



**SPECIAL RECREATION COORDINATOR - Norwood 5801 N. Natoma Ave.,60631
Job ID: 1770**

Closing Date:11/13/2014

Special Recreation/Special Recreation Coordinator

Date Posted: 10/29/2014

Location: Norwood Park

Region: North

Level: 3342

CHARACTERISTICS OF THE CLASS:

Under general supervision, responsible for providing specialized recreation and leisure programs and activities for people with disabilities. Responsible for managing a therapeutic recreation program at a park facility. Performs related therapeutic recreation duties as assigned.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Bachelor's Degree in Therapeutic Recreation or related field plus 3 years of experience conducting therapeutic recreation programs, or an equivalent combination of training and experience is required. **CERTIFICATION:** Professional certification preferred; eligibility for professional certification required for appointment. CPR Certification from American Red Cross or other nationally recognized organization.

Knowledge, Skills and Abilities:

Knowledge of athletic, leisure and recreational principles and theories as they apply to therapeutic recreation. Knowledge of teaching methods and techniques used to instruct people with disabilities. Ability to work constructively with community institutions. Ability to communicate effectively both orally and in writing. Skill in teaching a full range of therapeutic recreation sports, cultural and social activities. Organization skills.

Career Service: Exempt EEO: Professional FLSA: Exempt

SALARY: \$51,700 per year

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Storage Facility Housekeeper

U-Haul Moving Centers
U-Haul Moving & Storage of Lincoln Park
1200 W Fullerton Ave
CHICAGO , IL

Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed.

Prior cleaning service or custodial experience is preferred.

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 6am to 9pm
Mon - 6am to 9pm
Tue - 6am to 9pm
Wed - NA
Thu - NA
Fri - NA
Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=129803&mode=

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Customer Service Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Bronzeville
2601 S LaSalle St
CHICAGO , IL

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements:

A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status:

Moonlighter

Hours Needed:

(These hours may change based on business needs)

Sun - 9am to 5pm
Mon - 10am to 7pm
Tue - 10am to 7pm
Wed - 10am to 7pm
Thu - 10am to 7pm
Fri - 3pm to 8pm
Sat - 3am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=141752&mode=

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Licensed Practical Nurse I- Part time

Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$3,063.00 - \$4,316.00 monthly
Job Type: Part-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 34-50-14-Cont.

Description of Duties/Essential Functions Benefits Supplemental Questions
Carries out assigned nursing procedures; administers medication, injections, and treatments; takes and records temperature, pulse, respiration and blood pressure; apply and change simple bandages, monitors catheterizations, IV's and transfusions. Observes, records and reports to physicians and registered nurses or supervising nurse the symptoms, reactions and changes in condition of patients. Demonstrates self care activities. Assist patients with activities of daily living. Performs general range of motion exercises with member. Provides emotional and physical comfort. Serves as non-supervisory resource person to less experienced staff providing guidance relative to nursing techniques.

Minimum Requirements:

Requires Illinois license as a practical nurse. Requires one year of practical nursing experience. Requires extensive knowledge of practical nursing theory and practice. Requires ability to apply simple nursing techniques as delegated by a physician or professional nurse. Requires ability to provide guidance and leadership to other nursing personnel and promote effective patient interactions. This title is an Upward Mobility target title.

Work Hours & Location/Agency Contact: Varying Shifts and Schedules
IL Veterans' Home 1 Veterans Drive Manteno, IL 60950
Human Resources 815-468-6581 Ext. 328

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 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 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
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Licensed Practical Nurse II

Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$3,254.00 - \$4,627.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 34-50-14-cont.

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, independently performs a variety of skilled practical nursing functions for physically ill, mentally handicapped or geriatric patients, involving either minor supervisory, lead worker, or other than simple routine practical nursing functions. Prepares and applies special dressings and catheters; obtains laboratory specimens; administers injections; assists in or provides special treatments; records the administration of medications and treatments.

Minimum Requirements:

Requires Illinois license as a practical nurse and one years experience as a practical nurse; requires extensive knowledge of practical nursing theory and practice; requires ability to apply simple nursing techniques as delegated by physicians or professional nurses; to provide guidance and leadership to other nursing personnel, and to promote effective patient interaction.

Work Hours & Location/Agency Contact: Various Shifts and Schedules
IL Veterans' Home 1 Veterans' Drive Manteno, Illinois 60950

Contact: IL Veterans' Home
1 Veterans' Drive Manteno, Illinois 60950
Jeri Gulli Phone: 815-468-6581 ext 328 Fax: 815-468-1596

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 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 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
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Office Associate - Opt 2

Agency: Children & Family Services

Closing Date/Time: Mon. 11/17/14 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1447042-478896

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the supervisor, performs a variety of complex, specialized clerical support services for multiple direct service teams in a field office, including case file maintenance, typing, records processing, and other office support functions.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Work Hours & Location/Agency Contact:

LOCATION: 1755 LAKE COOK ROAD DEERFIELD, IL 60015

Work Hours Monday - Friday 8:30 am to 5:00 pm

Contact: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100

CHICAGO, IL 60602

FAX # (312)814-7134

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 – Typing

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Administrative Assistant 1

Department: Security

Shift: 1st

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

Job Number: 2014-1987

Job Description:

Are you interested in joining a leading health care organization?

