



Job Title: Child Protection Specialist - Opt SS

Agency: Children & Family Services
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 5
Plan/BU: RC062
Bid ID#: Chgo Investigations 2014

Minimum Requirements:

Preferably requires a Master's Degree in Social Work and 2 years of directly related professional experience; or requires a Master's Degree in a related human services field and 2 years of directly related professional experience; or requires a Bachelor's Degree in Social Work and 4 years of directly related professional experience; or requires a Bachelor's Degree in a related human services field and 4 years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. Must be able to speak and write Spanish at a colloquial skill level. The college or university issuing a degree must be accredited, and the Degree Program in Social Work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact: Mon-Fri 830a-5p
Vacancies are located at: 1755 Lake Cook Road, Deerfield, IL 60015 (2)
1701 S. First Ave Maywood, IL 60153 (1) 1026 S. Damen Chicago, IL 60612 (2)

Contact: Sue Allen-Oates / Bureau of Operations
JRTC/100 W. Randolph, Suite 6-100 Chicago, Illinois 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 SS - Spanish Speaking

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Job Title: Corrections Nurse II

Agency: Corrections

Closing Date/Time: Wed. 01/07/15 4:00 PM Central Time

Salary: \$5,640.00 - \$7,669.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: IDOC29-82-14-1112

Position #09826-29-82-431-22-01

Minimum Requirements:

Requires (a) graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and three years of progressively responsible professional nursing experience; or (b) a bachelor's degree in nursing and two years of professional experience; or (c) a master's degree in nursing. Requires licensure as a registered nurse in the State of Illinois. Requires extensive knowledge of professional nursing principles and procedures and theory; requires knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions; requires thorough knowledge of methods and techniques utilized in developing educational programs; requires current Cardiopulmonary Resuscitation certification; Advanced Cardiac Life Support (ACLS) training and certification is preferred.

Work Hours & Location/Agency Contact:

WORK HOURS: 7:00 a.m. to 3:00 p.m. Days Off vary.

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

CONTACT: Jamille Kent, Human Resources Rep, Stateville Correctional Center P.O. BOX 112 Joliet, IL 60434 815-727-3607 ext. 5693 Fax # 815-727-0838 email-

Jamille.Kent@doc.illinois.gov

How to Apply:

CANDIDATES MUST BE DEEMED QUALIFIED. CURRENT STATE OF ILLINOIS EMPLOYEES AND ALL INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED & SIGNED NEW VERSION OF THE CMS-100 EMPLOYMENT APPLICATION, CURRENT STATE OF ILLINOIS LICENSURE AS A REGISTERED NURSE, CURRENT CPR CARD AND COPY OF TRANSCRIPT/DIPLOMA, ALONG WITH A BID FORM BY THE CLOSING OF THE POSTING PERIOD TO THE CONTACT LISTED ABOVE.

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Job Title: Office Assistant - Opt 2
Agency: Human Services
Closing Date/Time: Mon. 01/05/15 4:00 PM Central Time
Salary: \$2,782.00 - \$3,781.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: EMHC-14-3102

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, is responsible for maintaining the clinical records on designated patient units of the Community Psychiatric Services; performs typing tasks for a variety of forms related to patient care and treatment; tasks include the collection and compilation of simple data taken from the clinical records.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires the ability to type at a rate of 35 words per minute.

Work Hours & Location/Agency Contact: Shift: 7:30am - 3:30pm
Elgin Mental Health Center, Community Psychiatric Services; Hinton

CONTACT INFORMATION:

Human Resource Office
Elgin Mental Health Center
750 S State St., Elgin, IL 60123
Fax: 847-429-4933

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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Job Title: Mental Health Technician II

Agency: Human Services

Closing Date/Time: Tue. 01/06/15 4:00 PM Central Time

Salary: \$2,930.00 - \$3,721.00 monthly

Job Type: Full-Time

Location: Cook County Zone 4, Illinois

Number of Vacancies: 2

Plan/BU: RC009

Bid ID#: 14/034

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, provides personal care services and therapeutic activities for the treatment and rehabilitation of mentally ill patients. Assures that the living and service environment are maintained in a comfortable, attractive, safe and sanitary manner.

