



Facilitator 1

Department: Guest Experiences

Status: Temporary Part Time (until 1/04/2015)

The Facilitator 1 (F1) position is part of the Guest Experiences team, responsible for providing a world-class guest experience to all visitors of the Museum of Science and Industry (MSI).

F1's are responsible for engaging guests with scientific exhibit content in an educational, memorable and fun capacity by providing compelling and personalized exhibit experiences throughout the Museum.

F1's will perform core operational functions in support of the exhibits, wayfinding, and opening/closing of the Museum.

Qualifications

One year of college or 1-2 years' related or relevant experience

Ability to learn and teach exhibit content in a museum environment

Ability to effectively present content in exhibits throughout the museum in both one-on-one and group situations in an engaging, compelling, energetic manner

Exceptional public speaking skills

Ability to learn math and science content

Ability to learn and engage guests with science content

Ability to anticipate guests' needs and solve guest issues

Positive attitude required: strong love for working with people in a fun, educational atmosphere

Ability to talk and engage guests for long periods of time

Ability to handle several activities at one time

Must be able and willing to work weekends and holidays, and some evenings

Prior formal or informal educational experience, science experience, theatre experience, or improvisation experience is important

How to Apply » <http://www.msichicago.org/about-the-museum/jobs/opportunities/temporary/facilitator-1/>

The Museum of Science and Industry is an AA/EOE/ADA employer.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Guest Admissions Representative

Department: Education & Guest Services

Status: Temporary Part Time (until 01/04/2015)

Responsibilities

Provides enthusiastic and efficient customer service by answering questions regarding Museum exhibits, special attractions, providing directions and assistance, to enhance the guest experience.

Anticipates guest issues and is empowered to proactively solve guest issues and needs. Has the curiosity and excitement to learn special attractions, exhibit content and price structure to efficiently increase sales numbers.

Has the ability to build personal relations with Museum members/guests to encourage repeat visits.

Participates in team meetings to create and discuss new sales tactics.

Partners with Guest Operations/Guest Experience to ensure real-time traffic flow is being communicated to ensure positive museum experiences.

Processes all transactions on the Museum's ticketing system according to Museum policies and procedures.

Accurately balances monies through ticketing system.

Assists guests who appear or are lost, or guests with any issues or problems.

Qualifications

One year of college experience or 1-2 years of related or relevant experience.

Previous cash handling experience required. Prior computer experience a must/familiar with basic Windows operations, Microsoft Office and Internet. Successful customer service experience. Prior telephone experience preferred. Bi-lingual is a plus.

Ability to multitask (e.g., explain Museum content while actively completing ticketing transactions). Ability to work in fast-paced environment while being friendly and outgoing. Ability to work in multi-working areas (e.g., Group Center, Membership, Lost and Found, Coat Check, Ticketing and Call Center). Requires weekends, holidays and some evenings. Has the curiosity to learn Museum content and culture and is able to communicate that to guests in an engaging and inclusive way. Has the ability to learn, comprehend and utilize the Museum's Ticketing and Call Center systems to ensure efficient and accurate transactions. A positive attitude required, strong love for working with people in a fun, inviting atmosphere. Must be flexible in working in multiple environments, such as the Call Center, Membership, and onsite Ticketing.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/temporary/guest-admissions-representative/>

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Senior Landscape Technician (M) Job ID: 1771

Closing Date: 11/30/2014

Professional/Senior Landscape Technician

Date Posted: 10/29/2014

Location: Planning & Development

Date Available: January 2015

Region: Administration

Level: 4281

CHARACTERISTICS OF THE CLASS:

Under direction, prepares conceptual drawings and estimates for Chicago Park District projects that involve landscape architecture, planning studies and framework plans. Performs related duties as required.

MINIMUM QUALIFICATIONS:

Training and Experience: A Bachelor's Degree in Landscape Architecture from an accredited college or university with 3 – 5 years of experience within the profession or an equivalent combination of training and experience is required. Master's Degree in Landscape Architecture preferred. License Requirement: Valid State of Illinois Drivers License.

Knowledge, Skills and Abilities:

Thorough knowledge of landscape architectural practices. Working knowledge of city and state construction practices, rules and regulations. Ability to coordinate design projects from conception to completion. Thorough knowledge of the latest version of AutoCAD, Adobe Photoshop and Microsoft Office (Word, Excel and PowerPoint).

