



Job Title Cleaning Staff

Category Arenas

Location United Center

1901 West Madison Street

Chicago, IL 60612

<http://www.unitedcenter.com/>

Description

The Levy family culture has nurtured our incredible growth from a single delicatessen in Chicago, to an industry-leading, food organization over 30 years later. Today, we create great dining experiences at restaurants throughout the country and many of the highest profile sporting and entertainment venues in the world. We're proud that thousands of guests have savored our food at some of the most celebrated gatherings in our nation: the Super Bowl, NBA and NHL All-Star Games and the Grammy Awards.

The United Center is the home of 2010 and 2013 Stanley Cup Champion Chicago Blackhawks and 6-time World Champion Chicago Bulls. It is one of the premier sports and entertainment venues in the world. Join our team as we serve up game-day excitement and legendary cuisine - a day at the United Center won't be forgotten!

NOW HIRING Cleaning Staff

No one else in this business thinks quite like we do. By seamlessly blending our sense of family, genuine passion and unique mindset as restaurateurs, we continue to set ourselves apart for our guests and from our competitors, and create an amazing home for all of our hardworking, fun-spirited team members countrywide. The reason we have so many amazing people is best summed up by founder Larry Levy, "If you find a job you enjoy, you'll never work another day in your life."

www.levyrestaurants.com

We are an Equal Opportunity Employer that considers applicants without regard to race, sex, religion, national origin, disability or protected veteran status

Requirements

Please apply online today. Qualified candidates will be contacted for an interview.

We are an Equal Opportunity Employer that considers applicants without regard to race, sex, religion, national origin, disability or protected veteran status.

Inquire at <http://workatlevy.com/job-detail/111736/2015-11-09>

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Administrative Coordinator

Location: Chicago, IL

Duties and Responsibilities

Assist the Director with development, planning and coordination of Research Center strategies, initiatives, and activities

Assist the Director with budget planning and management of Center funds

Provide calendar, meeting and administrative support to Director

Assist the Research Center leadership team with administration of Center policies and protocols

Serve as Secretary for Seminar Series Committee – coordinate travel, reimbursements for speakers, and prepare schedule for seminar speakers

Serve as Assistant to the Managing Editor of Fieldiana

Serve as Secretary for Research Leadership Team – coordinate meetings, take notes and prepare minutes

Provide administrative support to Section Heads of the Research Center

Provide administrative support to Research Center staff

Provide support for Research Center events and special projects as requested

Maintain calendar for Zoology Classroom and Research Center Conference Room

Daily mail pickup and package pick-up for appropriate Quadrant of S&E

Maintain supplies and office equipment for appropriate Quadrant

Qualifications

Bachelor's Degree (sciences preferred but not necessary)

3-5 years of prior experience working in an relevant role

Candidates should possess excellent communication, and organizational skills

Must be a self starter with the ability to manage multiple projects with little supervision

Proficient in Microsoft Office Suite

Apply online at <https://www.fieldmuseum.org/about/careers>

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Craftsperson II - Part Time

Location: Chicago, IL

Duties of the Craftsperson II include a variety of repairs and installations to the facility which is not limited to one craft. Under the direction of Facility management, the Craftsperson candidate is responsible for repair and preventive maintenance duties throughout the museum including: care of artifacts, live specimens and a variety of routine tasks ranging from building cleanliness to assistance of higher level maintenance craftsperson in performance of maintenance duties.

Duties and Responsibilities: Perform specialty maintenance and preventative maintenance throughout museum and exhibition halls. Ensures all equipment and work areas are safe, clean, neat and orderly at all times with in emphasis to safety and accident prevention. Communicate effectively with co-workers, team leaders, other departments and contractors in a professional manner in all phases necessary to locate, correct, repair and complete each job or project. Ability to safely build or suspend scaffolding (ladders, stringers, stages, hooks, ropes, etc.) and operate one-person lift. Perform exterior banner installation and removal. Moves material, supplies, office furniture, exhibit cases and equipment. Maintain accountability and inventory of assigned tools and equipment on a daily basis; keep cart inventory and supplies in a clean organized fashion on a daily basis. Clean up and dispose of any waste in work area routinely. Performs other appropriate duties as assigned by immediate team leader, supervisor or manager. Perform general carpentry in the repair of exhibit elements and furniture, wall framing and structures. Perform various artistic and creative skilled tasks, including replication repairs, sculpting, artistic painting, and related tasks to maintain exhibit elements and displays. Perform exhibit lighting maintenance, including changing out lamps and basic troubleshooting of minor lighting problems and lighting outages. Assists in fabrication and dismantling of exhibit elements. Moves exhibit cases, exhibit case glass, and other exhibit fixtures. Performs daily tasks such as turning exhibit on/off, humidity readings, and cleaning of exhibit elements. Working knowledge and ability to use all basic manual shop equipment such as hand tools, drill press and band saws and etc., to achieve desired results.