Minimum Requirements:

Requires successful completion of an approved training program and one year experience in the care, treatment and development of persons with mental illness.

Work Hours & Location/Agency Contact:

Pavilion-3 4p -12a

Pavilion-5 12a - 8a

Valarie Laird/Human Resources

Madden Mental Health Center 1200 S. First Ave., Hines, IL. 60141 Fax# 708-338-7078

How to Apply:

Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Office Assistant - Opt 2 (NRC Rec Office)

Agency: Corrections

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

Salary: \$2,889.00 - \$3,933.00 monthly

Job Type: Exempt

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-14-0369

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Assistant R & C Record Office Supv. (Executive I), performs difficult and complex typing and records maintenance function of the Reception & Classification Center Record Office; types forms and reports.

Position Number: 30010-29-82-442-36-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; working knowledge of alpha-numeric sequencing; working knowledge of grammar, spelling and punctuation; working knowledge of basic mathematics; requires ability to type accurately at 35 wpm

Work Hours & Location/Agency Contact: WORK HOURS: 8:00 am to 4:00 pm Monday through Friday with days off of Saturday and Sunday.

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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Note Taker - Part-Time - MAL0000482

Duties and Responsibilities

- Take notes in class for students with disabilities.
- Read printed material aloud for students with visual impairments.
- Transcribe for students with mobility impairments.
- Assist students with visual impairments in math classes by copying information from the board in large print.
- Assist students who are visually impaired by using raised line drawing materials to produce tactile graphs used in Math classes.
- Assist students with visual impairments in science labs by providing verbal descriptions of visual information.
- Serve as a proctor for students with disabilities during tests.
- Perform other duties as assigned.
- Adheres to CCC Customer Service Excellence standards.

Qualifications

- High school diploma, or equivalent, with a minimum of one year post secondary educational experience.
- Must possess an understanding of the basic issues pertinent to communication with students who have disabilities.
- Ability to take thorough and organized notes utilizing available technology from information presented verbally in classrooms.
- Must have legible hand writing, accurate spelling, use of acceptable grammar, and proficiency in use of computers.
- Must possess good organizational skills.
- Excellent written and verbal communication skills.

We are an equal opportunity and affirmative action employer.
Thank you for your interest in CCC!

Job: Student Services
Primary Location: Malcolm X College
Employee Type: Part Time | Regular
Union Code: 1600PTPROF
Job Posting: Dec 8, 2014, 10:59:48 AM

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

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Banquet A-List Food Server

Add to Job Cart Apply

Job ID:HOT010ML

Location Name: Hilton Chicago

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

Full/Part Time: Full-time

A Banquet Server with Hilton Hotels and Resorts is responsible for delivering and serving food and beverage items to banquet guests in a timely, friendly and efficient manner in the hotels continuing effort to deliver outstanding guest service and financial profitability.

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

What will I be doing?

As a Banquet Server, you would be responsible for delivering and serving food and beverage items to guests in a friendly, timely, and efficient manner in the hotels continuing effort to deliver outstanding guest service and financial profitability. Specifically, you will be responsible for performing the following tasks to the highest standards:

Set banquet tables to meet function specifications

Deliver and serve food and beverages, including, but not limited to, meals, condiments and accompaniments

Ensure menu knowledge

Remove china, glassware, silverware, etc. from tables at the conclusion of the meal period and deliver to the stewarding area

Ensure guest satisfaction throughout the meal service

Respond to guest requests in a friendly, timely, and efficient manner

Assist fellow team members and other departments wherever necessary to maintain positive working relationships

Assist others with side work including, but not limited to cleaning, stocking, folding silverware, etc.

