



Job Title: Senior Public Service Administrator - Opt 2A

Agency: Revenue

Closing Date/Time: Sat. 01/18/14 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: TA000

Bid ID#: DOR 8599

Minimum Requirements:

Requires a Bachelor's degree, including 21 semester hours of progressive accounting courses; requires prior experience equivalent to six years of responsible administrative experience in state and/or federal tax auditing. Requires thorough knowledge of the various tax laws, rules, regulations, court decisions and other acts administered by the Department; requires thorough knowledge of auditing methods, procedures and techniques; requires extensive knowledge of the Federal Income Tax Act and the ability to relate its provisions to specific issues; requires ability to develop and manage a major agency program; requires ability to travel extensively, access to an automobile and possession of a valid, appropriate driver's license.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Audit/Sales Tax 100 Randolph St. Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110

Springfield, IL 62702

Phone: 217-782-6239 / FAX: 217-782-9925

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 2A - Revenue Audit Field Manager

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,447.00 - \$4,491.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm
Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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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General Laborer, Warehouse

Talent Area : Warehouse Operations

Location : St Charles, IL, USA

Other Location :

Requisition Number : HV022807

Full or Part Time : Regular Employee FT

Position Description

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment

- Restock and replenish as appropriate.
- Perform general maintenance.

- Ensure compliance with regulatory and company policies and procedures.
- Fill in for other positions as needed.

- Perform general warehouse/production/cooler service duties.
- Periodic bending, kneeling, lifting of 50+ pounds and climbing.

- High School Diploma Preferred.
- 0 - 1 year of general work experience.

- Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product.

- Demonstrated attention to detail.
- Forklift certification is a plus.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-st-charles-illinois-job-1-4138577>

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Family Service Worker

Job ID 2013-5898

Center Effie O. Ellis YMCA Head Start Children Services

Positions 1

Address 10 South Kedzie, Chicago, IL.

Posted Date 12/17/2013

Category Social Work

Type Regular Full-Time

Hours per Week 80

Variable Schedule Monday – Friday 8:30am - 5:30pm

Scope of Responsibilities:

Recruit children for child development programs, determine eligibility, and enroll eligible children; maintain up to date waiting list and prepare all related tracking instruments and reports, as required. Provide assessment of family needs, develop resources, and provide referrals and supportive services to assist families in meeting identified needs; document and report on all social service activity as required. Encourage and support parent development through volunteer opportunities, parent training opportunities, home visits, and through developing and participating in parent development activities and meetings. Provide leadership to the child health, mental health, and disabilities functional areas and to the Family and Community Partnership Content Area, ensuring the provision of appropriate and required services including screening, assessment, testing, treatment, follow up, and transition services to all identified children and/or parents; develop effective working relationships with related and relevant resources. Responsible for the identification and development of resources to meet identified health, social service, mental health, and disabilities service needs. Maintain professionalism in attire and demeanor; observe and respect issues of confidentiality, ethics, best practices of the Early Childhood and Social Work Professions, as well as mandatory reporting guidelines of the Abuse and Neglect Child Reporting Act. Maintain required program records in conformance with YMCA procedures, funding source and program performance standards, and applicable licensing and accreditation standards.

Requirements: Must have a Bachelors Degree in Social Sciences or related field. BSW preferred. Must have some prior experience working with children. Working knowledge of child development/client development preferred

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply online at <https://careers-ymcachicago.icims.com/jobs/5898/family-service-worker/job>

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Maintenance Assistant

Job ID 2013-5837

Center Buehler

Positions 1

Address 1400 W. Northwest Hwy

Posted Date 12/17/2013

City Palatine

Category Maintenance

State IL

Type Regular Full-Time

Hours per Week 40

Variable Schedule varies - 40 hours will include Building Supervisor and Maintenance

Job Summary:

General maintenance at YMCA Facility

Scope of Responsibilities:

Follow all guidelines as presented by the Director of Buildings and Properties or Assistant Director of Buildings and Properties.

Assist Director of Buildings and Properties or Assistant Director of Buildings and Properties in maintaining all facilities, grounds and equipment to be safe for campers and staff.

