



Job Title: Environmental Health Specialist II

Agency: Public Health

Closing Date/Time: Wed. 12/24/14 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDPH 73957B

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs working level professional Food, Drug and Dairies duties in the enforcement of state and federal laws and regulations; independently performs routine inspections and surveys; explains related laws and outlines violations; performs routine and noncontroversial re-inspection and participates in the conduct of investigations; collects samples and evaluates laboratory reports with the supervisor

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of four years of college with a minimum of 30 semester hours in the physical and/or biological sciences. Requires one year professional experience in environmental health sanitation. Some positions in this class may require a valid driver's license and/or an ability to travel.

Work Hours & Location/Agency Contact: Work Hours & Location: 8:30 AM - 5:00 PM
Office of Health Promotion
Division of Food, Drugs, & Dairies 525 W. Jefferson St. Springfield, IL
Agency Contact: Office of Human Resources
535 W. Jefferson St. 4th fl Springfield, IL 62761
Phone: 217-785-2031 Fax: 217-785-2038

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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Busser

As a Busser, you assist the food and beverage team in making sure that every single guest enjoys their experience. How so? You clear, clean, reset tables and assist wait staff. Restock food service supplies while constantly maintaining a clean and safe environment in the auditoriums, lounge and bar. Easier said than done, right?

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

Ensure cleanliness of the Fork & Screen auditoriums, lounge and bar.

Assist wait staff and the bussing of tables.

Clear and reset tables both before and after presentation.

Maintain a clean and well stocked bus station at all times.

Assist with crowd control and seating of guests as needed.

Perform exit greetings at auditorium doors at the end of each presentation.

Perform Ticket Taker duties as needed.

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 Busser at AMC , you'll need to demonstrate:

Ability to provide superior guest service.

Possess good verbal communication skills.

Have a general knowledge of theatre policies, prices, menu, and bar selections.

Ability to work with minimal supervision.

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.

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 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/busser>

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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>

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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>

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Maintenance Technician - Chicago

Maintenance | Chicago, IL, United States

Pangea is currently looking for a self-motivated Maintenance Technician who is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and able to work effectively in a dynamic, entrepreneurial environment. Candidates must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:
(Job consists of minor repairs in.)

Plumbing
Electrical
Carpentry
Flooring
Concrete/Roofing

Qualifications:

Must have own tools.

Access to reliable automobile, cell phone, and valid driver's license with insurance.

Honest and able to work in a self-directed, fast-paced environment with minimal oversight. Hard working and flexible on hours if necessary.

Must commit to Pangea full time Criminal checks will be run. Computer literacy a plus.

Other Skills A plus:

HVAC/Boiler Systems: Furnace installation and troubleshooting (both heat and AC); boiler installation and troubleshooting (both steam and water) for 24+ unit buildings.

Low Voltage: Installation and repair of commercial intercom systems for 24+ unit buildings. Knowledge of 220V. Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections. Appliance repair.

Compensation and Benefits:

Base pay starts at up to \$17/hour, depending on experience and skill.

Benefits include health insurance, two weeks' vacation and five sick days per year.

Bonus of up to \$1000 per year depending on performance.

Potential for promotion from within the company.

Periodic training and workshops provided.

Apply online at <https://www.pangeare.com/careers>

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Job Title: Highway Maintainer - Monthly Snowbird

Agency: Transportation

Closing Date/Time: Mon. 12/22/14 4:30 PM Central Time

Salary: \$4,375.00 - \$4,375.00 monthly

Job Type: Temporary

Location: Statewide, Illinois

Number of Vacancies: 10

Bid ID#: 2014/2015

Description of Duties/Essential Functions Benefits Supplemental Questions
These positions assist in the snow and ice removal along with other related duties during the winter months.

Minimum Requirements: Must possess valid Class "A" or "B" CDL with "N or "X" endorsement and with non-restricted air brakes. *Lake County must possess "A" CDL.
Work Hours & Location/Agency Contact: IDOT/District 1, Lake County / IDOT/District 5, Dewitt, McLean, Piatt and Vermilion Counties. Work hours vary on the location.