Knowledge of horticulture and horticultural maintenance considerations, with some field experience preferred. Experience in the design and general cost estimating for parks, playgrounds, playing fields, public open spaces, and natural areas. Ability to manage and coordinate multiple design projects from conception to completion, in a team atmosphere. General knowledge of LEED practices. Thorough knowledge of the latest version of AutoCAD, Adobe Photoshop, Adobe Illustrator, InDesign, and SketchUp. Basic knowledge of GIS mapping software.

Career Service | Local 153 | EEO: Professional | FLSA: Non-Exempt

EXPECTED SALARY OFFER: \$53,984.43 per year

Apply online at

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

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Inclusion Aide (16 Hourly) (City Wide) Job ID: 1777

Closing Date: 11/15/2014

Special Recreation/Inclusion Aide

Date Posted: 10/31/2014

Location: SPECIAL RECREATION - SPECIAL RECREATION

Level: 3345

CHARACTERISTICS OF THE CLASS:

Provides one on one assistance to children with disabilities who are enrolled in various activities/programs at the Chicago Park District parks. The Inclusion Program is designed to accept children of all abilities for recreation and leisure activities.

EXAMPLES OF DUTIES:

Assists one or more participants depending on the severity of their disability and/or need, in sports, games and various recreation and athletic activities. Evaluates the child's skill level and assesses his/her capacity to participate in park activities. Enforces and promotes safety guidelines for the child in his/her recreation and athletic activities. Assists child with lunch and necessary restroom functions as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Enrollment in a college or university pursuing a Bachelor's degree in Therapeutic Recreation, Special Education or related field is preferred; or, three years of experience working hands on/directly with children and/or adults with disabilities is required.

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports programs for people with disabilities. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities. Basic swimming skills.

SEIU-Local 73
\$17.20 per hour

EEO: Para-Professional

FLSA: Non-Exempt

Apply online at

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

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Cook

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 1 year of food service experience

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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

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Dental Clinic Front Desk Coordinator

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic.

The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary.

The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling.

Knowledgeable of Microsoft software products.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

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Food Service Worker

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

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Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day.

Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED
Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.
Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org
Fax: (773) 962-0034
Mail: Human Resources Department
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Security Officer

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Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions.

Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required. (Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital
326 West 64th Street
Chicago IL, 60621

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Job Title: Administrative Assistant 2

Agency: Illinois Courts/Administrative Office of the Illinois Courts

Salary: \$30,247.00 / Year

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 099

Minimum Requirements:

Education, Experience & Training Requirements: A minimum of two years' office experience. Knowledge of administrative assistant skills or education and training equivalent to, or above, an Associate's Degree in any discipline from an accredited institution is required. Knowledge and skills required include advanced data entry, organizational, communication and interpersonal skills.

Must have experience with database management, including alphabetical, numerical and subject matter filing systems. Must possess working knowledge of office procedures, records management, and office communications. Knowledge and understanding of specialized personal computer applications (i.e. Outlook, Word, Excel, PowerPoint, Access, Adobe Professional) and other standard office equipment. Individual must be able to work independently or in a team environment.

Physical Requirements: Ability to sit or stand for extended time periods required. Professional office working environment requiring extensive use of a personal computer, telephone, and other office technologies. Occasional in-state travel required.

Work Hours & Location/Agency Contact: 8:30 a.m. - 5:00 p.m.

Administrative Office of the Illinois Courts

Civil Justice Division 222 North LaSalle Street, 13th Floor Chicago, Illinois 60601

Barbara Black (217) 524-6429

How to Apply:

Interested individuals should submit - via email or hard copy - a letter of interest, resume, and completed Judicial Branch Employment Application to:

Administrative Office of the Illinois Courts Attention: Human Resource Unit, #0753

3101 Old Jacksonville Road Springfield, Illinois 62704

courtemployment@IllinoisCourts.gov

This position will remain open until filled. However, those individuals submitting materials by Monday, November 17, 2014 will be given first consideration.

