



Equipment Specialist I

Evening Shift

College of Dentistry

The College of Dentistry at the University of Illinois at Chicago is seeking a highly motivated, detailed-oriented professional to fill a full-time, benefits eligible Equipment Specialist I position for the evening shift.

The successful applicant will be responsible for maintaining medical gases (oxygen, nitrous oxide, nitrogen); inspect, repair clean and disinfect vacuum systems, liquid separators and solid separator filters on dental units; maintain water purification systems on dental units and provide preventative maintenance and repairs of all clinical dental equipment.

The ideal candidate will Certificate or Diploma from a technical training program, three years of maintenance repairs on dental equipment, knowledge of mechanical principles, maintenance, repair, installation of equipment, and standard shop terminology.

This position requires a paper examination. To view information on examination guidelines please visit:

<https://www.sucss.illinois.gov/testprep/studyguides.aspx?osm=c32>

To view minimum qualifications, submit an exam request, complete and submit application materials by November 11, 2014 please click: <https://jobs.uic.edu/job-board/job-details?jobID=43391&job=equipment-specialist-i-dental-clinics>.

The University offers a comprehensive benefit package and is an Equal Opportunity, Affirmative Action employer.

Minorities, women, veterans and individuals with disabilities are encouraged to apply.

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



Title: Retail Personal Banker I

Requisition #:146995

Employment Type: Regular

Full or Part Time: Full-time

FLSA Status: Non-Exempt

Division: Retail

Posted Date: 11/4/2014

Grade: 06

Affiliate: FIFTH THIRD BANK, CHICAGO-ROLLING MEADOWS

GENERAL FUNCTION: The Personal Banker I is a branch position focused on using the consultative sales process to proactively identify and meet the financial needs of customers or prospects. The Personal Banker I maintains focus on acquiring new households and/or deepening existing customer relationships through a variety of activities, including but not limited to lobby leadership (Financial Centers) or aisle time (Bank Marts) and tele-consulting. This role is responsible for processing teller transactions as well as working as a member of the platform staff.

Experience

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- . College degree or three to five years work experience providing transferrable skills, or, combination of education and experience. Experience in the financial industry and with cash handling preferred.
- . Demonstrated ability to develop comfort level with both new household acquisition and/or the ability to cross-sell to established customers.
- . Must be able to demonstrate understanding of advanced math functions that will allow for analysis of credit and financial information.
- . Ability to professionally represent Fifth Third Bank in terms of appearance and verbal/written communication.
- . Demonstrated ability to develop a working knowledge of Retail policies and procedures in order to utilize good judgment in making sound decisions.
- . This position requires SAFE Act registration at the time of employment through the Nationwide Mortgage Licensing System (NMLS).

WORKING CONDITIONS:

- . Normal office environment. . Extending viewing of computer screens.

Apply online at

https://cvg53.ngahrhosting.com/Main/careerportal/Job_Profile.cfm?szOrderID=146995&szReturnToSearch=1&szWordsToHighlight=

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



Title: Retail Personal Banker Associate

Requisition #: 146949

Employment Type: Regular

Full or Part Time: Full-time

FLSA Status: Non-Exempt

Division Retail

Posted Date: 11/3/2014

Grade: 06

Affiliate: FIFTH THIRD BANK, CHICAGO-ROLLING MEADOWS

GENERAL FUNCTION: Selected candidates will attend a 6-10 week on-boarding and education program that includes rotations in Operations and Sales & Service. There will be a certification at the conclusion of the program to provide selected candidates the opportunity to demonstrate skills necessary to successfully perform a role within the Retail Personal Banker job family.