Maintain inventory of custodial supplies at all times.

Keep inventory stored safely at all times.

Learn CMMS Application for use as Maintenance Assistant

Perform other duties assigned.

Requirements:

Must have a High School Diploma plus specialized training (min 6 mos. to 2 years) and 3 mos. to 1 year maintenance experience. Must be able to read, understand and convey equipment operating instructions. Any trade knowledge. Ability to learn and operate CMMS application and underlying computerized components.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply online at <https://careers-ymcachicago.icims.com/jobs/5837/maintenance-assistant/job>

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Microcomputer Specialist

Location: Arlington Heights

Office: Internal Services

Department: MIS

Job Description:

Under the direction of the Section Manager, IT Operations/Client Services, responsible for configuration planning, installing and maintaining microcomputers, their peripherals and complex operating systems at Headquarters and remote sites.

Responsible for debugging microcomputer and peripheral problems, installing data communications equipment, local area network and Internet maintenance functions and testing of software packages to ensure LAN compatibility.

Provides Help Desk support; writes procedures for user support and training; monitors software compliance with license agreements and regulations and maintains an inventory of IT equipment and software.

Qualifications:

Qualified candidate will have successfully completed two (2) years of a related college level program and have at least one (1) year of actual work experience in a microcomputer environment.

Qualified candidate must have hardware assembly and disassembly experience, as well as working knowledge of microcomputer and network configurations.

Experience with popular PC software packages including MS Office package: Word, Excel, PowerPoint, and Outlook, E:Mail and other tools is essential.

Must be able to lift 50 pounds or more and move heavy PCs, servers, monitors, and data equipment as required. Must have experience in microcomputer application programming.

Qualified candidate must have a valid driver's license and be approved to drive a Pace car. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=578

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Assistant Teacher

Job ID 2013-5472

Center South Side Children Services

Positions 1

Address 6330 S Stony Island, Chicago, IL.

Posted Date 12/16/2013

Category Education & Training

Type Regular Full-Time

Hours per Week 40

Variable Schedule Mon-Fri 8:30am-5:30pm

Job Summary: Under the direct supervision of the Child Care Site Director, the Assistant Teacher assists the Teacher to provide a safe, structure, and nurturing learning environment for each enrolled child.

Scope of Responsibilities: Assist the Teacher to plan and implement developmentally and educationally appropriate experiences for children based upon individual and group needs, within the guidelines of the identified curriculum; assist in the evaluation and reporting on each child's progress through observation recordings, early childhood screenings, and developmental assessments; assist in the maintenance of educational records on each child as required; assist in implementing activities and modeling behavior that is reflective of N.A.E.Y.C. and Head Start performance standards; encourage and support parent development through classroom volunteerism, home centered activities, home visits, parent/teacher conferences, and participation in parent development activities and meetings; observe and respect issues of confidentiality, ethics and best practices of the Early Childhood profession, and mandatory reporting guidelines of the Abuse and Neglect Child Reporting Act; maintain required program records in conformance with YMCA procedures, funding source and program performance standards, and applicable licensing and accreditation standards.

Requirements: AA in Child Development/ ECE, EIDE, EC Special Education; must have 1-3 years experience working in a child care program preferably with children 6 weeks - 5 years old. (this requirement may be fulfilled through a practicum or student teaching); excellent oral and written communication skills; must demonstrate basic reading, writing, and communication skills at a level consistent with entry into college training programs.

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Apply online at <https://careers-ymcachicago.icims.com/jobs/5472/assistant-teacher/job>

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Manufacturing Supervisor

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Other Location :

Requisition Number : 00015021

Full or Part Time : Regular Employee FT

Position Description

2nd Shift

Manufacturing Supervisor responsible for efficient and safe manufacturing processes through the supervision of production team members. Must adhere to the production schedule and ensure that safety and quality standards are met.