How to Apply: Please visit: <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to view the entire job posting and to download an application.

Each posting indicates where to submit the application, and indicates a contact name and telephone number.

Cardiac Cath Tech-1405041620

Description: Performs a variety of technical tasks involved in operating radiographic/x-ray equipment and making radiographs of designated parts of the body. Assists in all invasive procedures performed in the Cardiac Cath Lab and/or Special Procedures Electrophysiology lab. The staff in this position will work as part of a team with physician, registered nurses, and cardiovascular technicians.

Qualifications: BLS, Current Licensure in the State of Illinois, and Current Registration by ARRT are required. ACLS and ECG are preferred.

Job: Imaging and Radiology
Primary Location: IL-Oak Park
Hospital/Facility: West Suburban Medical Center
Job Type: PT2Y
Shift Type: Rotating

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ftl>

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Administrative Assistant

Friedman Billings and Ramsey
311 S Wacker Dr Ste 4550 Chicago, IL
West Loop, Printer's Row
Job ID: 8973539

Job Type: Full Time

Shift Type: Morning

Compensation: \$18

Experience: 1-3 Years

References: Preferred

No walk-ins or phone calls will be considered. Please apply online

Job Description

We are a global recruiting company with a focus on the interactive gaming, digital media, and mobile technology space.

We are seeking an entry-level, eager and passionate Administrative Assistant to support our growing team.

Responsibilities:

- Answering multi-line telephones
- Data Entry
- Filing, copying, and faxing
- Assisting with Accounts Receivables
- Administrative tasks as needed

Job Requirements:

- Proficiency in Microsoft Office
- Professionalism
- Bachelor's Degree preferred but NOT REQUIRED
- Excellent customer service and communication skills
- The ability to multi-task and work in a fast-paced environment
- Strong attention to detail
- Must be organized and self-motivated.

Apply online at <http://www.shiftgig.com/job/chicago/il/receptionist-job-openings-at-friedman-billings-and-ramsey-8973539>

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Training Specialist - Lake Street, Chicago

This new created position in our growing Training Department is based at our Lake Street office and requires a service-oriented trainer to facilitate delivery of our Job Readiness Training program.

Reporting to the Director of Training, incumbent will provide training and mentoring to customers to assist them in preparing for the world of work, obtaining and retaining employment, and achieving family self-sufficiency.

In addition, he/she will serve as a liaison between clients & their assigned Able Career Coach to provide appropriate job-search tools during their job search.

QUALIFICATIONS:

- Bachelor's degree or higher, in education or related field.
- Minimum two-five years training/employment experience ideally with government funded programs and/or social service agencies. Previous workforce training experience is a plus.
- Minimum 1-2 years previous experience in instruction, delivery and facilitation of training for adult learners highly desirable.
- Experience delivering online training strongly preferred.
- Proven leadership skills; thorough understanding of and experience with training best practices and adult learning principles.
- Advanced proficiency with Microsoft Office Suite software (to be demonstrated in audition interview).
- Excellent communication (verbal and written), organizational and interpersonal skills.
- Service-oriented, empathetic, able to interact and develop rapport with a diverse population.
- Self-motivated, strong attention to detail and consistent, reliable follow-through.
- Team player who can multi-task; manage conflicting time demands, meet deadlines and work well under pressure.

TO APPLY:

Interested candidates should submit a resume, cover letter & salary history to:

careers@nationalable.org

NOTE THE SPECIFIC POSITION IN THE SUBJECT LINE OF YOUR EMAIL

EOE AA M/F/Vet/Disability

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Administrative Assistant/Customer Service.