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Job Title: Administrative Assistant I - Opt H7

Agency: Human Services

Closing Date/Time: Thu. 11/20/14 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC028 Bid ID#: 10-72-86802

Description of Duties/Essential Functions Benefits Supplemental Questions

The Ludeman Center is a 24 hour 7 days per week residential facility, located on a 60 acre campus with 42 residential homes housing approximately 402 people with developmental disabilities. This position is a member of the Qualify Enhancement team responsible for verifying the quality of care in the delivery of services to people with developmental disabilities who live at the Center, and assists in the monitoring of Ludeman's compliance with Policies, Procedures, Directive, Practices and Standards of the Illinois Department of Human Services, Health Care Financing Administration (HCFA), the Accreditation Counsel on Services for People with Disabilities (ACD) and other accrediting organizations, as well as the Illinois Department of Public Health and Elisabeth Ludeman Center. The QE department conducts in-service training of staff so that services are delivered in a consistent manner and within training standards.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in the public or private organization or completion of an agency approved professional management training program. Requires ability to read and write English proficiently. Requires ability to analyze information and provide concise, coherent reports. Requires extensive knowledge of accrediting and certification standards.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. - 5:00 P.M. M-F
Contact: Alice M. Chambers / Ludeman Center - Building 60
114 North Orchard Drive Park Forest, IL 60466-1297
Voice: 708.283.3015 TTY: 708.283.3060

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 H7 - Dept Human Services

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Job Title: Gaming Special Agent Trainee

Agency: Gaming Board

Closing Date/Time: Thu. 11/20/14 5:00 PM Central Time

Salary: \$3,803.00 - \$5,580.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IGB 10148

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision, for a period of twelve (12) months, participates in an Agency sponsored training program which includes participation in a mandatory accredited police academy training program.

Minimum Requirements:

Requires successful completion of four years of college with a Bachelor's degree and major coursework in law enforcement, pre-law, accounting or business administration. Requires a successful completion of firearms qualification course during the first 12 months of employment. Requires the successful completion of a basic law enforcement training program at an accredited police academy during the first 12 months of employment. Requires physical strength and agility to complete academy training and to practice the art of self defense. Requires an appropriate valid driver's license and willingness to travel and/or perform shift work, including weekends and holidays.

Work Hours & Location/Agency Contact: Work Hours: Rotating Schedule

Work Location: Illinois Gaming Board

Enforcement/Docksite Operations/Joliet East (Harrah's)

151 N. Joliet St. Joliet, IL Will County

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110 Springfield, IL 62702

217-558-0962 217-782-9925 Fax

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).

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Job Title: Office Assistant - Opt 2

Agency: State Police

Closing Date/Time: Fri. 11/21/14 5:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 2

Plan/BU: RC014

Bid ID#: 21-43-ISP14-027

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs a variety of complex clerical and support duties for the Disposition Acquisition Program. Retrieves disposition data for criminal and non-criminal justice purposes. Reviews and processes Criminal History Record Information (CHRI) data contained on computerized logs. Performs data entry of retrieved disposition data. Prepares correspondence for dissemination to criminal justice agencies regarding missing disposition data, or tracks requests for missing dispositions and requests for corrected data to ensure dispositions are received and properly posted to the CHRI database.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of high school and one year of related office experience. Requires the ability to learn and use a variety of computer software, including Microsoft Word, Excel, Lotus 1-2-3 and Approach. Requires ability to accurately type 35 wpm.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:30am to 5:00pm, Monday through Friday

WORK LOCATION: Illinois State Police

Bureau of Identification 260 North Chicago Joliet, IL

AGENCY CONTACT: Shae Bruce / Public Safety Shared Services Center

1301 Concordia Court, PO Box 19277 Springfield, IL 62794

PHONE: 217-557-6015

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

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Full Time Bus Maintenance Technician (Oil, Lube, & Tire Technician)

Job ID 2014-122271

Category Automotive - Maintenance Technician - Oil, Lube, & Tire Technician

Location US-IL-Chicago

Overview:

National and Alamo has an exciting opportunity for a Maintenance Technician. The Maintenance Technician performs car service, repair, preventive maintenance, in-fleet service, and buy back/turn back service according to company policy and procedures. This is a position of routine difficulty requiring the exercise of reasonable judgment and initiative. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

This position is Full-Time (based on a 40 Hour work week)

This position is located at O'Hare International Airport.