Experience

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- . College degree or work experience providing transferrable skills, or, combination of education and experience. Experience in the financial industry preferred.
- . Demonstrated ability to develop comfort level with sales activities designed to acquire new consumer household and small business customers and/or cross-sell to established customers.
- . Must be able to demonstrate understanding of advanced math functions that will allow for analysis of credit and financial information.
- . Ability to professionally represent Fifth Third Bank in terms of appearance and verbal/written communication.
- . Demonstrated ability to develop a working knowledge of Retail policies and procedures in order to utilize good judgment in making sound decisions.
- . This position requires S.A.F.E. Act registration at the time of employment through the Nationwide Mortgage Licensing System (NMLS). The NMLS web site (mortgage.nationwidelicencingsystem.org) provides the MU4R questions and registration required for employment in this position.

WORKING CONDITIONS: Normal office environment. . Extending viewing of computer screens. . This program will require the ability to travel within the affiliate for training as well as scheduling flexibility. . Travel outside of the affiliate will be required for various classroom training sessions.

Apply online at

https://cvg53.ngahrhosting.com/Main/careerportal/Job_Profile.cfm?szOrderID=146949&szReturnToSearch=1&szWordsToHighlight=

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



Title: Lead CSR / Teller - Lincolnshire BC - Full Time

Requisition #: 146902

Employment Type: Regular

Full or Part Time: Full-time

FLSA Status: Non-Exempt

Posted Date: 11/4/2014

Grade: 04

Affiliate: FIFTH THIRD BANK, CHICAGO-ROLLING MEADOWS

Lead Customer Service Representative – Bank Customer Service Rep

Preferred Job Requirements: As a Lead Customer Service Representative with Fifth Third Bank, you must have exceptional interpersonal, written and verbal communication skills, strong leadership skills and excellent time management and problem-solving skills. You must be able to interact confidently and comfortably with the public, take initiative and utilize sound judgment to make decisions and work positively and cooperatively with a team.

Additional preferred requirements for the Lead Customer Service Representative include:

- Minimum 1 year banking experience
- High School Diploma or GED equivalent
- Strong working knowledge of banking retail policies and procedures to the degree that you can perform essential duties with minimal supervision
- Advanced math abilities
- Computer proficiency
- Ability to work a flexible schedule
- Ability to lift up to 25 pounds and stand for most of your shift

Preferred Job Requirements

As a Lead Customer Service Representative with Fifth Third Bank, you must have exceptional interpersonal, written and verbal communication skills, strong leadership skills and excellent time management and problem-solving skills. You must be able to interact confidently and comfortably with the public, take initiative and utilize sound judgment to make decisions and work positively and cooperatively with a team.

Additional preferred requirements for the Lead Customer Service Representative include:

- Minimum 1 year banking experience
- High School Diploma or GED equivalent
- Strong working knowledge of banking retail policies and procedures to the degree that you can perform essential duties with minimal supervision
- Advanced math abilities
- Computer proficiency
- Ability to work a flexible schedule
- Ability to lift up to 25 pounds and stand for most of your shift

Apply online at

https://cvg53.ngahrhosting.com/Main/careerportal/Job_Profile.cfm?szOrderID=146902&szReturnToSearch=1&szWordsToHighlight=

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



Title: Lockbox Supervisor

Requisition #: 146887

Employment Type: Regular

Full or Part Time: Full-time

FLSA Status: Exempt

Division: Operations

Posted Date: 11/3/2014

Grade: 10

Monday - Friday 7:30a - 4pm

GENERAL FUNCTION: Assists the shift manager in managing day-to-day operations with responsibilities multiple areas within Wholesale/Retail Lockbox. Works with all other shifts and managers to ensure timely resolution of issues and provide timely and accurate feedback to the customer and upper management.

SUPERVISORY RESPONSIBILITIES: Responsible for providing employees timely, candid and constructive performance feedback; developing employees to their fullest potential and provide challenging opportunities that enhance employee career growth; developing the appropriate talent pool to ensure adequate bench strength and succession planning; recognizing and rewarding employees for accomplishments.

