



**Part Time Security (4 hrs/day) - Off Duty CPD Officer
(Job Number: 14002LT)**

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process.

Positions require reliable workers who are able to provide support in areas as requested by administrators. These may include, but are not limited to

- * Office Support
- * Duties related to opening and closing out the school day.
- * Data entry, filing, answering phones and other various clerical duties
- * Duties associated with supporting overall school operations

Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life. Join us and help make this vision a reality.

Apply online at

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Part-Time Servicer (6)

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling company vehicles, while accurately recording both.

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed.

Responsible for completing all required documents and reports for work performed.

Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Qualified candidate must be 21 years of age and have, or be able to obtain, a valid class "B" Commercial Driver's License with Passenger and Airbrake endorsements, have knowledge of service area and the ability to operate all company equipment.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Qualified candidate must be capable of heavy lifting.

This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=665

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Tutor/Recess Monitor (Job Number: 14000102)

Description

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***Part-Time Driver - Chicago - Portage Park**

Job ID 2014-117866

Category Customer Service/Support - Driver

Location US-IL

Area Chicago City Northside: Lincoln Park/Lakeview/Wrigleyville/Logan Square

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 out of 5358 W. Irving Park Rd., Chicago, IL. 60641

Responsibilities:

The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions.

Drive and deliver vehicles locally or out of area as needed, following all rules of the road
Deliver customers and vehicles to appropriate destination in a safe and courteous manner

Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles

Organize travel route and ensure vehicle paperwork is accurate and timely

May need to communicate via 2-way radio or cellular phone

May be asked to clean vehicles

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 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: Weds/Thurs: 8:30am-5:00pm & Saturday: 8:00am-1:00pm

Tues/Weds/Fri: 8:30am-5:00pm

Apply online at https://us-erac.icims.com/jobs/117866/*part-time-driver---chicago---portage-park/job

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Shuttle Bus Driver Part Time O'Hare International Airport

Job ID 2014-128952

Category Customer Service/Support - Driver

Location US-IL

Area Chicago O'Hare Airport

DOT Requirements: We are subject to certain Department of Transportation Regulations. Candidate will be required to submit to and successfully complete a D.O.T. medical examination. May drive a maximum of 10 hours after 8 consecutive hours off duty. You may not work more than 70 hours in 8 consecutive days.

Responsibilities:

Deliver customers and vehicles to appropriate destination in a safe and courteous manner

Greet each customer personally in a friendly and welcoming manner

Operate the courtesy shuttle in accordance with all laws and regulations while following company policy to ensure a safe and pleasant operating environment

Assist customer(s) load and unload luggage, enter and exit vehicle and miscellaneous customer needs

Notify Manager of any customer or vehicle problems including daily maintenance, including but not limited to ensuring proper oil, tire and fluid levels

Provide appropriate local information, distribute maps and handouts as required

Communicate with office and other drivers via 2-way radio or cellular phone

Performs miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 25 years of age.

Must have a high school diploma or equivalent.

Must have a valid drivers license

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 5 years.

Previous driving experience in a similar vehicle (large shuttle van or bus) preferred

Must have previous customer service experience.

Must be able to lift a minimum of 50 pounds to assist customers.

Must be authorized to work in the U.S. and not require sponsorship, now or in the future. Must be available to work a day during the weekend

Must be available to work the following shift: Fri, Sat, Sun 5pm-1am for a total of 24 hours. Must be willing to work for \$9.00/hour

Apply online at <https://us-erac.icims.com/jobs/128952/shuttle-bus-driver-part-time-o%27hare-international-airport/job>

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Maintenance Technician/Tow Truck Driver - O'Hare Airport

Job ID 2014-128798

Category Internal Career Opportunities - Rental - Airport

Location US-IL

Area Chicago O'Hare Airport

Overview:

Enterprise Holdings is excited to announce an opening for a Full-time Maintenance Technician/Tow Truck Driver. This person's main responsibilities will include driving the Enterprise tow truck and snow plowing during the winter months. This candidate will also perform oil changes and preventive maintenance on vehicles. This person will also be required to work Monday – Friday from 6 am – 2:30 pm and report to Franklin Park.

