



Job Title Maintenance Department Management Positions

Location Chicago, IL, US

Job Type Full-Time Permanent

Department Maintenance

Salary to be determined by the selected candidate's experience and qualifications.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's Degree or a combination of education and experience relating to position, or equivalent military experience. Three (3) years of experience in fleet maintenance and repair plus one (1) year in a supervisory role. Transit operations experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

Detailed knowledge of the operations, services, and activities of a comprehensive fleet maintenance program. Detailed knowledge of the modern and complex principles and practices in maintaining facilities and fleet. Detailed knowledge of methods, practices, materials, tools, and equipment common to fleet maintenance. Working knowledge of applicable federal, state and local laws, codes and regulations including those related to construction, facilities, and fleet maintenance and safety standards. Working knowledge in interviewing employees regarding accidents, complaints, grievances and/or disciplinary actions. Working knowledge of the principles and practices of program development and administration. Working knowledge of occupational hazards and standard safety procedures. Working knowledge of the principles and practices of budget preparation and administration. Working knowledge of research methods and report presentation. Strong project management skills. Good oral and written communications skills and organizational skills. Good interpersonal skills in dealing with external groups and/or organizations. Good customer service skills. Intermediate computer skills. Ability to analyze problems, identify solutions, propose actions and implement recommendations. Ability to supervise, direct and coordinate work of assigned staff. Ability to select, supervise, train and evaluate assigned staff. Ability to work with sensitive information while maintaining strict confidentiality. Ability to work collaboratively with other Departments.

Applicants, if hired, must comply with CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER. IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

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Merchandising and Pricing Associate job in CHICAGO

Requisition ID: 424627BR

Job Function: Buying/Merchandising

Employment Category: Regular, Part-time

State: Illinois (IL)

State or Province/City: CHICAGO

Location: 1900 W LAWRENCE AVE, CHICAGO, IL 60640, US

Post Code: 60640

Post Date: 12/08/2014

Brand: Sears

Business Unit: Stores - Sears Hourly

Store: 01010: Sears Chicago Lawrence IL

Responsible for providing excellent customer service, and executing marketing-related requirements, such as ad set-up and takedown, promotional set-up, and replenishment of promotional merchandise. As applicable, this position will assist in executing visual programs and creating visually compelling merchandise displays, fixtures and store layouts. • Takes ownership for enhancing the customer experience • Partners with selling associates, sales support associates and cashiers to provide superior customer service (i.e., locate merchandise, assist customers, answer phones, ring register) • Understands website navigation, and proactively leverages technology in order to facilitate the customer experience • Sets and maintains sales floor to national merchandising and presentation standards • Sets plan-o-grams, endcaps, bulk stacks, pad resets, and typicals • Performs promotional ad setup and take down without error or omission • Performs accurate count updates and inventory adjustments • Prints, sorts, and sets non-promotional, promotional, and seasonal signing, including store-wide and event signing, if the assigned team is designated to perform this activity

Backroom Associates

- Adheres to merchandise protection standards • Fully optimizes credit, gift card, Shop Your Way Rewards and multi-channel opportunities (and, where applicable: Protection Agreements, Merchandise Replacement Agreements, and other miscellaneous income opportunities) • Uses basic internet navigation to access and print information/reports • Performs other duties as assigned. • Basic reading, arithmetic, writing and oral communication skills • Basic internet navigation

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/386593/Merchandising-Pricing-Associate-Illinois-II-Chicago>

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Driving Careers

The Greyhound driver's mission is to make enjoyable travel possible for everyone, providing the opportunity for anyone to travel in North America with safety, dignity and convenience.

Qualifications

To qualify, you must:

Be at least 22 years of age

Pass a DOT physical, criminal background check and drug screening

Have a valid driver's license

Have an good driving record

Must be able to obtain a passport to cross the Canadian border

Professional Driver Training Program

Greyhound training is an intense 6-week program targeting energetic and motivated students with a safety first mind set. There are three phases of training. Click here for more information.