Member of Local 1 UNITE HERE

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/banquet-a-list-food-server-job-chicago-illinois-5005850?cntry=united-states>

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Guest Service Agent

Add to Job Cart Apply

Job ID:HOT01005

Location Name: Hilton Chicago O'Hare Airport

Location Address: O'Hare International Airport, Chicago, IL, USA

Full/Part Time: Full-time

A Guest Services Agent with Hilton Hotels and Resorts is responsible for greeting and registering guests and checking guests out of the hotel in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

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

What will I be doing?

As a Guest Services Agent, you would be responsible for greeting and registering guests and checking guests out of the hotel in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

Greet guests and complete the registration process to include, but not limited to, inputting and retrieving information from the computer, confirmation of guest information and room rate, selection of rooms, coding electronic keys, promoting marketing programs, providing a welcome packet and ensuring guest knows location of room and/or has a bell person accompany him/her

Assist guests with check-out including, but not limited to, ensuring rooms and services are correctly accounted, using the point-of-sale system, handling money, processing credit and debit cards, accepting and recording various forms of payment, converting foreign currency, making change and processing gift certificates and cards

Demonstrate a thorough knowledge of hotel information including, but not limited to, room categories, room rates, packages, promotions, the local area and other general product knowledge and answer guest questions and inquiries

Use up-selling techniques to promote hotel services and facilities and to maximize room occupancy

Respond to guest inquiries and requests and resolve issues in a timely, friendly and efficient manner

Field guest complaints, conduct research and resolve and negotiate solutions for guest satisfaction

Receive, input, retrieve and relay messages to guests

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/guest-service-agent-job-chicago-illinois-5002492?cntry=united-states>

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Coffee Bar Attendant (Part-time)

Job ID:FOO01FOW

Location Name: Hilton Chicago and Towers

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

Full/Part Time: Part-time

A Coffee Attendant with Hilton Hotels and Resorts is responsible for greeting and serving guests beverages and/or food in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

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

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

What will I be doing?

As a Coffee Attendant, you would be responsible for greeting and serving guests beverages and/or food in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

Greet guests and respond to guest requests in a timely, friendly and efficient manner
Brew, sell, promote and prepare beverages according to established recipes and standards

Take guest beverage orders and accurately input orders in appropriate point-of-sale system

Maintains cleanliness of work area/outlet

Accurately total, process and collect payments from guests to include, but not limited to, using the point-of-sale system, handling money, processing credit and debit cards, making change and processing gift certificates and cards

Requisition, stock and rotate products

Secure and store all beverages, food and other equipment items

Deposit cash drops, secure and balance bank and sign out/in keys

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/coffee-bar-attendant-part-time-job-chicago-illinois-5000495?cntry=united-states>

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Cook 1

Job ID:FOO01FI9

Location Name: Hilton Chicago and Towers

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

Full/Part Time: Full-time

A Cook with Hilton Hotels and Resorts is responsible for preparing food items in accordance with recipes and established standards in the hotel's continuing effort to deliver outstanding service and financial profitability.

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

What will I be doing?

As a Cook, you would be responsible for preparing food items in accordance with recipes and established standards in the hotel's continuing effort to deliver outstanding service and financial profitability.

Specifically, you would be responsible for performing the following tasks to the highest standards:

Prepare food items according to designated recipes and quality standards

Maintain cleanliness and comply with food sanitation standards at all times

Manage guest orders in a friendly, timely and efficient manner

Ensure knowledge of menu and all food products

Stock and maintain designated food station(s)

Visually inspect all food sent from the kitchen

Practice correct food handling and food storage procedures according to federal, state, local and company regulations

Prepare requisitions for supplies and food items, as needed

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/cook-1-job-chicago-illinois-4976334?cntry=united-states>

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Assistant Food and Beverage Manager

Job ID:FOO01FP1

Location Name: Hilton Chicago and Towers

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

Full/Part Time: Full-time

An Assistant Restaurant Manager with Hilton Hotels and Resorts is responsible for assisting the manager in directing and organizing the activities and services of a hotel food and beverage outlet (restaurant, lounge, room service, coffee shop, etc.) in the hotel's continuing effort to deliver outstanding guest service.