Responsibilities:

Tow of service vehicles and damaged vehicles

Plow snow in the winter months

Unlock vehicles in preparation to tow

Complete tow truck preventative maintenance according to the manufacturer's specifications and guidelines

Complete Maintenance Technician repairs including but not limited to the follow: PM's, tire replacements, tire repairs, bulbs, re-set sensors, tire rotations and other tasks as need

Complete RO's in Service Pro for any work completed including warranty tows

Perform other related duties as required

Qualifications:

Experience driving and operating a tow truck is preferred

Must have a satisfactory driver's license

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

Must be able to work flexible hours during the winter months for snow plowing needs

Must have a C class driver's license or be willing to obtain within the first week of hire

Must have a minimum of 1 year experience changing oil and performing tire rotations

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

Apply online at <https://us-erac.icims.com/jobs/128798/maintenance-technician-tow-truck-driver---o%27hare-airport/job>

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Temporary School Clerk (Job Number: 140002LH)

ESSENTIAL FUNCTIONS: Prepares and types a variety of original correspondence, memorandums, and reports using either a personal computer or typewriter as directed by the school principal and/or the principal's designee; opens, sorts, and distributes incoming mail and school correspondence; serves as a receptionist and greets and directs visitors to appropriate staff; schedules appointments for school administrators; receives and places telephone calls for school personnel; responds to inquiries from students, parents and guardians and the general public concerning school operations and activities; maintains attendance records of students and staff; processes and prepares payrolls for school personnel, both manually and by operating computerized timekeeping and payroll equipment; maintains enrollment records and processes student transfers; maintains student history records; prepares and processes requisitions for the procurement of supplies, instructional materials, furniture, and equipment; maintains and monitors the school's petty cash and internal account ledgers; issues checks and prepares money for deposits; receives and compiles periodic reports involving payrolls, pupil attendance and enrollment, various funds and account ledgers; compiles and forwards student transcripts to appropriate parties; may take and transcribe dictation; may operate personal computers utilizing spreadsheet, database, or other software applications.

MINIMUM QUALIFICATIONS

Training and Experience. Graduation from high school (or G.E.D. equivalent) supplemented by one year of clerical work experience, and the ability to type 45 words per minute with fewer than 10 errors; or an equivalent combination of training and experience.

Knowledge, Abilities, and Skills. General knowledge of modern clerical office methods, practices, and procedures; knowledge of common office machines and equipment. Ability to apply general clerical office methods, practices, and procedures; ability to follow oral and written instructions; ability to type proficiently; ability to communicate effectively and tactfully with school personnel, students, parents and guardians, and the general public; ability to operate personal computers utilizing word processing, spreadsheet, and database software is highly desirable. Good oral and written communication skills; good skill in basic mathematics; good interpersonal skills; good recordkeeping skills.

Apply online at

https://pcpsep.epm.cps.edu/psp/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIPT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS

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Management Trainee Intern

Job ID 2014-126335

Category Internships - All Internships

Location US-IL

Area Chicago: North Suburbs

Responsibilities:

When you join our Management Internship Program, you'll acquire highly marketable skills and experience pertaining to every aspect of running a successful business.

You'll soon discover that every day is different because it is filled with so many new, exciting, rewarding and often unexpected challenges.

There is one consistent aspect, however - everyday, you'll learn more about sales/marketing, customer service, business management, and administrative skills than you ever thought possible.

At Enterprise, you won't be a glorified gopher getting coffee or filing all day.

Our interns go at the same energized pace and take on the same challenges and responsibilities as our Management Trainees.

Not only is it a paid internship program, but interns may also be eligible for performance incentives and employee referral rewards.

The business training you'll receive will be an amazing jumpstart to your career.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

We require a minimum of 6 months experience in any of the following: sales, customer service, leadership and/or management.

Current College\University students with 3 or fewer semesters left until graduation
Clean driving record is a must

Apply online at <https://us-erac.icims.com/jobs/126335/management-trainee-intern/job>

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Part Time Security (Off-Duty Police Officer) (Job Number: 140002L6)

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Temporary Sign & Shelter Technician

Location: Arlington Heights
Office: External Relations
Department: Sign & Shelter

Job Description:

Under the direction of the Supervisor of Passenger Facilities Maintenance, or designate, will install, clean and maintain shelters and bus stop signs throughout the six county region.

Maintenance will include replacing shelter glazing, repairing shelters, replacing signs, installing sign posts, applying decals and maintaining shelter and sign inventory.

Winter conditions may require snow removal duties at Pace shelters and passenger facilities including shoveling, operating a snow blower and snow plowing.

Other duties as assigned or required.

Qualifications:

Qualified candidate must be able to repair and clean shelters, signs and perform maintenance at passenger facilities using basic hand and power tools, e.g., pop rivet tool, electric drill and saw, strapping tool, power washer, etc.