Join Rush University Medical Center!

We are seeking a dynamic Administrative Assistant I to join our Security department at Rush University Medical Center! The desired candidate will have the ability to multitask effectively.

Position Highlights:

Provide administrative support for the Security Services and Emergency Services department. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High school diploma required and some college preferred

Knowledge of database management in order to develop, implement and maintain moderately complex databases

Strong knowledge in MS Office required

Attention to detail and accuracy

Excellent customer service and interpersonal skills

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141031141518&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



U-Box Customer Care Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Logan Square
4100 W Fullerton Ave
CHICAGO , IL

Description:

Under the direction of the U Box Storage Facility Manager, operate an 8000 pound propane forklift, a truck mounted forklift and a straight truck to load and transport cargo to and from specified destinations. Prepare, receive and provide appropriate documentation for the delivery or pick up of goods. Load, secure, and unload cargo. Ensure warehouse storage facility is clean, dry and secure at all times. Perform "Customer Ready" inspections of UBox containers prior to dispatch. Verify that the container, and any other equipment rented, is returned in the same condition as when rented. Use on-line computerized dispatch and rental systems. Ensure timely delivery; provide customer assistance to include the sale of support items. Maintain radio or telephone contact with dispatcher to receive delivery or pick up instructions. Load storage containers onto truck bed for delivery to storage facility. Use a truck mounted forklift to remove containers from vehicle, and position in the designated storage location. Maintain accurate location information in the system to aid in retrieval of the stored items.

Requirements:

Must possess a Class A Commercial Driver License (CDL) or higher, a clean driving record and be able to pass a criminal background investigation. Meet all Department of Transportation (DOT) and U-Haul physical examination requirements.

Work Status: Full-Time or Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

- Sun - 7am to 7pm
- Mon - 7am to 7pm
- Tue - 7am to 7pm
- Wed - 7am to 7pm
- Thu - 7am to 7pm
- Fri - 7am to 7pm
- Sat - 7am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=137751&mode=

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Public Service Administrator - Opt 6

Agency: Children & Family Services

Closing Date/Time: Mon. 11/17/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 01

Plan/BU: RC063

Bid ID#: 1460020-609076

Description of Duties/Essential Functions Benefits Supplemental Questions
Plans, develops, coordinates and manages the statewide high end treatment services of the Congregate Care Programs of Residential Treatment Centers and Group Homes, which provide a range of intensive level therapeutic services sufficient to reduce youth risk behaviors and enhance emotional, behavioral and social functioning; makes recommendations regarding clients being considered for referral; designs, implements and manages a system to track referrals; develops, implements and evaluates statewide policies and criteria utilized in Congregate Care Programs; provides extensive input into the identification of service gaps or resource needs; monitors and reviews programs to ensure that services are being provided according to contractual obligations; composes management reports and discusses findings with Executive Management and makes recommendations for change.

Minimum Requirements:

Requires a master's degree in social work from a recognized college or university and three years administrative child welfare experience or a master's degree in an acceptable human services field from a recognized college or university and four years administrative child welfare experience; requires a valid driver's license.

Work Hours & Location/Agency Contact: Work Hours: Mon - Fri 8:30AM - 5:00PM

Location: 100 W Randolph, Chicago IL 60601

Agency Contact: SUE ALLEN-OATES 100 W. RANDOLPH, SUITE 6-100
CHICAGO, IL 60602 FAX # (312) 814-7134

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).
Option 6 - Health & Human Services

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Storage Center Manager

U-Haul Storage Facilities
U-Haul Moving & Storage of Brighton Park
3401 W 47th St
CHICAGO , IL

Description:

Profitably manage a U-Haul independent storage location and oversee all aspects of storage transactions, customer service, rentals, record-keeping and security.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 7am to 5pm

Tue - 7am to 5pm

Wed - 7am to 12pm

Thu - 7am to 5pm

Fri - 10am to 8pm

Sat - 7am to 3pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=140604&mode=

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Detail Specialist

U-Haul Repair Facilities
Forest Park Shop
FOREST PARK , IL

Description:

We are looking for a Detail Specialist to ensure that trucks, trailers and other equipment are thoroughly cleaned inside and out. This person will apply protective dressings to vinyl and rubber surfaces, clean inside and outside of truck cabs and van boxes, clean mirrors and windows, and make sure all equipment is "customer ready."

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - NA

Mon - 6am to 3pm

Tue - 6am to 3pm

Wed - 6am to 3pm

Thu - 6am to 3pm

Fri - 6am to 3pm

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=138775&mode=

Line Cook/Server/Busser/Dishwasher/Retail/Cheese Monger

Marion Street Cheese Market
100 S Marion St Oak Park, IL

Job Description

We would like for you to join our team!