Global Energy Services

23 drive street 9240 Belmont Avenue, Franklin Park, IL

Job ID: 9126177

Job Type: Part Time

Shift Type: Morning, Afternoon

Compensation: \$30.95/hr +tips

Experience: 1-3 Years

No walkins or phone calls will be considered. Please apply online

Job Description

A Vasertile. This person will be organized, efficient, and a self starter who requires minimal supervision to complete assigned tasks and duties. This person will be responsible for basic office/ clerical work along with other tasks assigned

Essential Functions:

- *Ability to type 40 wpm
- *Strong customer service
- *Must be proficient in Microsoft Word, Excel, Outlook, Powerpoint
- *Knowledge of filing processes
- *Effective oral, written, phone communication skills.
- *Interpersonal skills
- *Schedule appointment
- *Touch calls once per week at minimum
- *Accept inbound calls adewale_gbemiga50

Knowledge, Skills, and Abilities:

- *Customer Service
- *Verbal communication*Active listening
- *Phone skills*Result oriented
- *Time management*General computer skills
- *Program knowledge

Requirements:

- *High School diploma or equivalent
- *Able to pass background check
- *Can work in a fast-paced environment

Requirements & Skills: Must be 18+

Apply online at <http://www.shiftgig.com/job/franklin-park/il/payroll-clerk-job-openings-at-global-energy-services-9126177>

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Job Title: Office Coordinator - Opt 2

Agency: Human Services

Closing Date/Time: Tue. 12/23/14 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

\$36,324.00 - \$50,676.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-83101

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direction, performs paraprofessional and technical secretarial and office support functions for the Local Office Administrator in the Stroger Local Office. Assists in a variety of office management and support functions. Types a variety of forms, form letters, cards, and records.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to two years secretarial/business college or completion of high school and two years related office experience or two years independent business experience; requires extensive knowledge of office practices, procedures, and programs; requires extensive knowledge of composition, grammar, spelling, and punctuation and basic mathematics; requires the ability to follow oral and written instructions. Requires ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm

Stroger 600 South Hoyne Chicago, IL 60612

How to Apply:

Please submit CMS 100 (revised 10/2014) applications to:

Bureau of Employee Services / Lisa Horsley

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762

PHONE: 217-557-0347 FAX: 217-524-2116

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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College Lab Assistant I - HAR0000305

To assist the physics and physical science faculty members in all phases of laboratory procedures and/or lecture demonstrations emphasizing laboratory safety practices.

- Supervise students during Physics and Physical Science laboratory classes.
- Prepare reagents, chemical solutions, equipment and materials for laboratory procedures and demonstrations as needed.
- Perform and evaluate prospective and/or current experiments.
- Set up, operate and maintain existing instruments, audio-visual materials, procedures and equipment as requested.
- Maintain laboratories and storerooms of the physics and physical science laboratory areas as to cleanliness, orderliness, safety, and availability of equipment and maintaining inventory using computer software.
- Assist in the student registration process.
- Adheres to CCC Customer Service Excellence Standards.
- Perform other duties as assigned.

Qualifications

- Minimum two years of college with course work in Physics and general Chemistry.
- Knowledge of routine laboratory safety practices and the ability to perform routine laboratory procedures.
- Computer literacy is also required.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Other Office/Administrative Support
Primary Location: Harold Washington College
Employee Type: Full Time | Regular
Union Code: 1708Unit1
Job Posting: Dec 8, 2014, 3:11:11 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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College Clerical Assistant I - HPVEC - HUM0000120

College Clerical Assistant I at Humboldt Park

1645 N. California Ave, Chicago, IL 60647

OVERVIEW OF THE POSITION

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

DUTIES & RESPONSIBILITIES:

- Prepares routine records, memos and forms; proofs completed assignments for errors and makes appropriate corrections; maintains office and student record files in alphabetical and/or numerical order.
- Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures.
- Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence.
- Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration.
- Adheres to CCC Customer Service Excellence standards.
- Performs related duties as required.