Must possess a valid driver's license, good driving record and be capable of heavy lifting.

Must be able to keep good records of work performed and complete work orders. Position reports to Pace Sign and Shelter Shop located at Pace West Division in Melrose Park.

May be required to work occasional evenings and weekends.

Must be able to work independently with minimal supervision. Basic computer skills required.

Qualified candidate must have a good work history. This is a safety sensitive position.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=592

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Retiree (Job Number: 140002KQ)

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Supervisor/Dispatcher

Location: North Aurora

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Division Manager, or designate, performs road supervisor and/or dispatcher duties.

Supervision encompasses all field operations including, but not limited to: investigating accidents; passenger incidents; detour routing; passenger relations; vehicle breakdowns; monitoring the performance of Bus Operators.

Dispatch functions encompass supervision and coordination of bus routes and Bus Operators. Maintains work assignment board on daily basis.

Operates base radio coordinating detours and notifies proper authorities in emergencies, breakdowns or upon Bus Operator's request.

Monitors, answers, and generates reports off Intelligent Bus System (IBS) including operator violations. Maintains appropriate dispatch paperwork. Answers phones and fields calls. Other duties as assigned or required.

Qualifications:

Qualified candidate must be 21 years of age and have at least five (5) years experience in transportation. Must have, or be able to obtain, a valid Illinois Commercial Driver's License (CDL), Class B.

Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions and proficient use of computers with focus on Microsoft Windows.

The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must have a good work history. Management experience preferred.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=305

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Cash Application Rep I - Bolingbrook, IL

Facility Presence Health - Corporate Office

Department PFS CUSTOMER SERVICE

Schedule Full-time

Shift Day shift

Hours 8:00 am - 4:30 pm

Location Chicago, IL

Req Number 133850

Job Details

This position is located in our Bolingbrook, IL Office location.

SUMMARY:

Post daily bank deposits, lock box deposits, perform data input for all payments and adjustments onto appropriate patient accounts.

QUALIFICATIONS:

High school diploma or equivalent.

Six months of experience in hospital billing.

Basic computer experience.

Strong customer service skills.

Excellent verbal and written communication skills (ability to communicate clearly and professionally).

Excellent interpersonal skills.

Able to work in a fast paced environment.

PREFERRED QUALIFICATIONS:

Microsoft Office, EPIC, McKesson and Meditech patient accounting system experience.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=231134>

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Communications Operator (Part-Time)

Location Name: The Palmer House Hilton

Location Address: 17 East Monroe Street, Chicago, IL, USA

Full/Part Time: Part-time

A Telephone Operator with Hilton Hotels and Resorts is responsible for answering and responding to internal and external calls in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Telephone Operator, you would be responsible for answering and responding to internal and external calls in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Respond to guest inquiries and requests and resolve issues via telephone in a timely, friendly and efficient manner
- Provide information and demonstrate knowledge of all hotel facilities and services
- Respond to emergencies and document and relay comprehensive, accurate information to proper parties in emergency situations
- Accept and deliver all messages promptly and accurately, utilizing proper grammar and spelling
- Operate office equipment including, but not limited to, computers, PBX system, fax machine, e-mail, etc.

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/communications-operator-part-time-job-chicago-illinois-4959053?cntry=united-states>

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Assistant Front Office Embassy Suites

Job ID: FRO019US

Location Name: Embassy Suites Chicago - Downtown/Lakefront

Location Address: 511 Columbus Drive, Chicago, IL, USA

Full/Part Time: Full-time

What will I be doing?

As an Assistant Front Office Manager, you would be responsible for assisting in the direction and administration of Front Office operations in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Assist in the management of all Front Office operations to include, but not limited to, guest service and registration (check-in/check-out), room inventory and availability, guest service standards and initiatives, product quality, cost controls and overall profitability, marketing initiatives, systems use and management, budgeting and forecasting, department management, policy and procedure implementation and enforcement and meeting participation and facilitation
- Assist in monitoring and developing team member performance to include, but not limited to, providing supervision, conducting counseling and evaluations and delivering recognition and reward
- Recruit, interview and train team members
- Assist in monitoring and assessing service and satisfaction trends, evaluate and address issues and make improvements accordingly
- Oversee the VIP guest process including, but not limited to, reviewing VIP reservations and ensuring smooth check-in/check-out
- Assist with up-selling techniques to promote hotel services and facilities to maximize room occupancy and overall revenue
- Ensure team members have current knowledge of hotel products, services, facilities, events, pricing and policies and knowledge of the local area and events