- Lead entire off-shift operations while delivering key performance indicators (safety, quality, cost and service). Manage production, warehouse, quality and Maintenance teams.
- Staff, train, evaluate and develop team members.
- Manage within labor and OPEX budget.
- Monitors the production process, makes periodic checks and adjusts equipment or work practices according to standard operating procedures.
- Ensures equipment in the area assigned is in working order and that working conditions are safe at all times.
- Verify the readiness of the production line at start-up and supervise change overs.
- Manage overall package and product quality to ensure all standards and specifications are maintained.
- Bachelor's degree or equivalent experience; Engineering degree preferred.
- Production/manufacturing or warehouse experience preferred.
- 2 + years supervising or leading teams a plus
- Knowledge of Lean Six Sigma - Manufacturing or other Organizational Effectiveness practices; TPM; and Kaizen Training
- Strong familiarity with overall Manufacturing environment roles: QA; Sanitation; Maintenance
- Requires experience managing people and performance metrics.
- Strong computer and database application skills.
- Flexibility to work any shift when needed

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/manufacturing-supervisor-alsip-illinois-job-1-3884130>

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Swim Instructor

Job ID 2013-5403

Center Elmhurst

Positions 2

Address 211 W. First St

Posted Date 12/19/2013

City Elmhurst

Category Aquatics

State IL

Type Regular Part-Time

Hours per Week 12

Variable Schedule various

Job Summary:

To provide swim lessons for participants in coherence with YMCA standards.

Scope of Responsibilities:

Effectively design and plan curriculums for all levels and populations as outlined by the standards of the YMCA.

Prepare progressive lesson plans which will enhance the experience of program participants. Record and maintain attendance records. Set up facility or equipment, and store equipment upon completion of class.

Accurately complete all administrative duties relating to swim lessons i.e. skill sheets, progress reports, etc.

Enforce aquatic rules and policies by maintaining constant surveillance of class participants. Act as a Primary Responder in case of injury, accident, or illness in pool area and provide backup to lifeguards as needed in emergencies and crowd control.

Attend staff meetings.

Report injuries and complete required forms.

Immediately notify a supervisor of any broken equipment or unsafe aspects of the pool.

Perform other duties as assigned by supervisor.

Requirements:

Must have some prior experience. YMCA Swim Lessons or ARC Water Safety Instructor, CPR, First Aid, AED and Oxygen certification Preferred. Must be able to read, write, and perform basic math for class preparation.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply online at <https://careers-ymcachicago.icims.com/jobs/5403/swim-instructor/job>

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Data Services Coordinator

Department: Institutional Advancement

1 Full Time Position (35 hours/week)

Job Description

The Data Services Coordinator is the primary support for the day to day operation of the database and knowledge management of the Institutional Advancement Department (I.A.). The Data Services Coordinator works with the Database Manager and Data Entry Specialists to enter donor gifts and membership applications into the Field Museum's membership/donor database (Raiser's Edge). The position is also responsible for coordination of donor and membership data with other departments.

Responsibilities include:

- Develop and refine architecture to manage constituent, gift, event, member and volunteer information in Raiser's Edge
- Create and distribute database information such as queries, exports and reports to all customers (internal and external)
- Assist Data Services Manager with monthly reconciliation and analysis to maintain accuracy within membership/donor database
- Assist Data Services Manager in the preparation of information for management including strategic analyses and market trends
- Manage day-to-day department data entry goals
- Develop and implement new processes to track fundraising and membership data, actions and notes
- Merge duplicate records and update address information
- Maintain department resource page on the Intranet and Internet
- Contribute to success of the Museum's Institutional Advancement Department with other duties as assigned

Qualifications

- High school diploma required; bachelor's degree preferred
- Experience and comfort with databases required; knowledge of Raiser's Edge highly preferred
- Familiar with using networks and web in business setting
- Organizational skills, efficient and independent work habits
- Flexibility and ability to work with competing deadlines
- Motivated, innovative, and shows initiative
- Proficiency with Microsoft Word, Excel, PowerPoint, and Access
- Excellent communication and writing skills with the ability to collaborate on ideas and processes

The Field Museum accepts applications on-line. To apply for this position, please complete the on-line application. No phone calls please.

The Field Museum is an Equal Opportunity Employer.