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

What will I be doing?

As an Assistant Restaurant Manager, you would be responsible for assisting the manager in directing and organizing the activities and services of a hotel food and beverage outlet (restaurant, lounge, room service, coffee shop, etc.) to deliver an excellent guest experience. Specifically, you would be responsible for performing the following tasks to the highest standards:

Assist in the management of operations to include, but not limited to, guest service standards and initiatives, product quality, cost controls and overall profitability, marketing initiatives, systems use and management, budgeting and forecasting, department management, policy and procedure implementation and enforcement and meeting participation and facilitation

Assist in monitoring and developing team member performance to include, but not limited to, providing supervision, conducting counseling and evaluations and delivering recognition and reward

Assist in monitoring and assessing product quality and service and satisfaction trends, evaluate and address issues and make improvements accordingly

Ensure compliance with health, safety, sanitation and alcohol awareness standards

Assist in initiating and implementing marketing and up-selling techniques to promote restaurant food and beverage and services and to maximize overall revenue

Assist in recruiting, interviewing and training team members

Act in the absence of the manager, as needed

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/assistant-food-and-beverage-manager-job-chicago-illinois-4997870?cntry=united-states>

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Overnight Pastry Cook II

Job ID:KIC015BZ

Location Name: Hilton Chicago and Towers

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

Full/Part Time: Full-time

Creates/prepares/produces/bakes breads, rolls, breakfast pastries and desserts according to standard recipes, in order to contribute to the overall guest satisfaction.

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

What will I be doing?

A Pastry Cook II creates/prepares/produces/bakes breads, rolls, breakfast pastries and desserts according to standard recipes, in order to contribute to the overall guest satisfaction.

Maintains adequate supply of all prepared products on hand and ensures the proper storage and refrigeration of same.

Ensures spoilage/waste are kept to a minimum by ordering and utilizing proper quantities and rotating products.

Develop new products for a la carte and catering menus on a rotating basis.

Lines up baked products in mobile carts according to the needs of the particular outlet/function.

Set daily pars on all products to ensure freshness.

Assists in the professional development of apprentices and bakers

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/overnight-pastry-cook-ii-job-chicago-illinois-5002502?cntry=united-states>

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Facilities/Banquet Set-up Floor Manager

Job ID:FOO01FKU

Location Name: Hilton Chicago and Towers

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

Full/Part Time: Full-time

A Banquet Houseperson Supervisor with Hilton Hotels and Resorts is responsible for overseeing the set-up and clean-up of all banquet functions in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

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

What will I be doing?

As a Banquet Houseperson Supervisor, you would be responsible for overseeing the set-up and clean-up of all banquet functions in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

Specifically, you would be responsible for performing the following tasks to the highest standards:

Supervise and assist Housepersons with set up to ensure compliance with event specifications and with clean up and break-down after events

Assist Housepersons with and oversee a variety of tasks including, but not limited to, dusting and polishing furniture and fixtures, vacuuming, mopping, sweeping, shampooing carpets, washing windows, cleaning/waxing floors, removing and disposing of trash and emptying ashtrays

Assist with planning, organization and execution of all banquet functions

Greet clients and guests and respond to guest inquiries and requests in a timely, friendly and efficient manner

Participate in and lead department meetings, as needed

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/facilitiesbanquet-set-up-floor-manager-job-chicago-illinois-4976331?cntry=united-states>

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Marine Unit Deputy - Sheriff's Office