SUPERVISORY RESPONSIBILITIES: None

Qualifications

- Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred.
- Knowledge of word processing software; and knowledge of basic office procedures.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Clerical/Secretaries

Primary Location: Humboldt Park V E C

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Dec 8, 2014, 12:39:39 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Job Title: Public Service Administrator - Opt 2

Agency: Healthcare & Family Services

Closing Date/Time: Tue. 12/23/14 5:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: GB062

Bid ID#: CS3012

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to the completion of four years of college, preferably with courses in accounting and auditing theory, principles, methods, and procedures; requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization or in accounting, external auditing, budgetary planning and control or public accounting; of the 3 years of experience, requires administrative experience working with and interpreting the KIDS system, especially complex financial screens; requires ability to research and evaluate confidential child support records and resolve child support issues while exercising discretion when responding both orally and in writing; requires extensive knowledge of state and federal policy as it relates to Child Support; requires ability to utilize computer applications using Microsoft products including Word, Excel, and Outlook. Requires ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 – 5:00

Location: Department of Healthcare and Family Services

DCSS/Statewide Field Acct. Reconciliation Operations /Account Adjustment - North (53)
16 W. Cass St., 4th Floor Joliet, IL 60432 (Will County)

Agency Contact: Kathy Hunter 509 South Sixth Street Springfield, IL 62701

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 - Fiscal Mgt/Acct-Insur---

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Customer Service/Production

Edible Arrangements

7511 Lemont Rd Ste 196 Darien, IL

Job ID: 9130279

Job Type: Part Time

Shift Type: None

Compensation: 9.00/hr starting

Experience: No Experience

References: Preferred

No walkins or phone calls will be considered. Please apply online

Job Description

We are looking to immediately hire a Part-time team member with a pleasant attitude, who is detail oriented, flexible, responsible, RELIABLE and great with customers!

Must be a good multi-tasker.

Responsibilities include all dealings with customers both in person & over the phone, ability to prepare arrangements when needed and clean-up. Hours vary week by week, longer hours leading up to holidays.

We are open 7 days per week & most holidays. Hours will be 18-25 per week, probably closer to 25 on a regular basis.

We are a small team environment. Casual attire, jeans, EA T-shirt, gym shoes.

Starting pay is \$9.00 per hour with room for advancement if you prove your ability to offer a proactive effort and take on more responsibility.

If you are interested and would like to interview, please stop in to fill out an application (preferred method) OR send an email stating your Name, City in which you live, Phone number, any dates or times you are unable to work, Number of hours desired each week, work experience, something that you want to share about yourself that makes you stand out from all the rest! Thank you!

Can't wait to have you join our team! email: 932vyearj5@jobs.shiftgig.com 630-985-8543

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Customer Service Supv

Location: Chicago, IL
Requisition ID: 762-869218
Posting Date: 12/11/2014
Shift: Flexible
Status: Seasonal

Bring your passion for fashion to today's Burlington Coat Factory. If you are interested in a career in retail, consider joining one of the largest off price retailers of apparel and home furnishings in the nation. We always have a large selection of quality name brand merchandise at huge savings; coats, clothing and shoes for the whole family, fashionable accessories, home decor, and everything for baby. Burlington means one-stop shopping for labels you love at prices you love even more. With more than 450 stores, we're always looking for good talent that can drive results.

GENERAL PURPOSE OF POSITION:

THE CUSTOMER SERVICE SUPERVISOR (CSS) IS RESPONSIBLE FOR ENSURING THE HIGHEST LEVEL OF CUSTOMER SERVICE THROUGHOUT THE STORE. AS A LEADER ON THE CUSTOMER SERVICE TEAM, THE CSS WILL ASSIST IN THE SUPERVISION OF CASHIERS AND CUSTOMER SERVICE ASSOCIATES. THIS INDIVIDUAL WILL FOCUS ON IMPROVING THE OVERALL CUSTOMER EXPERIENCE THROUGH INTERACTION WITH CUSTOMERS ON THE SELLING FLOOR.