Apply online at <http://www.bfound.net/detail.aspx?jobId=120607&CoId=45&rq=1>

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Membership Sales Associate

Department: Membership

1 Part Time Position (21 hours/week)

Job Description

The Membership Sales Associate engages Field Museum visitors, increases their awareness of the Field Museum membership program and sells memberships during on-site sales campaigns. This is a direct-sales position that requires meeting specific sales goals set by Membership Manager or Director.

This position requires flexible availability. Working weekends and holidays is required. Hours may increase above 21 hours per week during peak periods.

Responsibilities include:

- Approaching museum visitors in an effort to convert them to members during on-site sales campaigns
- Meeting daily sales goals as determined by the Director and Manager of Membership
- Assisting as-needed with processing new/renewal memberships during on-site sales programs
- Assisting with general Membership customer service as needed

Qualifications

- Flexible availability; working weekends and holidays is required
- Minimum two years of demonstrated direct, in-person sales experience
- Must have the physical endurance to talk and stand for long periods of time during on-site sales campaigns
- Ability to work independently while maintaining excellent communication and internal/external relationships
- Excellent oral and written communication skills
- Excellent public relations, customer service and problem-solving skills; must be outgoing and approachable, and also willing to approach and connect with visitors
- Ability to maintain a polished, professional demeanor
- High school diploma required
- Education or knowledge in life sciences, anthropology, and/or humanities is a plus
- Professional experience in a museum or cultural institution is a plus

The Field Museum accepts applications on-line. To apply for this position, please complete the on-line application. No phone calls please.

The Field Museum is an Equal Opportunity Employer.

Apply online at <http://www.bfound.net/detail.aspx?jobId=120866&CoId=45&rq=3>

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School Aged Child Care Staff

Job ID 2013-5607

Center Greater LaGrange, Address 1100 E 31st St., LaGrange, IL.

Positions 2

Posted Date 12/16/2013

Category After School Programs

Type Regular Part-Time

Hours per Week 9

Variable Schedule 3-6pm Monday - Friday

Job Summary: The School Age Child Care Staff is responsible for implementation of activities for children enrolled in School Age Child Care. The School Age Child Care Staff will also help Assistant in providing a safe, secure, nurturing environment for the children participating in the program.

Scope of Responsibilities: Interaction and supervision of school age children (grades K-5) through games, crafts, homework help and other group activities. Assist program assistant and site director with daily clean-up, setting up supplies, leaving program area neat and clean at end of program hours. Must be creative, patient, understanding, be flexible and adapt to changing situations. Aide in implementing Healthy Kids Curriculum and encourage healthy choices while children are at the program. Must have a broad knowledge or program skill appropriate to the child care setting such as games, crafts, and other activities. Work positively with parents, children, supervisors, co-workers principal, teachers, office staff, and custodians at school site. Notify supervisor immediately if there is a problem or damage occurs to school property. Must possess a positive attitude and act as a role model for children, adults, and other staff demonstrating the Character Development Values of respect, responsibility, caring, and honesty.

Assist in the maintenance of the highest standards of health and safety keeping the health and welfare of all child free in mind at all times.

Requirements: Must have a High School Diploma or equivalent with some prior experience working with kids. Must be at least 19 years of age and/or 5 years older than the oldest child that participates in the program.

Certification/Licensure Required for Job: TB test and medical sign off by doctor. Must complete Critical Care, Child Abuse Prevention, Blood Borne Pathogens, CPR/First Aid/AED Training and others as scheduled by supervisors.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply online at <https://careers-ymcachicago.icims.com/jobs/5607/school-aged-child-care-staff/job>

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Customer Care Manager

Customer Service | Chicago, IL, United States

Our Customer Care department is multiplying by the dozens and we're looking for the right person to come in and help us lead the operation. Are you ready to work hard and join us as we take customer care to the next level? Take a look at the following questions and see how many you answer yes to:

Are you flexible? Late nights or early mornings will be required

Can you work weekends and holidays?

Do you have experience managing a fun team?

Are you always talking about ways to provide great customer service?

Is multi-tasking a skill that you always have in your back pocket?

Do you thrive in an environment where it's fast-paced and always changing?

Do you enjoy leading a positive environment in a new kind of way?

