



## **Security Officers - Loop - All Shifts**

### Qualifications:

Education and/or Experience: High School diploma or general education degree (GED). Must be at least 18 years of age.

### Certificates, Licenses, Registrations:

Valid PERC or the ability to obtain/maintain a PERC through IDFPR. Ability to pass pre employment drug screen and criminal background check.

### Language Skills:

Must have the ability to read, write, speak, and understand English. Foreign language speakers are especially welcome and considered a plus.

### Other Qualifications:

All candidates chosen must be able to work outdoors. You will be obligated to maintain a working telephone number and accurate residential information throughout your employment, so we may be able to contact you as needed.

### Physical Demands:

The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job.

Candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facilities; be able to perform assigned duties regardless of inclement weather.

### Salary & Benefits:

Compensation is between \$10.00 and \$12.00 per hour. Skills-enhancing training and opportunities for career growth and promotion.

Interested candidates should apply online at <http://www.titan-security.com/careers/job-opportunities/> EOE/M/F/D/V

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



**Driver Merchandiser Relief- Class A Required - Chicago, IL**

Talent Area : Transportation/Driver

Location : Chicago, IL, USA

Other Location :

Requisition Number : HV040153

Full or Part Time : Regular Employee FT

**POSITION DESCRIPTION**

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due. - Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures. - Settle all accounts daily.
  
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred. - Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A CDL license required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

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/driver-merchandiser-relief-class-a-required-chicagoil-chicago-illinois-job-1-4875568>

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



### **Maintenance Mechanic-**

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00024541

Full or Part Time : Regular Employee FT

### **POSITION DESCRIPTION**

Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.

- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment.
  
- Rebuild and fabricate parts.
- Perform facility maintenance and maintain clean and safe work area.
- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.
- Perform equipment change-overs and production line set ups.
  
- Refrigeration/HVAC Trade or Vocational certification preferred.
- 0-5 years of industrial maintenance experience required.
- 1+ years of mechanical/electrical experience preferred.
  
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.
- Previous experience within high-speed industrial environment.
- Demonstrated mechanical and technical aptitude.
  
- Basic computer skills.
- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

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/maintenance-mechanic-alsip-illinois-job-1-4571462>

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: Director of Human Resources**

Agency: Executive Inspector General \*

Salary: \$4,167.00 - \$6,250.00 monthly

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 01-205

Minimum Requirements:

- bachelor's degree in human resources, business or public administration or a related area of study
- five years of demonstrated success in leading human resources functions for an organization of at least 75 employees;
- five years of supervisory experience is desirable;
- extensive knowledge of State of Illinois personnel rules, and state and federal employment laws including EEO/AA, FMLA, FLSA, and Title VII;
- ability to keep and maintain current knowledge of the aforementioned areas;
- strong organizational skills;
- high personal ethical standards;
- ability to exercise independent judgment and make sound decisions effectively;
- ability to travel, including overnight;
- ability to handle and resolve ambiguous situations and issues;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications; and
- ability to communicate clearly and concisely, and interact with others professionally.

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: Chief Procurement Officer**

Agency: Executive Ethics Commission

Closing Date/Time: Mon. 12/15/14 4:30 PM Central Time

Salary: Depends on Qualifications

Job Type: Exempt

Location: Statewide, Illinois

Number of Vacancies: 3

Bid ID#: 00000-265

**Required Qualifications**

Bachelor's degree from an accredited institution with sufficient business-related academic preparation and advanced degree, MBA, MPA, PhD, or JD is preferred. Minimum ten years of procurement related experience with at least 5 years of senior level supervision of procurement operations and 5 years of public sector (State, federal, or local) experience. The construction-related CPO must have significant experience in construction. The higher education CPO's public sector must be of the size and complexity of a State entity or major research institution. Demonstrated qualifications to test as a CPPB (schedule C or D) or CPPO (schedule B or C) so that certification could be obtained within 12 months of appointment. Certification is required within 12 months of appointment in order to retain the CPO position. Knowledge of State and/or federal procurement and procurement-related laws and rules, and procedures (familiarity with State of Illinois' procurement operations is desired). Superior organization and managerial skills; a dynamic, collegial, consensus building leadership style; strong negotiation skills; the ability to adapt and continuously improve the effectiveness of procurement procedures. Exceptional written and verbal communication skills.