Experience

MINIMUM KNOWLEDGE, SKILLS & ABILITIES:

- . Associates Degree in Business or equivalent work experience.
- . Three (3) years of Banking operations or related experience.
- . Two (2) years of supervisory/leadership experience preferred.
- . Ability and willingness to share product knowledge with co-workers.
- . Intermediate level computer knowledge, including Word, Excel, PowerPoint, MS Access. . Excellent organizational skills.
- . Strong written and verbal skills to communicate with all levels of the organization.
- . Ability to function in a fast paced environment.
- . Ability to handle multiple tasks.. Commitment to teamwork.
- . Must be a self-motivated individual. . Detail oriented.

WORKING CONDITIONS:

- . Normal office environment with exposure to dust, noise, temperature and the like.
- . Extended viewing of CRT screen. Must be able to lift 15 pounds occasionally.

Apply online at

https://cvg53.ngahrhosting.com/Main/careerportal/Job_Profile.cfm?szOrderID=146887&szReturnToSearch=1&szWordsToHighlight=

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



Title: Executive Assistant I- Commercial

Requisition #: 146629

Employment Type: Regular

Full or Part Time: Full-time

FLSA Status: Non-Exempt

Posted Date: 10/24/2014

Grade: 09

Affiliate: FIFTH THIRD BANK, CHICAGO-ROLLING MEADOWS

GENERAL FUNCTION: Reserved for use for executive assistants supporting senior executives in the C or D band who are direct reports to an Affiliate President or to a senior executive in the B band only. Performs a wide range of support for an Executive relieving him/her of administrative duties often of a highly confidential, diversified and complex nature. Initiative and judgment are required in the absence of specific directions from the executive. May serve as a liaison with others within and outside the company regarding administrative issues related to purchasing, personnel, facilities, and operations.

Experience

MINIMUM KNOWLEDGE & SKILLS REQUIRED:

- * Requires ability to properly read and write well enough to type, edit, and proof general business correspondence and prepare reports as normally acquired through completion of a high school education.
- * Requires in-depth knowledge of company policies, procedures, and operations in order to assume a variety of administrative details usually acquired in five or more years of secretarial/administrative experience including at least three years with company.
- * Must be able to accurately and efficiently record and type dictation involving a normal range of business vocabulary or a limited and recurring range of special terminology normally acquired through a one year business college program.
- * Experience with Microsoft office products, such as Word and Excel is necessary.

Apply online at

https://cvg53.ngahrhosting.com/Main/careerportal/Job_Profile.cfm?szOrderID=146629&szReturnToSearch=1&szWordsToHighlight=

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



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>

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



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 manufactures' 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>

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



Server

As a Server, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You accurately take food and beverage orders, relay orders to kitchen for preparation, deliver prepared food to guests, while providing superior guest service. You will also provides a vital link between our guest and the kitchen staff. Easier said than done, right?

Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner. Possess full knowledge of bar and menu items and be able to make recommendations. Accurately take food and beverage orders in a timely manner. Verify guests that purchase alcohol are at least 21 years of age. Coordinate and assist with reserved seating tactics. Consistently use suggestive selling techniques. Collaborate with kitchen staff to ensure that food orders are accurate. Deliver food and beverage orders within established time frames once the entire order is completed.

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?

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

Proof of age. (Associates who will be serving, pouring, or mixing alcoholic beverage will need to be 18 and in some states 21).

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

Demonstrated ability to provide superior guest service.

Have a high aptitude for math and cash handling.

Good verbal and written communication skills.

Obtain any necessary alcohol service licensing requirements.

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, a 401(k) plan, and an employee assistance program. If helping run a theatre, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/server>

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



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>

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



Administrative Assistant (Clinics)

Weiss Memorial Hospital, Chicago, IL

Department: CLINIC PLASTIC

Schedule: Registry

Shift: Days

Hours: Temporary Position

Job Details:

HS Diploma/GED

3-5 years experience is required

JOB SUMMARY

Provides diversified administrative and advanced secretarial support for the Director, Cardiopulmonary.