Tracking Code

215720-924

Job Description

Required Skills

To perform this job successfully, the candidate must currently be a State of Illinois Certified Police Officer and must possess a current Driver's License. Must work at least 6 shifts per month during the Marine Unit Season. This minimally totals 36 hours per month. Should have knowledge of principles and practices of law enforcement and police science, as practiced in the State of Illinois. The individual should have knowledge of State laws and local ordinances which govern Lake County. Knowledge of how and when to apply deadly force in the enforcement of laws or the apprehension of criminals. Ability to quickly assess situations and to use sound judgment in defusing potentially dangerous human interaction problems. Ability to handle stressful, potentially violent situations and individuals in a firm, professional and deliberative manner. Ability to perform strenuous physical tasks and to demonstrate good physical and psychological fitness ability in the safe and effective use of firearms, motor vehicles and other specialized equipment. Ability to operate a watercraft (boat) in a safe and effective manner according to established policies and procedures. Ability to swim and complete a 3rd Class Navy Swim Test. Ability to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds

Required Experience: Individual must have a completion of a standard high school program or GED. Individual must currently possess a State of Illinois Certification as a police officer and a valid driver's license and complete a certified boating course. Completion of a swim test (3rd class - Navy). Completion of a County-sponsored physical, to include a possible stress test.

ANY OFFER OF EMPLOYMENT IS CONDITIONED ON THE SUCCESSFUL COMPLETION OF A PRE-EMPLOYMENT MEDICAL EXAM, WHICH INCLUDES A DRUG AND ALCOHOL SCREEN. Lake County Government offers a competitive salary and benefit package, and is committed to being an employer of choice. Lake County is an Equal Opportunity Employer

Job Location-Waukegan, Illinois, United States

Position Type-Part-Time Salary-17.63 - USD

Applications will be accepted- until filled

Apply online at

https://lakecountyil.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=215720&company_id=15924&version=1&jobBoardId=1112

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Security Officer, registry, rotating shift

Tracking Code

587-972

Required Experience

Performs relief supervisory duties as a Lead Officer in the absence of the Shift Supervisor if appointed (see Corporal/Lead Officer Job Description).

Performs Base Operator duties when required to provide breaks and/or work as a Base Operator when assigned (see Base Operator job description).

Education/Experience:

Must have a good command of the English language with excellent communication skills normally attained

through the completion of a high school education; requires successful completion of the forty hour State of Illinois

Semi-Automatic Firearms Certification course (Tan Card) in a state accredited school for those hired after

September 6, 1989 and forty hour State of Illinois certification with the revolver for those hired prior to September

6, 1989. Must have a valid driver's license with no DUIs, wants or warrants.

Required/Preferred Skills:

Requires a minimum of one year experience in civil, private or military police (honorable discharge mandatory), or comparable security, military or police related experience.

Physical/Position Demands:

The physical demand level & degree of strenuous activity ranges from light sedentary work to constant standing and walking to frequent very heavy work involving lifting up to and in excess of 100 pounds of force and/or in excess of 20 pounds of force to move object.

More than average visual and oral acuity is required to complete reports, observe situations of a security nature, converse on standard two-way radio and to receive instructions. Must be able to withstand exposure to all climatic changes, since job requires one to be constantly inside and outside.

Job Location: Harvey, Illinois, United States

Position Type: PRN

Apply online at https://ingallshealthsystem-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=587&company_id=16972&version=1&jobBoardId=3339&sid=22

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Police Officer
Hines, IL

Duties:

The officer enforces both State and Federal criminal codes and VA Regulations. Performs preliminary criminal investigations of serious crimes to include, felonies, misdemeanors, petty offenses and files reports. Appears as arresting Officer at both State and Federal courts and provide testimony. Arrests or detains offenders and suspects for committing observed felonies, misdemeanors and minor crimes. Processes and formally charges offenders and suspects for misdemeanors and minor crimes. Performs legal searches and seizures of persons and property and collects, field tests, and preserves evidence. Pursues observed violators and suspects involved in serious crimes. Detains and transports of offenders to nearest outside law enforcement agency to await bond hearing, extradition or trial. Conducts interviews and interrogations of witnesses and suspects. Advise offenders and suspects of their Constitutional Rights. Prepares and files misdemeanor criminal complaints and personal service complaints at State court. Responds to domestic and family disturbances . Performs bomb threat searches. Investigates alcohol and drug trafficking. Conducts traffic and personal accident investigations and files technical reports. Regulates traffic during adverse weather and emergency conditions. Issue traffic and parking citations and tows motor vehicles from restricted parking zones and lanes. Performs basic Law Enforcement Automated Data System (L.E.A.D.S.), license plate checks and some National Crime Information Center (N.C.I.C.) inquiries on ADP computer.