This is your chance to jump at a great opportunity. We're looking for someone who is a team player and ready to dive into our operation. As a Customer Care Manager you'll lead a team of our super Specialists; giving them the support and tools to succeed at their never-ending job to provide World Class Customer Care. We're very protective of our culture so you must lead by example. It's also important that you're self-motivated and carry a "whatever it takes" attitude.

Responsibilities: Responsible for the day to day operations of the customer care team
Lead the team as they interact with Customers through phone calls, live chat, text, social media, email, and system generated tickets; Lead a team of 18-22 Specialists
Provide on-going feedback and support to the Customer Care Specialists
Support career development for team members. Assist in the recruitment and development of Specialists. Identify trends and opportunities within the customer care organization. Participate in and at times lead projects that improve the customer service processes. Work with the team to achieve specific goals in our pursuit to provide world class customer care.

Requirements:

A willingness to learn and adapt; 5+ years of operations, customer service, or call center management experience; Proven track record of successfully managing teammates; A strong love to help others succeed; A wide degree of creativity, it's fun to work at Grubhub; Strong attention to detail; Cool under pressure

Bulletproof* * not really a requirement but if you are we'd be interested to see how you do it

Apply online at

<https://www.grubhub.com/careers/?nl=1&jvi=oy5EXfwY,Apply&jvs=Craigslist>

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Service Desk Associate

Information Technology | Chicago, IL, United States

The Service Desk Associate is the key position that gets new employees up and running, as well as, keeping the existing GrubHub Seamless population technically productive.

This role will need to be able to communicate with all position levels. The Service Desk Associate will report to the Manager of the Help Desk.

Responsibilities:

Tracking (fixed assets) and installing of new computer equipment for employees

Setup and support of desktop applications such as MS Office and Adobe Products

Solve problems for people and leave them with a smile

Solve Windows / Mac / Connectivity / Printer issues for individuals and identify system-wide issues

Support GrubHub Seamless team members in person and by phone

Be flexible. We're growing and we need to continue to change to help the company grow

Translate a decent amount...You have to be able to speak with the least technically-minded client (internal or external) and make technology make sense to them

Requirements:

1-3 years of experience with supporting Desktop Users (Windows Primary and Mac secondary)

Bachelor's degree in a computer related discipline required

Experience and deep knowledge with MS-Office

Networking experience

Familiarity with Google Apps

Mad communication skillz - verbal and written

Must have strong customer service skills

Problem analysis and problem-solving skills

Process driven background used to define smart processes that match our growth

Adaptability - You will have to grow as we continue to grow as a business

Apply online at

<https://www.grubhub.com/careers/?nl=1&jvi=oy5EXfwY,Apply&jvs=Craigslist>

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Building Attendant

Department: Housekeeping

2 Part-Time Positions, (21 hours/week)

Job Description

- Vacuuming
- Damp wiping
- Sanitizing bathroom fixtures
- Mopping floors
- Special project work

Qualifications

- High school diploma or equivalent
- Ability to lift at least 50 pounds
- Ability to follow verbal and written instructions
- Ability to use various tools, products, and equipment

The Field Museum accepts applications on-line.

To apply for this position, please complete the on-line application. No phone calls please.

The Field Museum is an Equal Opportunity Employer.

Apply online at <http://www.bfound.net/detail.aspx?jobId=91258&CoId=45&rq=7>

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Grounds Attendant

Department: Facility Planning & Operations
1 Full Time Position (40 hours/week)

Job Description

This person is directly responsible for the maintenance and appearance of The Museum's outside spaces.

Job Duties

Responsibilities include:

- Snow removal
- Care and maintenance of lawns, including planting and care of the grass, shrubs, hedges, and trees
- Cleaning of storm drains
- Work with a landscape architect in the development of an ongoing care and maintenance plan
- Trash pickup, roadway and parking lot cleaning
- Maintenance and repair of grounds equipment

Qualifications

- High school diploma or equivalent is required with some vocational or technical school preferred
- Must have some landscaping experience, good communication skills, and the ability to follow directions thoroughly
- Valid drivers license required
- Must be able to work on his/her feet for most of the day and manually operate hand-held landscaping equipment such as lawnmowers, snow shovels, snow blowers, etc.