Works independently on special projects and does preparatory work to conserve executive's time.

May manage or oversee the work of others. Handles matters of routine nature independently and processes confidential information.

JOB QUALIFICATIONS

1. High school diploma; BA preferred
2. Three years Administrative Assistant experience, preferred
3. Knowledge of medical terminology and transcription preferred
4. Strong word processing skills; 60 WPM
5. Strong skills in database/spreadsheet applications, mail merge functions
6. Excellent verbal and written communication skills
7. Solid organizational skills with the ability to prioritize
8. Ability to handle sensitive and/or personal information in a confidential manner

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=238410

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

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast
Complete ticket purchase transactions by:
Greeting each guest and identifying tickets requested
Reading a computer screen, operating a keyboard or dispensing manual tickets
Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change
Thanking the guest
Ensure the security of all box office cash and tickets
Keep box office clean and well organized and update box office signage
Distribute and understand how to operate assisted moviegoing equipment
Enforce ratings to keep underage guests from accessing auditoriums with adult content
Perform daily box office maintenance duties and complete various reports as needed
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 a cashier 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
Ability to communicate and work effectively with guests in high-volume setting
Good verbal communication skills as well as math and cash handling skills
Ability to meet tight deadlines under minimal supervision

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/cashier>

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



Concessionist

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items
- Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change
- Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock
- Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms
- Perform daily concession maintenance duties
- 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 a concessionist 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
- Capability to communicate and work effectively with guests in a high-volume setting
- Good verbal communication skills as well as math and cash-handling skills
- Ability to meet tight deadlines under minimal supervision

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/concessionist>

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



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>

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



Certified Nursing Assistant

Westlake Hospital, Melrose Park, IL

Department: Rehab Exempt

Schedule: Full Time

Shift: Evenings

Hours: 3:00pm-11:30pm

Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details: Certification Required

CPR certified

No experience required

The Nursing Assistant under the direction and supervision of the professional nurse performs various duties to assist the nursing staff in meeting patient treatment and care requirements. All duties are carried out in accordance with the established policies and procedures. Willingness to work under close supervision. Able to communicate effectively using written and verbal English. Good interpersonal skills. High School diploma or equivalent. BLS required. Certification as a nursing assistant required. One semester for clinical completed in an RN program accepted in its place of CNA certification.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=527567

Mental Health Counselor

Westlake Hospital, Melrose Park, IL

Department: BHS NON-EXEMPT PSYCH

Schedule: Registry

Shift: Rotation

Hours: 3:00pm-11:30pm

Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details: CPR certified

1-2 years experience is required

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=211337

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



Dietary Attendant I

MacNeal Hospital, Berwyn, IL
Department: Food & Nutrition Services
Schedule: Part Time
Shift: Rotation

Job Details:

Reporting to the Manager of Food and Nutrition Services and working under general supervision performs routine duties associated with the preparation, service and delivery of food for the hospital patients, employees and visitors.

JOB SPECIFICATIONS:

Basic skills in reading, writing and arithmetic.

Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations.

The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria.

Ability to read and comprehend patient menus, recipes and task descriptions.

The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=670388

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



Environmental Services Aide I

Westlake Hospital, Melrose Park, IL
Department: Environmental Services
Schedule: Registry
Shift: Evenings

Job Details:

Reporting the Supervisor of Environmental Services and working under direct supervision and according to specific assignments performs a variety of routine housekeeping duties.

Maintains the hospital in a clean, sanitary and attractive condition and/or makes beds in discharge units and completes necessary paperwork.

JOB SPECIFICATIONS:

Up to two (2) weeks of on the job training and experience in order to learn the proper preparation of cleaning solutions, infection control techniques, proper cleaning procedures and the locations of various hospital areas.

A High School Diploma or its' equivalent is preferred.

The ability to communicate effectively both verbally and written in English.