The Officer defends oneself or others against physical attack by dangerous/armed individual, or others capable of inflicting severe bodily harm using minimal application of force and weapon deployment. Performs desk duties consisting of receiving complaints, handling routine and emergency calls for assistance, dispatching emergency equipment, preparing accurate journal of events, and maintaining radio and telephone communications with dispersed patrols. Provides courteous information, assistance and direction to patients, visitors, employees, and contractors. Describes civil law to citizens and informs them of their rights to redress and describes legal proceeding that can be initiated. Utilizes bullet-proof vest in the performance of duties. In addition, wears protective gear during riot control or other civil disorder. Responds to reports of crime and performs other related duties as necessary. Work Schedule: Rotating Shifts including weekends and holidays
Position Description Title/PD#: Police Officer / 924A

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Laundry-Chicago Downtown

Division Red Roof Inns Inc

Location Chicago Downtown

Employment Type Part-Time EE

Job Code 10281-307

Questionnaire: To apply for this job, you must also complete an online questionnaire.

Position Summary

The Laundry Guest Service Representative (GSR) is responsible for properly cleaning all linen and terry products used at the inn within a given timeframe while operating and maintaining all property laundry equipment. This position is critical to ensure quality service to our guests and upholding our Red Roof Inn Hassle Free Guarantee, while working with members of the hotel team, maintaining room quality as well as safety and security of the hotel.

Position Responsibilities

- Maintain positive guest interactions and provide special services for guests upon request
- Maintain, operate, set and clean all laundry items and equipment following Red Roof Inn procedures and guidelines (i.e. correct usage of detergent and bleaches, emptying dryer lint traps, following proper load limits)
- Maintain inn's laundry cleaning schedule to meet the inn's daily operational goals and needs
- Maintain laundry and linen storage rooms to ensure area is well-stocked, neat and clean; inform management of any inventory shortages and ordering needs
- Comply with all Red Roof Inn and OSHA standards related to safety and security
- Cross train in housekeeping, maintenance, and/or front desk job functions, if possible
- Other duties as assigned

Position Requirements

- 1-2 years in a previous customer service position
- Some administrative duties require (timekeeping system, room's cleaned reports, etc.)
- Must maintain professional appearance in Red Roof Inn provided uniform with consistently friendly attitude towards guests and staff
- Must be able to easily and frequently change from one task to another and work with minimal supervision
- Frequent lifting and bending required
- May be required to work nights, weekend and/or holidays

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Front Desk-Chicago Downtown

Division Red Roof Inns Inc

Location Chicago Downtown

Employment Type Full-Time EE

Job Code 10281-302

Questionnaire: To apply for this job, you must also complete an online questionnaire

Position Responsibilities

- Welcome guests with friendly greeting and smile and perform all guest related services. (i.e. wake up/courtesy calls; handle concerns/complaints/requests; provide coffee/newspaper and location information; keep lobby clean and orderly)
- Handle reservation requests; check guests in/out; handle guest accounting and cashier functions
- Make, change and monitor reservations; review and report rate availability using the front desk computer system; update and monitor room status, promote future sales. Perform daily cash count; prepare bank deposit and review of audit packages
- Complete reporting for daily occupancy/revenue, weekly inn operations, expenditures ledger and update corporate memorandum and/or operations manuals
- Communicate with Inn Management and other GSRs, as needed, about problems, requests and/or concerns regarding guests or rooms
- Work with housekeeping to communicate checkouts, stay-overs, sleepers, skips, rooms cleaned and rooms in need of maintenance
- Cross train in all front desk shifts and other departments in the hotel; Train new hires in front desk functions
- Night Audit shift requires daily reconciliation of transactions and preparing audit package for Inn Management approval
- Assist in coordinating special events (i.e. holiday gatherings, bus tours, on site, etc) Other duties as assigned