FOCUS OF POSITION:

POSITIVELY DEMONSTRATE THE COMPANY'S CORE VALUES BY DEVELOPING TRUST AND RESPECT AMONG PEERS AND MANAGEMENT, WORKING IN TEAMS AND PARTNERING WITH OTHERS THROUGH COLLABORATIVE WORK ETHICS, AND DRIVING BUSINESS RESULTS BY PLACING A HIGH PRIORITY ON DETAIL AND ACCURACY TO SUCCESSFULLY COMPLETE ALL TASKS. DELIVER EXCELLENT CUSTOMER SERVICE AND DEMONSTRATE A HIGH DEGREE OF PROFESSIONALISM

RESPONSIBILITIES:

DRIVE THE DELIVERY OF EXCEPTIONAL CUSTOMER SERVICE BY INSISTING ON FRIENDLINESS AND CREATING A HEADS UP MENTALITY ON THE PART OF ALL STORE ASSOCIATES. EXPEDITE FRONT LINES, DIRECT FLOW OF CUSTOMERS, AND ENSURE THAT EACH CUSTOMER RECEIVES OUTSTANDING CUSTOMER SERVICE

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

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/customer-service-supv-chicago-illinois-job-4952049>

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Loss Prevention Assoc

Location: Chicago, IL
Requisition ID: 838-868385
Posting Date: 12/8/2014
Shift: Flexible
Status: Regular

General Purpose of Position:

The Loss Prevention Associate is responsible for executing the company's Loss Prevention, Shortage Control and Safety programs at the store level. Responsible for monitoring the physical protection and safety standards for the stores merchandise, physical structure, customers and associates. Act as a deterrent to individuals involved in dishonest activity and if necessary make an apprehension as required. Detect report and resolving matters in the area of safety, inventory shortage, cash handling and theft, and for providing customer service as per company standards.

Responsibilities:

Patrol the store and stand at assigned locations in Burlington Coat Factory Loss Prevention Uniform jacket to create a professional and demonstrative visible Security presentation to Customers and Associates
Detect and deter individuals involved in dishonest or illicit activity in the store. The physical detention of individuals responsible for shoplifting is required as necessary. Investigate and resolve internal theft cases at the direction of Loss Prevention Management. Conduct routine inspections of the facility to maintain physical security and protection of assets. Monitor closed circuit television systems, if applicable Complete required audits and inspections and provide accurate documentation of results. Represent Burlington Coat Factory in court proceedings associated with Loss Prevention apprehensions and investigations when necessary.
Enforce company standards as they relate to security and safety procedures
Participate in the training of new hire associates in matters of loss prevention and safety procedures. Conduct safety inspections and communicate hazards to key holder on duty. Ensure physical security by controlling access of associates and visitors
Participate in the store's Shortage Control and Safety programs
Execute directives

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

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/loss-prevention-assoc-chicago-illinois-job-4949674>

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Busy Gold Coast Bar and Restaurant Needs Hard Working Bussers & Runners

P.J. Clarke's

1204 N State Pkwy Chicago, IL
Near North Side, Gold Coast

Job ID: 9129431

Job Type: Full Time

Shift Type: Morning, Afternoon, Night

Compensation: \$6.00/hr + Tips

Experience: 1-3 Years

References: Preferred

No walkins or phone calls will be considered. Please apply online

Job Description: Have to be willing to work hard and work with a smile. Be part of a great team. Want to make lots of \$\$\$.

Apply online at <http://www.shiftgig.com/job/chicago/il/bus-person-job-openings-at-pj-clarkes-9129431>

Case Manager- Registry-1405041491

Description: Under the general supervision of the Manager, nurses in the Case Manager role provide clinically-based case management to support the delivery of effective and efficient patient care. Paces cases from physiological and economic perspectives. Has overall accountability for the utilization management and transition management for patients within the assigned caseload. Partners with Social Workers and collaborates with other health care team members to identify appropriate utilization of resources and to ensure reimbursement. Utilizes criteria to confirm medical necessity for admission and continued stay. With the patient, family and health care team, creates a discharge plan appropriate to the patient's needs and resources.

Qualifications: Must have current Illinois RN license. Must have 2 year of acute care experience. Case Mgmt experience preferred.