The ability to complete written forms and reports as required.

Previous experience in a hospital environment desirable.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=138690

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



PAYMENT RECOVERIES SPECIALIST

Chicago Health System, Westmont, IL

Department: CHS Finance

Schedule: Full Time

Shift: Days

Job Details: Bachelors Degree preferred; 3-5 years experience is required Reporting to the Manager of Finance this position will be responsible for claims and capitation check runs and the oversight of recovery activities including overpayments.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Performs capitation and claims check run duties including recoupment of overpayments as necessary.
2. Reviews and implements the electronic fund transfer (EFT) process.
3. Performs recovery of claim overpayments. This includes review of appeals and reporting of recovery activity relating to claim overpayments.
4. Oversees and maintains system related software specific to overpayment programs.
5. Participates in upgrade team as a tester and process reviewer as system or related software is upgraded.
6. Ensures adherence to company policies and the implementation of Standard Operating Procedures (SOP).

JOB SPECIFICATIONS:

1. Level of knowledge normally acquired through the completion of a Bachelor's degree in a business or health related field or equivalent work experience.
2. Three (3) years of experience in a managed care position.
3. Proficiency in word processing, spreadsheet software, and transaction-based computer systems; experience with Microsoft Office Suite, Quick Cap and EZCAP preferred.
4. Expertise in the operational system used by the Claims Department.
5. Expertise in spreadsheet, database and word processing applications.
6. Knowledge of medical and managed care concepts and terminology.
7. Prior claim processing auditing or overpayment review/recovery experience preferred.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=813701

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



Bartender

As a Bartender, you ensure consistent drink quality by preparing orders in a short period of time and in accordance with recipes and guidelines established by the Food and Beverage department. You will also maintain a clean, sanitary, and safe work area in a fast paced environment, while providing superior guest service. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.

Verify guests that purchase alcohol are at least 21 years of age.

Possess full knowledge of bar and menu items and be able to make recommendations.

Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area.

Deliver food and beverage orders within established time frames. Consistently use suggestive selling techniques.

Ensure that alcohol is consumed in designated areas only.

Set up and maintain appropriate stock levels for the bar.

Assist in placing orders for all liquor and bar related supplies.

Conduct inventory of all liquor and bar related supplies.

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?

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

Provide proof of age (21 or older).

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

Success in a high volume bar environment.

Demonstrated ability to provide superior guest service.

Have a high aptitude for math and cash handling.

Demonstrate excellent verbal and written communication skills.

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 helping run a food and beverage operation, great benefits and having fun matter to you, apply today at

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

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



SITTER

Weiss Memorial Hospital, Chicago, IL
Department: Nursing Administration
Schedule: Registry
Shift: Nights

Job Details:
HS Diploma/GED

GENERAL SUMMARY:

Reporting to the Director/Manager of the Nursing unit or under the direction of a Registered Nurse (RN) and working under the Illinois Nurse Practice Act as well as evidence-based standards of care, provides basic nursing care to patients and assists professional nurses with complex patient care up to the validated level of training. Performs related services and clerical duties according to the assigned unit.

JOB SPECIFICATIONS:

1. Completion of a High School Diploma with courses in Math, English and typing or its equivalent.
2. The interpersonal skills necessary to interact in a courteous manner with patients and instruct patients in various basic procedures, communicate effectively with family members and interact with all levels of hospital staff.
3. The organizational skills necessary to deal with a number of tasks simultaneously.

Essential Physical Job Functions

Ability to carry and lift up to 20 pounds, push/pull up to 30 pounds of force, transfer and position patients in different environments, and ability to climb stairs. Frequent sitting/standing/walking, and able to assume a full squatting position. Able to take and interpret vital signs and respond appropriately during emergency situations, and communicate clearly and effectively with a varied population.

Should the applicant be considered for the position, they will be provided a full description of their Essential Physical Job Functions during the interview process

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=419986

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