, speak and understand the English language. Experience in an institutional dietary department setting is desired.

Awareness/knowledge of basic sanitation practices as it relates to food sanitation is desired.

**Physical Requirements:** Must be able to endure extended periods of standing and/or walking. Must be able to sit, stoop, and bend at intermittent periods throughout the workday. Must be able to move/lift items that weigh up to 50 pounds. Must be able to utilize both hands to accomplish tasks; have adequate sight and hearing to avoid hazardous situations. Will be exposed to heat, cold, noise, and/or humidity, as normally associated in a commercial kitchen atmosphere.

We offer excellent training & orientation, competitive compensation, comprehensive benefits, and advancement opportunities. Drug-Free Workplace. No Agencies, Please. EOE M/F/D/V

Apply online at

[https://wfa.kronostm.com/index.jsp?SRCSEQ=postingSearchResults&locale=en\\_US&applicationName=LexingtonHealthKTMDReqExt&SEQ=jobDetails&POSTING\\_ID=57635626931&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed](https://wfa.kronostm.com/index.jsp?SRCSEQ=postingSearchResults&locale=en_US&applicationName=LexingtonHealthKTMDReqExt&SEQ=jobDetails&POSTING_ID=57635626931&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed)

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## Job: Server - Part Time

### Job Description

**Position Summary:** Provides quick, efficient, pleasant delivery of food to resident and guests ensuring the quality standards of food and service are being delivered to the table. This position reports to the Dining Services Manager or any other staff person assigned by the Dining Services Director.

### Essential Functions:

Ensures beverage orders are delivered.

Takes food order, presents to kitchen staff and delivers meal to residents and guests in a proper and timely manner in accordance with Senior Lifestyle Corporation standards.

Ensures resident guest satisfaction.

Responds quickly to resident or guest requests.

Reports any resident comments or concerns to Dining Services Manager immediately.

Assists in bussing and resetting tables.

Assists in room services as needed.

Completes all side work as assigned.

Complies with all state and county health codes for food handling.

Attends all in-services training and pre-shift meetings.

Handles china, glassware and equipment safely and quietly to minimize breakage.

Performs all duties in adherence to Senior Lifestyle Corporation standards.

Strives to maintain a safe working environment through the prevention of accidents, the preservation of equipment, and the achievement of safe working practices.

Maintains a positive and professional demeanor toward all residents, visitors and co-workers. Adheres to all policies and procedures of Senior Lifestyle Corporation.

Performs other duties as assigned.

### Qualifications/Skills/Educational Requirements:

Less than high school diploma or general education degree (GED); or one to three months related experience or training; or equivalent combination of education and experience. Obtain/hold any local, state and/or county required food handling/sanitation licenses and/or certificates.

Apply online at <http://jobs.seniorlifestyle.com/server-part-time/job/4735015?source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed>



### **Human Resources Associate - DIS0000422**

Supports and coordinates the recruitment hire process for vacancies by posting, sourcing, screening, and interviewing candidates; and receiving, reviewing and processing documents submitted by candidates and hiring managers. Assists with various intro and exiting processes including preparing hire, status change, and termination documents; facilitates new employee orientation; conducts exit interviews, and analyzes drivers of turnover. Addresses employee and labor relations matters as needed, including progressive discipline, reductions in force, and explanations of and compliance with collective bargaining agreements. Coach and counsel managers on performance management, employee relations, and HR processes, procedures, and policies. Works with managers to review and make recommendations for compensation related activities. Consults with management to develop and implement personnel processes and procedures. Provides assistance with employee training and development, including delivering and developing training programs. Delivers high levels of customer service when responding to inquiries regarding policy, pay and other HR procedures. Performs other duties as assigned.

#### **Qualifications**

Bachelor's degree in Human Resources, Business Administration, Management or a related field is required supplemented by three to five years of working experience in human resources, administration, customer service, or a related field is required. Master's degree is preferred. Extensive computer and software experience. Must be able to adapt to computer and software changes as the District continues to upgrade automation. Proficiency in the Microsoft suite required. Advanced excel and data query skills preferred. PeopleSoft and applicant tracking system experience preferred. Demonstrated ability to coordinate a high volume of diverse assignments, effectively handling competing priorities, maintaining a high level of confidentiality, and maintaining attention to detail. Must be able to work well with employees at all levels of the organization, in addition to individuals working outside of the District. Must be able to handle all situations with tact and diplomacy. Must possess flexibility to adjust to a dynamic work environment.

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

Job: Human Resources

Primary Location: District Office

Employee Type: Full Time | Regular

Union Code: N/A

Job Posting: Nov 18, 2014, 9:21:06 AM

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

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## Instructor- Forklift Operator - OLI0000279

Perks of this Role: SURS retirement plan; Investment plans 403(b) & 457(b). For a more detailed overview of benefits (354), please visit our benefits page.

**PRIMARY OBJECTIVE:** Provide instruction to students seeking Forklift Operator Certification.

Demonstrate excellence in teaching, commitment to integrating new technologies in the learning process, and the ability to inspire, motivate, and empower students to succeed. Required to post your syllabi on Blackboard and to enter your final grades online in PeopleSoft. Use established training materials to present formal class training exercises to students. Use established training materials to present training exercises and practice in preparing students to safely operate a forklift. Prepare and maintain daily student documentation as well as provide student evaluation performance. Provide instructional training in policy, procedures and all regulatory compliance as it relates to forklifts and operators, including compliance with any local, state and federal rules, regulations and laws. Perform other duties as assigned.

### Qualifications

Bachelor's Degree preferred but will accept a combination of education and prior experience. Must hold a valid forklift operator certification. Must have the knowledge, training and experience to train forklift students on the basic powered industrial truck. Completion of the National Safety Council "Train the Trainer" Lift Truck Training Program preferred. Good computer skills and have excellent interpersonal, verbal and written communication skills. Excellent ability to work with students and must be able to handle all situations with tact, persuasiveness and diplomacy. Knowledge of the Blackboard Learning Management System preferred.

We are an equal opportunity and affirmative action employer.

Job: Workforce & Economic Development

Primary Location: Olive-Harvey College

Employee Type: Part Time | Regular

Union Code: N/A

Job Posting: Nov 14, 2014, 3:29:16 PM

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

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## **Merchandiser-1408751**

### **Position Information**

- This position requires the use of your own personal vehicle.
- This is a physically demanding position.
- This is a Part Time position averaging 16-24 hours per week.

### **Salary Information**

The salary for this position is \$11.30 per hour plus reimbursement for usage of your personal vehicle.

### **Schedule and Shift**

This is a day (1st) shift that typically starts at 6:00am.

Must be available to work both weekend days, including Saturday and Sunday

Additional hours will be scheduled during the week.

**Assigned Territory:** This position will merchandise stores located in North Chicago, Northern Suburbs and surrounding areas

**Position Responsibilities:** Merchandise store shelving, coolers and displays with Dr Pepper Snapple Group brands in retail stores. Partner with Sales Representatives/Managers to coordinate delivery and merchandising schedule. Build effective relationships with store personnel to assure superior customer satisfaction. Identify incremental sales opportunities for Sales Representative to pursue. Provide feedback on competitor activities and best practices. Cover routes and provide sales and/or merchandising services as assigned. Available to work weekends and holidays.

### **Qualifications:**

High school diploma or general equivalency diploma (GED)

Lift up to 50 lbs repeatedly

Push and pull up to 100 lbs repeatedly

Valid driver's license

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. EOE Minorities/ Females/ Protected Veterans/ Disabled

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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