Phase One - Qualification School (1 Week)

Candidates must successfully complete 20-hours of self-directed computer based training, pass a DOT physical exam, pass a drug screen, and obtain a CDL permit with the proper endorsements. Our hiring managers are flexible and will work with you to schedule training at your convenience. For instance, you can complete your training in 5 days (4 hours a day) or 2 ½ days (8 hours a day).

Phase Two - Driving School (2 Weeks)

If selected, you will attend two weeks of behind-the-wheel training at one of our centrally located driver-training schools. Greyhound will provide lodging, meals and a student per diem allowance during phase two.

Phase Three - Finishing School (3 Weeks)

You will continue to receive your per diem allowance as you train at your home location. You will complete the required 120-hours of behind the wheel practice with your driving mentor while learning the routes and polishing your customer service skills.

Apply online at <https://www.greyhound.com/en/drivingcareers.aspx>

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Rural Operations Supervisor

GREYHOUND

Location: SPRINGFIELD

Department: Operations

Application Deadline: Wednesday, December 31, 2014

Key Duties:

- Review current and next day driver assignments for efficiency and operational performance, prepares/reviews daily.
- Ensures all safety manuals, programs, policies and practices are current and meet the needs of the operating divisions. Ensures safety regulations are being observed.
- As needed meets with state and local officials in regards to service enhancements.
- Ensures a consistent Safety Culture throughout the locations that incorporate operations, safety and maintenance departments and emphasizes the team approach and individual responsibility of all employees to achieve common goals.
- Conducts accident and injury investigation as required, ensures compliance with all DOT regulations.
- Works closely with maintenance vendor to assure that both preventive and identified maintenance is being handled according to standards.
- Partners with City Manager and District Trainer to develop training goals and objectives and ensures that training materials are available and reporting observations of both good and poor technique and/or operation. Participates in corporate training initiatives.
- Acts as the relief driver in the absence of the scheduled driver.
- Work with customer service in regards to customer issues.
- Other duties as assigned.
- Processes all administrative requirements as needed, including, but not limited to: assists with answering phones, responds to faxes and other communications.

Qualifications:

- High School Diploma or GED required.
- Some college preferred.
- CSP (Certified Safety Professional) Designation a plus.
- CDL license is required.
- 2 years of experience in a supervisory position.
- Must be able to work independently.
- Knowledge of the state contractual obligations.
- Knowledge of all applicable safety rules, regulations - FTA, FMCSA, DOT a plus.
- Proven leadership ability including motivating, coaching, developing and counseling employees.
- Ability to effectively communicate both verbally and written and exercise active listening skills.
- Strong analytical interpersonal and decision management.

Additional Information:

The Operations Supervisor will be responsible for the daily operation of service. This person will hold responsibility for daily system performance in all functions of operations, including supervising drivers and interfacing with corporate staff. The operations supervisor is primarily responsible for on-time performance and driver availability and contributes to maintain the safety culture of the division.

Apply online at <https://www.greyhound.com/en/careers/details.aspx>

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Customer Service Agent in Chicago Illinois United States Payless is an action-packed, high-energy workplace where things move forward every day. We are a customer-led, service-driven organization that offers an enthusiastic, family-friendly and collaborative work environment where you can expect to be developed, recognized and rewarded for a job well done.

As a Customer Service Agent you will work outdoors for your entire shift helping customers with their needs - whether it is directing customers as they return their rental vehicle, ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait. You will also clean the interior and exterior of the vehicles, identify and report any damage - making you an important part of the Payless team.

Compensation & Benefits:

We provide a full-time or part-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision and 401K Savings Plan.

Basic Qualifications/Minimum Requirements:

- Must have a high school diploma
- At least 6 months of experience in a customer service role
- Valid driver's license and a good driving record
- Must be willing and able to work a flexible schedule including nights, weekends and holidays
- Basic computer skills in order to enter information into our database

We provide you: •Competitive pay •Medical, Dental, Vision & 401K

•Full training to learn the business and enhance your professional skills •Paid vacations

In order to be considered for this outstanding opportunity, you must be customer service orientated, self-motivated, personable and willing to work shifts that may include evenings, weekends, and holidays. A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process. Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Payless Car Rental.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/customer-service-agent/2424F60A25F844E8AB13F784E77644D0/job/>

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Vehicle Service Attendant in Chicago Illinois United States ITS EXCITING being on the fast track to career success!