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/assistant-front-office-manager-job-chicago-illinois-4959041?cntry=united-states>

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Bellperson

Job ID: FRO019SY

Location Name: Hilton Chicago and Towers

Location Address: 720 South Michigan Ave, Chicago, IL, USA

Full/Part Time: Full-time

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Bellperson, you would be responsible for transferring and storing luggage and responding to guest requests in the hotels continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Greet and escort arriving and departing guests to and from their accommodations
- Retrieve and transport guest luggage
- Inspect guest rooms and acquaint guests with these rooms and their features
- Respond to guest inquiries and requests in a timely, friendly and efficient manner
- Organize and store luggage, as needed, according to guidelines
- Ensure that management/leadership team is kept fully aware of any relevant feedback from guests and/or other departments
- Ensure messages and faxes are regularly delivered throughout the day
- Assist with room moves, special luggage deliveries and/or pulls, and attend the main lobby and front door, as needed
- Drive property-designated vehicles to and from guest destinations such as guest room or local airport, as needed
- Assist in the maintenance, appearance and functionality of equipment

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/bellperson-job-chicago-illinois-4959038?cntry=united-states>

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Laundry Valet

Job ID: HOU0176E

Location Name: Hilton Chicago and Towers

Location Address: 720 South Michigan Ave, Chicago, IL, USA

Full/Part Time: Full-time

Organization Hilton

Brand

Retrieve, record, process/clean, sort and distribute guest laundry.

Track invoice information, package finished orders and maintain clean work area.

Respond to guest inquiries regarding Laundry and Valet services.

What will it be like to work for this Hilton Worldwide Brand?

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences.

Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected.

From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

Hilton Hotels & Resorts is one of Hilton Worldwide's ten market-leading brands. For more information visit www.hiltonworldwide.com.

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/laundry-valet-job-chicago-illinois-4952773?cntry=united-states>

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Overnight Front Office Supervisor

Job ID: FRO019SC

Location Name: Hilton Chicago and Towers

Location Address: 720 South Michigan Ave, Chicago, IL, USA

Full/Part Time: Full-time

Organization Hilton
Brand

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ENV SERVICE WORKER

Facility Presence Saint Joseph Hospital - Chicago
Department ENVIRONMENTAL SERVICES
Schedule Full-time
Shift PM shift
Hours 1500-2330 EWE
Location Chicago, IL
Req Number 134483

PRESENCE SAINT JOSEPH HOSPITAL - CHICAGO
FULL TIME EVS WORKER; PM SHIFT (3PM-11:30p) Every Weekend
ENVIRONMENTAL SERVICES

Under general supervision, cleans and sanitizes rooms, hallways/entrances and furnishings in assigned work areas, following established policies and procedures, to maintain high standards of cleanliness and sanitation throughout the facility. Must have the ability to read and understand English.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=445689>

FOOD SERVICE WORKER

Facility Presence Saint Joseph Hospital - Chicago
Department FOOD SERVICES
Schedule Full-time
Shift Rotation
Hours 6 am -8 pm
Location Chicago, IL
Req Number 133586

Job Details SAINT JOSEPH HOSPITAL- CHICAGO
FOOD SERVICE WORKER; FULL TIME 6AM-8PM
The Food Service Worker performs a variety of functions and tasks pertinent to the production, service, sanitation, and distribution of food to both patients and employees. A Food Service Worker may work in various areas of the department such as patient tray line, dish room, pots and pans, sanitation, cafeteria, and storeroom.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=491608>

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HEALTH INFO ASST II

Facility Presence Saint Joseph Hospital - Chicago
Department HEALTH INFORMATION MANAGEMENT
Schedule Full-time
Shift 8 hour shifts
Hours 9 to 5:30 M-F
Location Chicago, IL
Req Number 134358

Job Details

SAINT JOSEPH HOSPITAL- CHICAGO
HEALTH INFORMATION ASSISTANT II
FULL TIME 9AM-5:30PM

Performs higher level clerical duties including but not limited to chart processing, release of information, birth certificate completion, physician incomplete record maintenance and data entry. Will typically specialize in one or more of the essential duties and responsibilities.

Requirements:

- +Must have a high school diploma or equivalent.
- +Minimum of one year medical records experience.
- +Must have the ability to type 40 wpm.
- +Previous experience with processing birth certificates.
- +EPIC experience in an acute care situation preferred.
- +Spanish speaking a plus.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=762940>

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