Responsibilities:

Ensure all repairs and preventative maintenance are completed according to the manufacturer's specifications and guidelines.

Provide safe and reliable buses upon completion of repairs and preventative maintenance.

Perform in-fleet servicing on buses according to company procedures as required.

Perform buy back/turn back servicing according to company procedures as required.

Perform vehicle servicing/repairing to maintain company standards; maintain Out-Of-Service at or below 2%.

Maintain safe and clean work area.

Perform other related duties as required.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Requires a minimum of 1 year experience changing oil and performing tire rotations on DOT buses.

Requires ownership of standard hand tools to perform basic maintenance and repair responsibilities.

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record within the past 3 years.

Must be able to understand, read, write, and speak English.

Must be willing to accept starting pay of \$13.00/hour.

Apply online at <https://us-erac.icims.com/jobs/122271/full-time-bus-maintenance-technician-%28oil%2c-lube%2c-%26-tire-technician%29/job>

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Part Time Building Support Staff / Custodian Day Shift and Weekends

Job ID 2014-109775

Category Other - Other

Location US-IL

Area Chicago O'Hare Airport

Overview:

Enterprise Holdings has an exciting opportunity for a Building Support Staff / Custodian. The Building Support Staff / Custodian handles repairs, preventive maintenance, and grounds maintenance of all on-site buildings and grounds. Maintains appearance and cleanliness standards for all of the buildings and customer service areas, as well as certain lot areas. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Responsibilities:

Maintain clean, professional looking buildings and grounds at all times.

Maintain clean, professional bathrooms and customer waiting areas.

Perform building and grounds maintenance and litter removal, light landscaping and clean-up, irrigation maintenance and light repairs, weather related maintenance, such as snow removal, and all related tasks.

Perform duties in customer service areas during business hours and contribute to the quality of customer service.

Perform other related jobs as required.

Follow verbal and written instruction.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age.

Experience handling building support responsibilities is preferred.

Must be currently eligible to work in the U.S. and not require sponsorship now or on the future.

Must be willing to work for \$9.00/hour

Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI).

Must be able to work day shifts including weekends: shifts will include an 1/2 hour unpaid lunch.

Apply online at <https://us-erac.icims.com/jobs/109775/part-time-building-support-staff---custodian-day-shift-and-weekends/job>

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Part-Time Service Agent (car detailer) - Chicago (Michigan Ave.), IL

Job ID 2014-112232

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: South Suburbs

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand. Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required) Determine need for and add windshield fluid, gas, oil, water and antifreeze. Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle. Verify appropriate stickers are attached to vehicle (registration, plates, etc.). May be responsible for maintaining an inventory of cleaning supplies. May assist with local automobile deliveries. Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years old. Must have 1 year of prior work experience Must have a valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future

Must be willing to accept the starting pay of \$8.25/hr

Must be able to work the following schedule:

Monday: 8am - 6pm

Tuesday: 8am - 6pm

Thursday: 8am - 3pm

or

Monday: 8am - 1pm

Thursday: 1pm - 6pm

Friday: 8am - 6pm

Saturday: 9am - 1pm

Apply online at https://us-erac.icims.com/jobs/112232/*part-time-service-agent-%28car-detailer%29---chicago-%28michigan-ave.%29%2c-il/job

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Part Time Sr. Customer Assistance Representative - West & Northwest Suburbs

Job ID 2014-123073

Category Customer Service/Support - Customer Service/Support

Location US-IL

Area Chicago: West Suburbs

Overview:

The Customer Assistance Representative Sr (CAR Sr) will provide a high level of customer service by assisting both internal and external customers, primarily face-to-face, supporting their branch and rental needs. The CAR Sr will gain knowledge through local training and hands-on experience to provide administrative support, service customers, and act as a rental back-up in a large home city branch or airport location.

This is a part-time position that pays \$9.50/hr.

Benefits included with this position are:

- *Fun and friendly environment
- *On The Job Training in a Professional Work Environment
- *401k and Profit Sharing with employer contribution *Car Rental Discounts
- *Vehicle Purchasing Discounts
- *Earned Paid Days Off (after one year of cumulative service)

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must have 1 year of customer service experience in a professional setting

Prefer experience working in a sales environment

Must have a valid driver's license with no more than three moving violations and/or at-fault accidents on driving record in the past three years.