Position Requirements

- HS Diploma or equivalent work experience
- 1-2 years in a previous customer service position required
- Must have basic office skills (i.e. math, cash handling, computer skills, timekeeping, etc)
- Must maintain professional appearance in Red Roof Inn provided uniform with consistently friendly attitude towards guests and staff
- Must be able to easily and frequently change from one task to another while operating a computer and/or switchboard and work with minimal supervision
- Basic English communication (verbal and written) skills required
- May be required to work nights, weekend and/or holidays

Apply online at <https://rri.emangrove.com/SysForms/JobDetails.aspx?rq=936&sid=56>

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Guest Service Aide-1400260X

Job: Bellstand/Door

Primary Location: USA-IL-Chicago-JW Marriott Chicago

Organization: Marriott Hotels Resorts

Position Type: Non-Management/Hourly

Schedule: Full-time

Job Summary: Greet and escort guests to rooms. Open doors and assist guests/visitors entering and leaving property. Inform guests of property amenities, services, and hours of operation, and local areas of interest and activities. Identify and explain room features to guests (e.g., use of room key, mini-bar, ice and vending areas, in-room safe, valet laundry services). Transport guest luggage to and from guest rooms and/or designated bell area. Assist with luggage storage and retrieval. Assist guests/visitors in and out of vehicles, including assisting guests with loading/unloading luggage. Supply guests with directions. Arrange transportation (e.g., taxi cab, shuttle bus) for guests/visitors, and record advance transportation request as needed. Communicate parking procedures to guests/visitors.

Follow all company policies and procedures, and report accidents, injuries, and unsafe work conditions to manager. Maintain awareness of undesirable persons on property premises. Ensure uniform and personal appearance are clean and professional, and maintain confidentiality of proprietary information. Welcome and acknowledge all guests, anticipate and address guests' service needs, assist individuals with disabilities, and thank guests with genuine appreciation. Speak with others using clear and professional language, and answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others. Comply with quality assurance expectations and standards. Read and visually verify information in a variety of formats (e.g. small print). Move at a speed that is required to respond to work situations (e.g., run, walk, jog). Stand, sit, or walk for an extended period of time or for an entire work shift. Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance and objects weighing in excess of 75 pounds with assistance. Move over sloping, uneven, or slippery surfaces as well as up and down stairs and/or service ramps. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Perform other reasonable job duties as requested by Supervisors.

Marriott International is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. Marriott International does not discriminate on the basis of disability, veteran status or any other basis protected under federal, state or local laws.

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Front Desk Agent (Job Number: HOT010KF)

Work Locations: DoubleTree Guest Suites & Conf Ctr
2111 Butterfield Rd Downers Grove 60515

A Front Desk Clerk with Doubletree by Hilton is responsible for checking in and checking out guests in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

If you appreciate the little things and enjoy creating exceptional experiences, you may be just the person we are looking for to work as a Team Member with DoubleTree by Hilton.

What will I be doing?

As a Front Desk Clerk, you would be responsible for assisting Guest Service Agents in checking in and checking out guests in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

Specifically, you would be responsible for performing the following tasks to the highest standards:

Assist Guest Service Agents and Front Office leadership with the checking in and checking out of guests.

Respond to guest inquiries and in a timely, friendly and efficient manner

Provide driving and/or walking directions to guests to local destinations

Ensure a high level of product knowledge of the hotel, including, but not limited to, directions, hours of outlet operation, hotel services, hotel events and local and community events and attractions

Assist fellow team members and other departments wherever necessary to maintain positive working relationships

Provide or obtain accurate information

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