In our Vehicle Service Attendant position you will be on your feet all day in a fast pace outdoor environment cleaning the interior and exterior of the vehicles.

You will also perform regular maintenance: non-mechanical services such as check tire pressure, fluid levels, gas the vehicle, in a timely and safe manner.

You will also identify and report vehicle damage. Essential duties and responsibilities will vary.

In order to be considered for this outstanding opportunity you must be willing to work shifts that may include evenings, weekends, and holidays, previous detailing experience is a plus!

VEHICLE SERVICE ATTENDANT REQUIREMENTS:

- Must speak English
- Must be 18 years of age or older

- High school diploma or equivalent
- 6 months of prior work experience preferred

- Physical ability to move in and out of vehicles
- Effective verbal communication skills to communicate with customers, co-workers and management

- Driving experience with a valid Drivers License (as mandated by state and location) and a good driving history
- Must be willing to work outdoors in all types of weather conditions

- Ability to work various shifts including weekends, evenings, and holidays

Avis Budget Group is an EEO Employer - Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-service-attendant/D3967B10114147C9A4C9BB161504E648/job/>

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Administrative Assistant in Chicago Illinois United States

This exciting position will provide administrative support at Chicago O'Hare.

Responsibilities include but are not limited to:
basic administrative duties including answering phones, calendar management, filing, and generating reports.

Also creating PowerPoint presentations, booking travel, processing expense reports.

In addition, ordering office supplies, processing requests for computers and other office equipment, coordinating office maintenance and repair work, managing and monitoring communications including mail, phone and electronic correspondence.

Lastly, working on special projects as requested such as maintaining files including confidential documents and Human Resources data entry.

This position requires someone who can multi task while working in a very fast paced environment.

Minimum Qualifications:

High School Diploma 3 years working in an office environment 2 years of administrative experience preferred

Expertise in Microsoft Office Suite including Excel, Word, and PowerPoint Strong analytical skills and the ability to multi-task Excellent communication skills (both written and oral)

Proven and progressive organizational skills Creative problem solving skills

We offer a competitive salary and excellent benefits including dental, medical, tuition reimbursement, 401K and more.

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Apply online at <http://avisbudgetgroup.jobs/chicago-il/administrative-assistant/8306012F213540939B5E6A890D4E65C7/job/>

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Courtesy Bus Driver in Chicago Illinois United States

As a Courtesy Bus Driver, you will transport customers to and from the airport terminal and the rental car facility safely in all weather conditions. You will greet and assist customers with their needs, luggage. You will communicate various stops along the way or other important information along the route via the intercom system helping them feel valued and making you - an important part of our payless team. You will also conduct pre and post trip bus inspections along with logging your daily work hours in the DOT book.

Compensation & Benefits: We provide a full-time or part-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Basic Life and 401K Savings Plan.

Basic Qualifications/Minimum Requirements: •Must have a high school diploma •At least 6 months of experience in a customer service role •Valid driver's license and a good driving record with previous driving experience •Must be willing and able to work a flexible schedule including nights, weekends and holidays •Basic computer skills in order to enter information into our database •Ability to Stand, Walk, Bend, Sit for up to 8 hours and lift and/or carry a minimum of 50 pounds

We provide you: •Competitive pay •Medical, Dental, Vision & 401K
•Full training to learn the business and enhance your professional skills In order to be considered for this outstanding opportunity, you must be customer service orientated, self-motivated, personable and willing to work shifts that may include evenings, weekends, and holidays.

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process. Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Payless Car Rental.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/courtesy-bus-driver/2D01E4D3CFCC46BBBA02D6150598379D/job/>

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College Library Assistant I -Part-Time - TRU0000341

Job: Library

Primary Location: Truman College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Dec 18, 2014, 9:45:31 AM

Primary Objective: Under immediate supervision, performs routine clerical duties relating to the operations of a college library; and performs related duties as required.