No drug or alcohol related convictions on driving record in past 3 years (ie., DUI/DWI).

Must be at least 18 years old.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apart from religious observances, preferred work schedule:

Monday and Friday 7:30AM-12:30PM or 2:00PM-6:00PM

Saturday 8:30AM-12:30PM

Sunday 9:00AM-1:00PM

Apply online at <https://us-erac.icims.com/jobs/123073/part-time-sr.-customer-assistance-representative---west-%26-northwest-suburbs/job>

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Part-Time Service Agent - LaGrange

Job ID 2014-117517

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

Overview:

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The starting salary for this position is \$8.25/hr.

*This position is located at:
5508 S LA GRANGE RD
COUNTRYSIDE, IL 60525*

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old

Must have one year of prior work experience.

Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for 8.25/hr.

Must be willing to work up to 25 hours/week.

Apart from religious observations, must be able to work the following schedule:

Monday - Friday: 3:00pm - 8:00pm

Saturday: 8:00am - 3:00pm

Sunday: 10:00am - 3:00pm

Apply online at <https://us-erac.icims.com/jobs/117517/part-time-service-agent---lagrange/job>

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Part-Time Service Agent (Car Detailer)- North Western Chicago

Job ID 2014-121946

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

Overview:

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

*The position is based at
4524 S WESTERN AVE
CHICAGO IL 60609*

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old

Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for a non-negotiable wage of \$8.25/hr.

Apart from Religious observances you must be able to work one of the following schedules:

Monday: 8:00am - 1:00pm

Wednesday: 8:00am - 1:00pm

Friday: 8:00am - 1:00pm

OR

Monday: 1:00pm - 6:00pm

Wednesday: 1:00pm - 6:00pm

Friday: 1:00pm - 6:00pm

Apply online at https://us-erac.icims.com/jobs/121946/*part-time-service-agent-%28car-detailer%29--north-western-chicago/job

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Job Title: Baker - Dietary Patient Food Service

Department: Dietary Patient Food Service

Shift: 1st

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

Specialty: Food Service

Job Number: 2014-2216

Job Description:

Performs baking duties as assigned; ensures food service sanitation and quality control standards are met. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Responsibilities:

Prepares routine and specialty baking items for patient services, retail services and Room 500 per production schedule. Checks bakery refrigerators, freezer and dry storage areas daily for utilization of leftovers and proper rotation of products. Prepares the correct product, in the correct amount, using computer adjusted recipes; follows procedures in accordance with established standards and methods; verifies recipe accuracy. Wraps, labels, dates and stores products correctly. Maintains cleanliness and sanitation of bakery area and equipment. Participates in recipe standardization process. Collects quality control data. Complies with all regulatory agency standards and all departmental and organizational policies and procedures.

Position Qualifications Include:

Associate Degree or Certificate of Completion in Culinary Arts/Baking is required
Illinois Department of Public Health and City of Chicago Sanitation Certification required within three months of hire
Minimum of two years baking experience in a large volume operation is required
Ability to read, write and speak English
Basic math skills to calculate recipe ingredient and quantity adjustments, calculate weight and measures
Must have organizational skills
Ability to exert 25 pounds of effort to push or pull a cart, carry 40 pounds
Ability to stoop, kneel, reach, sufficient dexterity to operate kitchen utensils

This position requires the ability to stand and walk 100% of time

Apply online at

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Job Title: Coordinator, Community Engagement

Department: COMMUNITY ENGAGEMENT

Shift: 1st

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

Job Number: 2014-2260

Job Description:

The Coordinator, Community Engagement is responsible for program management within the Community-Based Practices, Rush Community Service Initiatives Program (RCSIP), and other community engagement initiatives in a manner that promotes and provides volunteer activities that are open to all Rush students, faculty, and staff, provides need based community services to diverse populations, demonstrates outcomes, and supports the mission of Rush University Medical Center.

Qualifications Include:

Bachelor's degree required

One or more years of community or other related experience required

Competent in the use of excel for outcome database management

Good written and oral communication skills

Ability to implement effective change and maintain results

Ability to prioritize and multitask in a fast-paced environment

Company Highlights:

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

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