The Field Museum accepts applications on-line. To apply for this position, please complete the on-line application.

No phone calls please. The Field Museum is an Equal Opportunity Employer.

Apply online at <http://www.bfound.net/detail.aspx?jobId=119919&CoId=45&rq=9>

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Route Process Administrator

Talent Area : Administrative/Clerical/Office Support

Location : St Charles, IL, USA

Other Location :

Requisition Number : 00016736

Full or Part Time : Regular Employee FT

Position Description

Performs pre-settlement and/or cashing duties in a Sales Center in accordance with standard procedures.

- Driver Over and Short research and resolution (cash and product/load)
- Review and verify end of day driver paperwork
- Run daily route status report to verify that all delivery routes settled
- Send messages to route accounting department regarding settlement issues
- Ensure proof of deliveries are included in driver paperwork (DSD, store stamps, etc.)
- Perform cashing duties including ensuring Fed-Ready status of deposit
- Ensure security of route cash
- Validate proper use of cash drop log
- Receive and verify full service bag count.
- Count full service cash and finalize handheld
- Prepare driver paperwork for Imaging
- Maintain driver compliance logs as necessary (DOT, DVR, etc)
- Maintain cash reconciliation and driver deposit log
- Maintain records in BASIS route accounting system
- Review settlement exception reports and resolve issues
- Prepare deposit for pick up by armored car service
- Troubleshoot handheld issues impacting settlement
- Work with warehouse inventory personnel to resolve SAP (inventory system) to

BASIS (sales accounting system) reconciling items

- High School - GED or Diploma required.
- Some college preferred.
- 2-5 years experience in automated office environment required.
- Experience using BASIS route accounting system preferred.
- Experience in cash room environment preferred.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/route-process-administrator-st-charles-illinois-job-1-4001842>

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Supervisor/Dispatcher

Location: Markham

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Regional 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. Answer ADA calls and assist ADA as needed. Other duties as assigned or required.

Qualifications:

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

Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions.

Must possess a general knowledge of computer systems with an emphasis on Microsoft Windows applications.

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

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=85

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Part-time Maintenance Data Coordinator (3)

Location: Arlington Heights

Office: Revenue Services

Department: Revenue Services

Job Description: Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

Qualifications: Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660

Bus Servicer

Location: Elgin

Office: Revenue Services

Department: Bus Operations

Job Description: Under the direction of the Superintendent of Maintenance, or designate, makes service calls. Services all revenue equipment and trucks. Operates and services washrack and cleaner, as required. Parks and spots equipment as directed. Accurately records fuel and oil dispensed at service island and bus cleaning. Custodial and other duties as assigned or required. Empty farebox vaults, take farebox readings. Responsible for completing all required documents and reports for work performed. NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications: Qualified candidate must be at least 21 years of age and possess or be able to obtain a valid class "B" Illinois Commercial Driver's License, knowledge of service area, knowledge of commercial service equipment, including high pressure pump, greasing units, etc., and ability to operate all Pace revenue equipment. Candidate must be able to lift 50- 75 lbs. The performance of these duties may be required at any time of the day and night, any day and night of the week. Previous diesel experience and/or technical training is required. Qualified candidate must have a good work history.

Apply online at

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Food Service Cashier

Department: Food & Nutrition Services

Schedule: Full Time

Shift: Rotation

Hours:

Job Details:

Reporting to the Food and Nutrition Supervisor and working under general supervision provides operational support for the Food and Nutrition team in designated area. Completes work as assigned.

Operates the cash register on a daily basis, taking cash, coupons, balances out the cash register drawer and completes the appropriate paper work.

JOB SPECIFICATIONS:

Completion of High School or its equivalent.

Three (3) to six (6) months of on-the-job training in order to learn the departmental policies and procedures, sanitation standards and the nursing unit locations.

The interpersonal skills to be pleasant and cooperative to effectively communicate with patients, visitors and other hospital personnel.

The physical ability necessary for constant standing and walking and frequent lifting of light to moderate weight of twenty (20) to thirty (30) pounds.

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

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