DUTIES & RESPONSIBILITIES:

Prepares a variety of library materials including catalog cards, order forms, book cards and overdue notices.

Maintains computerized catalogs, book orders and other library records.

Prepares delinquent book notices and notifies patrons of overdue books and materials.

Computes and collects overdue fines from patrons.

Answers telephones and provides general information.

Sorts and distributes incoming mail.

Assists at the circulation desk, charging and discharging books and materials.

Operates appropriate library equipment.

Performs minor repairs on library materials (such as tightening hinges and replacing or mending mutilated pages).

Performs other duties as assigned.

Qualifications

Graduation from high school or the equivalent and one year of general clerical and keyboarding experience; or an equivalent combination of training and experience.

Knowledge of basic office procedures and some knowledge of library clerical procedures. Some knowledge of alphabetical and numeric filing systems.

Ability to keyboard forty words per minute. Ability to follow oral and written instructions and the ability to operate a personal computer and basic library equipment.

Physical ability to perform manual tasks.

Skill in basic filing and in operating simple office machines. Skill in applying routine clerical library procedures.

Good verbal communication skills.

Must be able to work two (2) evenings (until 9 pm), and able to work on every third Saturday.

We are an equal opportunity and affirmative action employer.

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

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Job Title: Correctional Counselor II

Agency: Corrections
Closing Date/Time: Fri. 01/02/15 4:00 PM Central Time
Salary: \$4,338.00 - \$6,500.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: 2
Plan/BU: RC062
Bid ID#: IDOC29-82-14-0333
Position Number: 09662-29-82-230-10-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with a Bachelor's degree in behavioral or social sciences; requires written and spoken knowledge of the English language; requires one year of professional experience in corrections, behavioral, social sciences or a related field; requires working knowledge of counseling and guidance principles and techniques; requires working knowledge of theories of personality and deviant behavior, delinquency, criminology and corrections; requires working knowledge of stratification, sociology of the family, racial and cultural minorities, urban sociology and social problems; requires working knowledge of research techniques and the writing of professional reports.

Work Hours & Location/Agency Contact:

WORK HOURS: Position 1 - 8:00 am to 4:00 pm Monday through Friday with days off of Saturday and Sunday. Position 2 - 8:00 am to 4:00 pm Sunday through Thursday with days off of Friday and Saturday.

LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434
CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 PHONE (815) 727-3607 extension 6693 - FAX (815) 727-0838 - EMAIL Diana.wysocki@doc.illinois.gov

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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Administrative Assistant

Department: Facilities

Status: Full Time

Responsibilities

The primary purpose is to provide high-level exemplary administrative office support to the Facilities and Operations Department, especially the Director and Deputy Director of the Department. This includes but is not limited to manage and maintain executive's schedules, appointments and travel arrangements.

Provide office services by implementing administrative systems policies and procedures and monitoring administrative projects.

Provide high-level administrative support by conducting research, preparing and statistical reports.

Handle information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Manage the daily work order system and end-user two-way Museum Radio Communication system.

Provide purchasing support for the Managers of Facilities and track expenses and paid invoices within the three department budgets.

Qualifications

Associates' degree (A.A) or equivalent from a two-year college or technical school; or six months to one year of related experience and/or training; or equivalent combination of education and experience.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Excellent oral and written communication skills.

Ability to handle multiple tasks simultaneously.

Ability to work both independently and as a member of a team.