**Work Hours & Location/Agency Contact: Conditions of Employment**

Each Chief Procurement Officer serves for a term of five years and is subject to Senate confirmation. Positions will be located in Springfield, Illinois, with some travel, primarily to Chicago, Illinois. Salary is commensurate with qualifications and experience.

Contact Name: Chad Fornoff Contact Phone: 217-558-1393 [eec.cms@illinois.gov](mailto:eec.cms@illinois.gov)

How to Apply: For full consideration, a letter of interest, salary history, current CPPB/CPPO testing status, contact information for five professional references and a current resume should be directed by December 15, 2014 to:

Illinois Executive Ethics Commission

401 South Spring Street Room 513 William Stratton Building, Springfield, Illinois 62706

Closing Date: December 15, 2014

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: Community Health Worker - Asthma Intervention**

Department: RES A Preventive Med

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Specialty: Research Assistant

Job Number: 2014-2284

**Job Description:**

The Department of Preventive Medicine at Rush University Medical Center is looking to add a Community Health Worker to their team!

**Position Highlights:**

The Community Health Worker (CHW) is responsible for delivering an educational intervention to study participants to improve their self-management of chronic diseases.

The intervention can be conducted in person at community settings, clinics, or in participants' homes. Routine supportive phone calls are also made to study participants.

**Knowledge, Skills and Abilities:**

A high school graduate, GED or equivalent is required.

One to two years of experience as a community health worker is desired.

The ability to work independently and solve problems along with a strong multi-tasking, organization, communication, and basic computer skills are required.

Experience in community service through volunteering, internships, committee service, community networks, etc. preferred.

Must be comfortable working in a variety of settings, with people's different living situations, and across all levels of socio-economic status.

Must have a valid driver's license and own a vehicle.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20141126110330&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141126110330&)

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: Financial Aid Counselor**

Department: RUO Student Financial

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Higher Education

Job Number: 2014-2357

**Job Description:**

Are you interested in joining a leading health care organization?

Join Rush University Medical Center!

We are seeking an experienced and highly motivated Financial Aid Counselor for our Office of Student Affairs, who exemplifies professionalism to join our team.

**Position Highlights:**

The Financial Aid Counselor is responsible for providing counseling to all prospective and current Rush University students regarding the financial aid application process, policies and procedures, and any other financial aid matter with which students need assistance.

In addition, this role coordinates and conducts group exit counseling sessions for graduating students and monitors the average debt levels for students across all Rush University academic programs.

Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

Bachelor's degree required. Minimum 2-3 years with graduate and professional student experience preferred. Experience in university environment preferred

Experience with utilizing a variety of technologies, in student information systems, Microsoft Excel and federal financial aid databases such as CPS, COD, NSLDS and ELM.

Excellent public speaking and interpersonal skills. Exceptional organizational skills and ability to work in a fast-pace deadline driven environment. Strong written communication skills. Superior customer service skills. Strong commitment to professional development and keeping current on financial aid best practices.

Experience with resolving conflict and barriers in a strategic and diplomatic manner

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20141126110434&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141126110434&)

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: Mental Health Worker -- 4th Rotating Shift**

Department: 13 Kellogg - Adult Psychiatry

Shift: 4th (Rotating)

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Adult Psychiatry

Job Number: 2014-2387

**Work Schedule:**

This position is for an evening/nights rotating position. Shifts are 8 hours in length. Evening shift is 3pm-1130pm and night shift is 11pm-730am. Evening and night shift scheduling would be based on the needs of the unit. You must be able to work two out of four weekends per month schedule and rotating holidays.

**Position Highlights:**

On this acute adult unit we treat adult patients with a wide range of ages and diagnoses with individualized programs utilizing a mix of modalities, one-on-ones and groups.

In addition to Mental Health Workers, treatment team includes MDs, RNs, Social Workers, OT and Art Therapists

**Position Responsibilities:**

The MHW functions under the supervision of an RN to perform delegated tasks, utilize basic principles of the biological & behavioral sciences in the treatment of patients, and participate in and lead group sessions.