Job: Nursing

Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center

Job Type: PT2Y

Shift Type: Days

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ftl>

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Servers

Spirit of Chicago

401 E Illinois Street, 352 Chicago, IL

Near North Side, River East

Job ID: 9128935

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: N/A

Experience: < 1 Year

No walkins or phone calls will be considered. Please apply online

Department: Food & Beverage

FLSA status: Non-exempt

Reports to: Restaurant Manager/ Supervisor on duty

Job Summary: Inspired by a commitment to excellence, servers at our Company* create unforgettable memories for our guests. The successful server is technically competent in serving food and beverages, is hospitable and cordial to guests and coworkers, acts safely and responsibly, and is knowledgeable about the vessel and the skyline.

Additional Responsibilities: Be prepared to begin work at scheduled time
Maintain uniform and personal grooming in compliance with appearance standards
Assist with the warm and efficient greeting and seating of guests when they arrive
Other duties as assigned by the manager or supervisor on duty

Accountabilities: The successful server will facilitate an unforgettable experience for their guests, be favorably viewed by supervisors and peers, and be swift and efficient in the execution of their assigned duties. Performance will be measured by guest and mystery shopper satisfaction surveys, departmental tests, management evaluation, and comparative beverage sales.

Requirements & Skills

One (1) year experience in high volume restaurant preferred

High School Diploma (or GED or High School Equivalence Certificate) preferred

Energetic and enthusiastic personality essential

Must be able to effectively understand and convey written and verbal information to guests and coworkers. Will work for extended periods without sitting

Required to lift furniture and other heavy items such as dishes up and down stairs

Per US Coast Guard regulations, must be a US Citizen or a Permanent Resident

Apply online at <http://www.shiftgig.com/job/chicago/il/server-job-openings-at-spirit-chicago-9128935>

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Hotel Front Desk

Holiday Inn & Suites Bolingbrook
205 Remington Boulevard Bolingbrook, IL
Job ID: 8916819
Job Type: Part Time
Shift Type: Morning
Compensation: N/A
Experience: No Experience

Job Description

Looking for friendly and outgoing people
Flexible schedule based on your availability

Apply online at <http://www.shiftgig.com/job/bolingbrook/il/front-desk-clerks-job-openings-at-holiday-inn-suites-bolingbrook-8916819>

Grill or Pizza Cook!

The Boss Bar
420 N Clark St., Chicago, IL
Near North Side, River North

Job Description

High volume, late night River North bar and restaurant is seeking a cook to join our close-knit team!

We're open until 4AM every night and 5AM Saturdays and some shifts will be late night.

Please send your availability! Thanks!

Requirements & Skills

Must be 21+

Apply online at <http://www.shiftgig.com/job/chicago/il/grill-cook-job-openings-at-boss-bar-9132081>

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Admin Clerk (O'Hare Airport)

Job ID 87334

Positions 1

Location US-IL-Chicago

Category Administrative/Clerical

Job Summary: Responsible for receiving, verifying and entering information into computer system; creating, preparing and submitting various reports; receiving and responding to customer and location telephone calls; reconciling billing information; verifying and assigning account numbers.

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Receive, verify and enter information into computer system
- Generate and review reports for accuracy
- Compile, organize and prepare various reports and forward to appropriate personnel
- Create and maintain files
- Reconcile billing reports, billing invoices and various other information
- Receive and respond to incoming calls from customers and locations
- Verify and assign proper account numbers
- Perform related responsibilities as required or assigned

Required Education/Experience: High School Diploma or Equivalent
At least 1 to 2 years experience in data processing or related field
Valid Driver's license as required by state

Required Qualifications: Ability to type 40 w.p.m.
Ability to answer questions on telephone quickly and accurately
Knowledge of general mathematical procedures and accounting principles
Skill and proficiency in the use of personal computer software programs including word processing and spreadsheet applications
Ability to pay close attention to detail
Good organization skills. Ability to operate 10-key
Good oral and written communication skills

ATTENDANCE: Ability to comply with the company's attendance policy.

Preferred Requirements :

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.
EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-dtag.icims.com/jobs/87334/job>

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