An interest in science or museum education and programming a plus.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/administrative-assistant-facilities/>

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

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Job Title: Correctional Sergeant

Agency: Corrections

Closing Date/Time: Fri. 01/02/15 4:00 PM Central Time

Salary: \$4,161.00 - \$6,139.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 3

Plan/BU: RC006 Bid ID#: IDOC29-82-14-4019

Position Number: 09717-29-82-310-12-01

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of high school and completion of an approved correctional officer training program; requires one year of experience as a Correctional Officer in a penal or security institution; requires thorough knowledge of institution's physical layout and prison operation; requires thorough knowledge of institutional rules, regulations and requirements for the control of inmates; requires elementary knowledge of purposes, methods and practices of modern correctional institutions; requires visual/audio acuity; requires ability to climb, bend, stoop, run, jump, walk and stand for short or extended periods of time; requires ability to enforce and maintain discipline, safety, sanitation, security and custodial measures; requires a valid driver's license; requires ability to properly use firearms.

Work Hours & Location/Agency Contact: WORK HOURS: 3 Positions

Position 1 - 3:00 pm to 11:00 pm Wednesday through Sunday with days off of Monday and Tuesday. Position 2 - 11:00p m to 7:00 am Thursday through Monday with days off of Tuesday and Wednesday. Position 3 - 11:00 pm to 7:00 am Friday through Tuesday with days off of Wednesday and Thursday.

LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 PHONE (815) 727-3607 extension 6693 - FAX (815) 727 -0838 - EMAIL Diana.wysocki@doc.illinois.gov

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: Environmental Health Specialist I

Agency: Public Health

Closing Date/Time: Mon. 12/29/14 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IDPH 86360

Minimum Requirements: Requires a Bachelor's degree from an accredited university of college with a minimum of 30 semester hours in the physical and/or biological sciences. Requires elementary knowledge of biology, chemistry, microbiology and toxicology as they relate to environmental health and safety. Requires elementary knowledge of epidemiology and the relationship of environmental conditions to the spread of disease. Requires elementary knowledge of general environmental health sanitation principles and practices. Requires ability to learn to conduct field inspections, surveys and investigations to determine eligibility for licensure or certification and /or assess compliance with applicable state and federal laws, rules and regulations. Requires ability to learn related field investigative techniques. Requires ability to collect field samples and operate field testing equipment. Requires ability to prepare routine reports, correspondence and activity logs. Requires ability to communicate effectively both verbally and in writing. Requires ability to establish and maintain satisfactory working relationships with coworkers and the general public. Requires a valid Illinois driver's license and the ability to travel

Work Hours & Location/Agency Contact:

Work Hours & Location: 8:30 AM - 5:00 PM

Office of Health Protection

Division of Food, Drugs, and Dairies 245 W. Roosevelt Road. W. Chicago, 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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Job Title: Office Associate - Opt 2

Agency: Children & Family Services

Closing Date/Time: Fri. 01/02/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1447049-475648

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

Minimum Requirements:

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

Work Hours & Location/Agency Contact:

Work hours: Monday through Friday 8:30 AM to 5:00 PM

Location: DCFS 1240 S Damen Chicago, IL 60608

SUBMIT BIDS TO: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60601

FAX: (312)814-7134

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 – Typing

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College Clerical Assistant I - PT (Student Development) - HAR0000323

Duties and Responsibilities

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

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. Ability to keyboard 40 words per minute; ability to follow oral and written instructions; and ability to operate a personal computer. Skill in basic filing; and good verbal communication skills. 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: Harold Washington College
Employee Type: Part Time | Regular
Union Code: 1708 - PT
Job Posting: Dec 17, 2014, 9:35:12 AM

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

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College Storekeeper - Part Time - OLI0000345

Job: Facility/Operations

Primary Location: Olive-Harvey College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Dec 16, 2014, 2:29:06 PM

Primary Objective:

Under general supervision, maintains and rearranges stockrooms and storerooms; and performs related duties as required.

Tags and records new furniture and equipment.

Processes requisitions for materials, supplies and equipment in accordance with established procedures.

Participates in physical inventories and maintains perpetual inventory records.

Maintains records of the receipt and distribution of materials, supplies and equipment.

Maintains records of obsolete equipment and furniture.

Maintain storage room of college records.

Moves and arranges furniture.

Perform other duties as assigned.

Qualifications

A high school diploma supplemented by two years of college with two years experience in receiving, recording, storing and issuing materials, supplies and equipment or an equivalent combination of education and experience is required.