Duties include taking vital signs, bathing patients, leading therapeutic group activities and assisting patients with basic activities of daily living while maintaining patient safety on the unit.

**Position Qualifications:**

Bachelor's degree in behavioral sciences/related field required.

At least one year of experience with chronically ill psychiatric patients

Must have demonstrated ability to interact effectively with others in difficult situations.

Must be able to be flexible with scheduled days.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20141126110523&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141126110523&)

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: Human Services Caseworker**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,891.00 - \$5,797.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Bid ID#: I-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs professional casework activities in providing public assistance services available from DHS as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits.

Minimum Requirements: Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

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).

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: Natural Resources Specialist - Opt 2**

Agency: Natural Resources

Closing Date/Time: Thu. 12/11/14 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 12-32-4838

**Minimum Requirements:**

Requires knowledge, skill and mental ability equivalent to a master's degree in wildlife resource mgt. or a directly related biological science; or requires a bachelor's degree in the field supplemented by two years of directly related professional experience.

Requires possession of an appropriate driver's license valid in IL. Requires thorough knowledge of, and skill to use, specialized conservation techniques and equipment operation & maintenance. Requires extensive knowledge of flora, fauna & modern wildlife mgt. techniques. Requires extensive knowledge of division objectives, programs and services. Requires extensive knowledge of state/federal laws & regulations pertaining to wildlife mgt. Requires ability to collect information & assist in analyzing & evaluating technical data/reports. Requires ability to prepare records & written reports. Requires working knowledge of public relations principles, techniques, theories & practices, including the ability to deliver informational presentations. Requires ability to maintain satisfactory working relationships with federal, state & local governments, conservation organizations, Natural Resource employees, & the general public. Requires ability to work under adverse environmental conditions. Requires ability to lift loads which exceed 60 lbs., to traverse rough and broken terrain on foot without mechanical assistance to use various equipment and to negotiate a variety of natural obstacles while using, carrying or otherwise transporting a variety of equipment.

Work Hours & Location/Agency Contact: WORK HOURS: Monday - Friday, 8:30 am - 5:00 pm. 1 hour lunch. Saturday & Sunday off.

WORK LOCATION ORC Division of Wildlife Resources District #9 Spring Grove, IL

WHERE TO APPLY Illinois Department of Natural Resources ATTN: Mike Wefer

One Natural Resources Way Springfield, IL 62702 Phone: 217.524.5883

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

Option 2 - Wildlife

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



## **Lay Away Runner**

Location: Chicago, IL

Requisition ID: 864664

Posting Date: 11/20/2014

Shift: Flexible

Status: Seasonal

**GENERAL PURPOSE OF POSITION:** The Lay Away Runner is responsible for storing and releasing layaway merchandise and overall organization of the layaway desk and storage areas.

### **FOCUS OF POSITION:**

Positively demonstrate the Company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all task  
Deliver excellent customer service and demonstrate a high degree of professionalism.

### **SKILLS & COMPETENCIES:**

Ability to provide outstanding customer service.

Ability to process information/merchandise through register system.

Ability to adjust priorities and manage time wisely in a fast-paced environment.

Ability to function effectively in a team environment.

Ability to communicate in a clear, concise, understandable manner and listen attentively to others. Ability to reach, count, and write to accurately complete all documentation. Ability to operate all equipment necessary to perform the job.

Ability to stand for extended periods, and to move and handle merchandise, which entails lifting, and perform all functions as set forth above.