If you are interested and passionate about the restaurant industry, this is the job for you! Currently we are seeking to fill various positions, where we encourage you to share your skills and enthusiasm within our Market/Bistro location. Our focus is on provide high quality customer service and product knowledge of our monthly menu, cheese and beverage items. You must be able to apply adequate cleanliness and kitchen operations. Work as a team player, comfortable with multitasking and working in a fast paced environment. We provide flexible hours, morning and evening shifts available. Please feel free to visit our website below. We would like to schedule an interview to meet with you and discuss further details. We hope to hear from you soon!

Apply online at <http://www.shiftgig.com/job/oak-park/il/cashier-job-openings-at-marion-street-cheese-market-8796869>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Part-Time Seasonal Restaurant Positions

American Girl Place
835 N Michigan Avenue Chicago, IL
Near North Side
Job ID: 8821927
Job Type: Seasonal
Shift Type: Morning, Afternoon, Night
Compensation: Hourly
Experience: < 1 Year

Job Description

Be one of our stars this holiday at American Girl Place.

Located at Water Tower Place, Chicago's premier shopping destination, American Girl Place Chicago is 52,000 square-foot and filled with all the things girls love! At American Girl Place, we are seeking dynamic individuals to join our holiday team who exemplify our core values: to play with passion, to play fair, to play together, and to play to grow. We are looking for individuals who love and connect with our product and customers as much as we do! Our environment is exciting, challenging, and extremely fast paced.

We currently have seasonal part-time openings for the Cafe,
such as Servers, Runners, Hosts and Treats for Two cashiers.

Must be willing to work Fridays, Saturdays and Sundays; including evenings and holidays.

We offer a competitive salary and a 30 % discount on merchandise.

American Girl is an equal opportunity employer. EEO/AA M/F/V/D.

American Girl is a wholly owned subsidiary of Mattel Inc.

Requirements & Skills

Must be 18 years old

Apply online at <http://www.shiftgig.com/job/chicago/il/cashier-job-openings-at-american-girl-place-8821927>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



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 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 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
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 - General

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Office Clerk - Opt 2

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,694.00 - \$3,311.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 – Typing

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Cashier/Sales Associate - HudsonGroup

Chicago O'Hare International Airport (ORD)
10000 W O'hare Ave., Des Plaines, IL
O'Hare, Lakeview

Job Summary: Provide excellent customer service and maximize sales by assisting in the daily operation of the store.

Job Responsibilities:

- *Acknowledge and greet customers as they enter the store or approach the cashwrap.
- *Follow all company policies, cash handling policies and special store loss prevention procedures.
- *Communicate effectively with customers, fellow employees and store management.
- *Effectively operate a cash register.
- *Understand how to sell Lottery tickets, Mass Transportation tickets and Telephone Calling Cards.
- *Know basic store layout to assist customers in their selection of product and be able to answer customer questions about the entire store.
- *Be knowledgeable and familiar with the surrounding businesses/offerings within the facility.
- *Assist other store employees in maintaining security in stores.
- *Stock merchandise.
- *Inform management of any out of stock situations.
- *Help maintain a neat, clean, organized store, which includes sweeping, dusting, straightening of merchandise on store fixtures and displays.
- *Perform related work as assigned.

Knowledge, Skill and Ability:

- *Ability to interact with diverse personalities.
- *Proficiency in the operation of a cash register.
- *High degree of interpersonal skills.

Education and Experience:

- *High School Graduate or equivalent.
- Prior cash handling experience preferred

Requirements & Skills

MUST RESIDE IN THE CITY OF CHICAGO
Must be unemployed/underemployed

Apply online at <http://www.shiftgig.com/job/des-plaines/il/cashiers-job-openings-at-chicago-ohare-international-airport-ord-8781997>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Lay Away Runner

Location: Chicago, IL

Requisition ID: 557-857964

Posting Date: 10/29/2014

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.

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-4890073>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Cashiers Associate

Location: Chicago, IL
Requisition ID: 557-857963
Posting Date: 10/29/2014
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 an associate discount.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity. Come join our team. You're going to like it here!

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/cashiers-associate-chicago-illinois-job-4890066>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Merchandising Team Associate

Location: Chicago, IL

Requisition ID: 557-857965

Posting Date: 10/29/2014

Shift: Flexible

Status: Seasonal

GENERAL PURPOSE OF POSITION:

As part of the sales team, the Merchandise Sizing 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. Come join our team. You're going to like it here!

Apply online at

<http://careers.burlingtoncoatfactory.com/jobs/descriptions/merchandising-team-associate-chicago-illinois-job-4890042>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Sportswear Associate

Location: Chicago, IL
Requisition ID: 857984
Posting Date: 10/28/2014
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

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/sportswear-associate-chicago-illinois-job-488336>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others