Good knowledge of college store procedures.

Must be in good physical condition and have the ability and willingness to perform some duties that may require some physical labor.

Ability to prepare and maintain records and to perform simple mathematical computations.

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!

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College Clerical Assistant II (President's Office) - WIL0000419

4300 N. Narragansett Avenue, Chicago IL 60634

Job: Clerical/Secretaries

Primary Location: Wilbur Wright College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Dec 16, 2014, 1:30:23 PM

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.

Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files.

Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail.

Assists in reviewing attendance reports for payroll processing. Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items.

Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies.

Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information.

Adheres to CCC Customer Service Excellence standards.

Performs related duties as required.

Qualifications

Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience. Proficient in PC desktop and related software programs. Ability to operate a personal computer. Ability to keyboard 45 words per minute. Ability to follow verbal and written instructions. Skill in basic filing, record keeping and operation of a variety of office machines.

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

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Part Time Seasonal Position (Job Number: 14000WE)

South Side-8344 South Commercial Avenue (Ninos Heroes Academic Center)

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

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

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Cook (Job Number: 140002WH)

Central-125 South Clark Street (City Wide Food Services)

Job Code: 002741

Unite Here Local No. 1

CLASS TITLE: Cook II

CHARACTERISTICS OF THE CLASS: Under the supervision of the School Dining Manager, prepares foods using a variety of cooking methods for 501 to 1,000 meals per day, in compliance with department guidelines and performs related duties as required and assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma, GED or equivalent with one year previous work experience, or an equivalent combination of related training and experience. Must possess and maintain a valid Chicago Department of Public Health Certified Food Service Manager Certificate.

Knowledge, Skills, and Abilities:

Must be able to follow and communicate effectively in English in both written and verbal form with the staff, students, faculty, administrators and supervisors. Must have basic math skills and be able to add, subtract, multiply, divide and use fractions. Must be able to handle all types of food. Must take and pass the skills assessment test for the position. Must be familiar with basic methods used in cooking a variety of foods in large quantities, HACCP guidelines, as well as care and use of cooking utensils and equipment and sanitation principles.

Physical Requirements/Physical Demands:

Required to lift or exert force of twenty-five (25) lbs. frequently and forty (40) lbs. occasionally or ten (10) to twenty-five (25) lbs. frequently, or up to ten (10) lbs. constantly to move objects. Must be able to stand for long periods of time, stoop, crouch, climb, bend, reach, handle and finger objects. Must be able to taste and smell in order to identify flavors and odors and exercise frequent use of near visual acuity with the ability to identify and distinguish colors. Must be able to work in environments with some temperature extremes.

This position is subject to the Chicago Public Schools Drug and Alcohol Free Workplace Policy, which includes pre-employment testing, post-accident testing, reasonable suspicion testing, return to duty testing and follow up testing. Traveling is required.

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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Manager, Special Events

Department: External Affairs Services

Status: Full Time

Responsibilities

In support of the mission and vision of the Museum of Science and Industry, manage special events for the external affairs division. Responsibilities include project management of the Museum's annual Columbian Ball, the Black Creativity Gala, related event programming, and planning and execution of other donor and stewardship related events as needed. Collaborate with External Affairs management and fundraisers to execute events that reach fundraising and other goals.

Assist with strategically focusing events to enhance the Museum's exposure with the Chicago community. Set, communicate and maintain timelines and priorities for events. Prepare and distribute routine event calendar and status reports for External Affairs management.

Qualifications

Bachelor's degree (B. A.) from four-year college or university; or two to three years of related experience and/or training; or equivalent combination of education and experience. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations.

Ability to write reports, business correspondence and procedure manuals.

Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public. Excellent verbal and written communication skills required. Must be detail oriented, and effectively manage deadlines. Strong team work and interdepartmental collaboration skills.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions percentages, area, circumference and volume.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

To perform this job successfully, an individual should have knowledge of database, development, internet, spreadsheet and word processing software.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/manager-special-events/>

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

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