**REQUIREMENTS:** Previous retail customer service experience within a Bix Box or Specialty environment preferred. Availability to meet minimum scheduling requirements including weeknights and weekend hours. Strong interpersonal, communication, organization and follow-through skills. Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage plus an associate discount.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/lay-away-runner-chicago-illinois-job-4941224>

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



### **Mens Associate**

Location: Chicago, IL  
Requisition ID: 864662  
Posting Date: 11/20/2014  
Shift: Flexible  
Status: Seasonal

**GENERAL PURPOSE OF POSITION:** As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard company assets.

#### **FOCUS OF POSITION:**

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks  
Deliver excellent customer service and demonstrate a high degree of professionalism

#### **RESPONSIBILITIES:**

Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service. Maintain an awareness of all promotions and advertisements  
Assist in floor moves, merchandising, display maintenance, and housekeeping  
Assist in processing and replenishing merchandise and monitoring floor stock  
Aid customers in locating merchandise  
Communicate customer requests to management  
Assist in completing price changes as a member of the mark-down team  
Participate in year-end inventory and cycle counts  
Assist in ringing up sales at registers and/or bagging merchandise  
Any other tasks as assigned from time to time by any manager

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage an associate discount.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/mens-associate-chicago-illinois-job-4941211>

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



### **Cashiers Associate**

Location: Chicago, IL  
Requisition ID: 864663  
Posting Date: 11/20/2014  
Shift: Flexible  
Status: Seasonal

#### **GENERAL PURPOSE OF POSITION:**

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

#### **FOCUS OF POSITION:**

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks

Deliver excellent customer service and demonstrate a high degree of professionalism

#### **RESPONSIBILITIES:**

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service. Maintain an awareness of all promotions and advertisements

Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers. Communicate customer requests to management. Enter all media from register into the tally program. Maintain orderly appearance of register area and supplies stocked. Any other tasks as assigned from time to time by any manager

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/cashiers-associate-chicago-illinois-job-4940964>

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



### **Receiving Associate**

Location: Chicago, IL  
Requisition ID: 557-861920  
Posting Date: 11/18/2014  
Shift: Flexible  
Status: Regular

**GENERAL PURPOSE OF POSITION:** As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard company assets.

### **FOCUS OF POSITION:**

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks  
Deliver excellent customer service and demonstrate a high degree of professionalism

### **RESPONSIBILITIES:**

Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service. Maintain an awareness of all promotions and advertisements  
Assist in floor moves, merchandising, display maintenance, and housekeeping  
Assist in processing and replenishing merchandise and monitoring floor stock  
Aid customers in locating merchandise  
Communicate customer requests to management  
Assist in completing price changes as a member of the mark-down team  
Participate in year-end inventory and cycle counts  
Assist in ringing up sales at registers and/or bagging merchandise  
Any other tasks as assigned from time to time by any manager

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage an associate discount.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/receiving-associate-chicago-illinois-job-4940125>

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



### **Coats Associate**

Location: Chicago, IL  
Requisition ID: 861919  
Posting Date: 11/18/2014  
Shift: Flexible  
Status: Seasonal

**GENERAL PURPOSE OF POSITION:** As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard company assets.

#### **FOCUS OF POSITION:**

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks  
Deliver excellent customer service and demonstrate a high degree of professionalism

#### **RESPONSIBILITIES:**

Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service. Maintain an awareness of all promotions and advertisements  
Assist in floor moves, merchandising, display maintenance, and housekeeping  
Assist in processing and replenishing merchandise and monitoring floor stock  
Aid customers in locating merchandise  
Communicate customer requests to management  
Assist in completing price changes as a member of the mark-down team  
Participate in year-end inventory and cycle counts  
Assist in ringing up sales at registers and/or bagging merchandise  
Any other tasks as assigned from time to time by any manager

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage an associate discount.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/coats-associate-chicago-illinois-job-4940122>

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



## **Merchandising Team Associate**

Location: Chicago, IL

Requisition ID: 557-861918

Posting Date: 11/18/2014

Shift: Flexible

Status: Seasonal

**GENERAL PURPOSE OF POSITION:** As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard company assets.

### **FOCUS OF POSITION:**

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks  
Deliver excellent customer service and demonstrate a high degree of professionalism

### **RESPONSIBILITIES:**

Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service. Maintain an awareness of all promotions and advertisements  
Assist in floor moves, merchandising, display maintenance, and housekeeping  
Assist in processing and replenishing merchandise and monitoring floor stock  
Aid customers in locating merchandise  
Communicate customer requests to management  
Assist in completing price changes as a member of the mark-down team  
Participate in year-end inventory and cycle counts  
Assist in ringing up sales at registers and/or bagging merchandise  
Any other tasks as assigned from time to time by any manager

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage an associate discount.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at

<http://careers.burlingtoncoatfactory.com/jobs/descriptions/merchandising-team-associate-chicago-illinois-job-4940119>

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





**TITLE: Museum Services Staff**

**EOE STATEMENT** We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

**DESCRIPTION**

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, provide crowd control. MSS must be able to support our Super Nova program with enthusiasm.

Greet visitors proactively and with enthusiasm.

Provide information on the museum programs and facility

Contributes to the success of theater presentations by greeting, checking tickets,, controlling crowds, seating and assisting ticket holders in a friendly and efficient manner.

Monitors assigned area to provide security to visitors and staff

Assists with moving tables, chairs, boxes, signs, helps shovel snow in seasonal times and perform other physical duties as needed.

**Requirements:**

High school diploma or equivalent

Customer service background a plus

Must be able to work some evenings and weekends.

Must have a professional demeanor

Must be able to move quickly through a four floor museum in emergency situations

Assist with seating in a virtually dark theater

Must have a warm and friendly attitude

Must be able to read tickets, hear and multi-task in a very busy environment

Must be able to stand for long periods of time

**FULL-TIME/PART-TIME:** Part-Time

**REQ NUMBER:** CUS-14-00002

**THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.**

Apply online at

[https://www.appone.com/MainInfoReq.asp?R\\_ID=948349&B\\_ID=91&fid=1&Adid=&ssbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2](https://www.appone.com/MainInfoReq.asp?R_ID=948349&B_ID=91&fid=1&Adid=&ssbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2)

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





### **Team Leader, Housekeeping**

Location: Chicago, IL

The Team Leader, Housekeeping, supervises and coordinates the activities of Housekeeping staff engaged in cleaning and maintaining the premises of the Museum.

Acts as a liaison between all shifts and maintains a high quality standard in housekeeping services by training, supervising and motivating the staff to ensure all schedules are complete. The Team Leader, Housekeeping, position is 2nd shift (2:30pm - 11:00pm).

#### Responsibilities

Instructs and trains employees in the proper use of new equipment and cleaning products and procedures

Submits to Facilities department recommendations for painting, repairs, furnishings, relocation of equipment, and periodically inventories supplies and equipment

Investigates new and improved cleaning instruments and methods

Maintains proper control over the use of chemicals and supplies; ensures proper usage and cost containment

Coordinates work efforts to improve productivity

Other duties as assigned

#### Qualifications

High School Graduate

Two-year previous experience as a housekeeping supervisor with demonstrated knowledge of experience with custodial cleaning equipment and project management development knowledge

Knowledge and familiarity with chemical use and dilution rates

Communicate effectively both orally and written

Ability to successfully demonstrate leadership abilities

Demonstrated computer program knowledge of Microsoft Word, Excel and Outlook

Ability to work all shifts during training period

Must be able to work under pressure as difficult situations arise and retain a sense of diplomacy and urgency. Prioritized effectively in the face of infinite demands and finite resources

Must be able to stand and walk for long periods

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

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



## **Protection Services Supervisor**

Location: Chicago, IL

The Protection Services Supervisor assists in the development and implementation of all Security policies, procedures and programs that respond to business needs while ensuring the safety of all Field Museum properties and employees.

The individual in this role will work with the Director to implement programs relating to general safety, fire protection, accident prevention and security investigations.

He/She will also provide direct supervision of Security Guards and Officers to ensure an efficient and cost effective security operation.

There are two full-time positions available, one supervising the 11:00 am - 7:00 pm shift and the other 7:00 pm - 3:00 am.

### Job Qualifications:

High school diploma; college degree preferred.

Must have 2-5 years working experience in security industry and experience in staff management.

Proven ability to think and make appropriate decisions/judgments on his/her own.

Ability to manage challenging visitors and employees, address and resolve conflicts, work under pressure, and respond appropriately to emergencies and ad-hoc situations.

Must have strong verbal and written skills, as well as good interpersonal skills. Excellent public relations and diplomatic skills required.

Must be computer literate and proven knowledgeable in computer applications/programs.

Experience in cultural property protection is a plus.

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

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