Qualifications: Vocational / technical high school diploma or equivalent required. One or more years of related specialty experience is essential. Museum, gallery, industrial experience a plus. Mechanical aptitude desirable. Ability to work in various interior and/or exterior settings such as: office space, construction zones, exhibition halls, roof, tunnels and etc. Ability to engage in activities such as lifting, pushing, pulling, reaching upward/downward, grasping, walking, standing, stooping, kneeling, crouching, sitting, and standing

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Membership Services Representative - Part-time/Seasonal

Location: Chicago, IL

Duties and Responsibilities: Provide excellent customer service. Expectations include demonstrating the following: high level of customer focus, effective listening, problem ownership, an aptitude for learning, attention to detail, productivity and efficiency, reliability and conscientiousness. Exhibit energy and enthusiasm while assisting members and donors with questions. Service Field Museum members and guests at Membership Services Desk and Membership On-site Sales table– this responsibility may require standing for long periods of time. Service all guest audiences at Membership Services Desk including corporate members, guests, employees and their guests, donors and trustees. Support other departments in the Museum with service and events such as Corporate Family Days. Act as a liaison between the Field Museum and any guest that may need assistance and information. Accurately interpret and adhere to department and overall Museum's policies and procedures. Analyze inquiries and determine steps for resolution. Ability to learn and use Raisers Edge to access data and Ticket Return to complete membership transactions. Simultaneously perform tasks such as reading, thinking, talking while handling a member's questions. Communicate and document information in a clear, consistent and accurate format. When necessary, relay information to appropriate departments and personnel using established communication channels and procedures. Assist other departments with researching inquiries and/or complaints. Perform other duties assigned. Requires availability to work weekends and holidays. Follow department and Institution procedures and policies

Qualifications: One year customer service experience required; direct sales experience a plus. Customer service experience in an educational, cultural or entertainment environment or related field preferred. Ability to clearly communicate in person and over the telephone to request and exchange information in a pleasant, respectful and professional manner. Ability to prioritize work and perform under time pressures Demonstrate exceptional human relations and communication skills, traits and competencies. Listens effectively and has an acute understanding of member/donor needs and expectations. Must be enthusiastic and positive when speaking to members, donors and all other internal/external customers. Quickly analyze inquiries and determine steps for resolution. Goes "above and beyond" to assist members by making their satisfaction a high priority. Must accurately access and document information and recall new or changing procedures that may impact customers. Must be flexible when it comes to office scheduling needs and able to adapt to all areas of member contact whether it is face to face, via letter/email or on the telephone. Ability to stand for long periods of time.

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Public Relations and Community Awareness Director

Location: Chicago, IL

The Public Relations and Community Awareness Director's primary responsibility is to position The Field Museum locally and globally at the forefront of natural history education and research, creating overall awareness of and excitement for the institution's mission and work across various audience communities, and attracting an increased number of visitors to engage with the Museum and its resources. This Director knows the challenge is much greater than pitching stories to media outlets. Their responsibility is to be a creative and disruptive thinker for the organization; someone who finds relevant ways to put the Museum in the center of many different conversations; one who knows how to craft innovative external experiences and messages that capture the public's attention and imagination and makes them talk; a person who can help grow and ultimately transform the Museum's exchange with audiences in the Chicago community and beyond. The Public Relations and Community Awareness Director understands that we cannot wait for audiences to come to us – we must find new ways to go to them. The ideal candidate will be an energetic relationship-builder who is hyper-vigilant in seeking out unique opportunities for the Museum to share its mission and programs.

This position sits within the Communications Team and reports to the Chief Marketing Officer.

Qualifications

10+ years experience in PR/Media and Community Relations.

Superior written and verbal communication skills as well as attention to detail are critical. Demonstrated budget planning and management experience.

Ability to champion ideas, build consensus and listen to others.

Excellent leadership skills with the ability to motivate teams for individual and group growth. Deep understanding of emerging and unconventional media channels.

Skill to draw relevant connections between the Museum's work and contemporary trends and public concerns.

Willingness to experiment with new tactics, measure, learn and improve.

Ability to develop and implement strategic plans in a multiple-priority environment.

Capacity to remain calm, thoroughly evaluate situations and create response plans under pressure.

A dynamic personality, with the skill to evoke excitement and enthusiasm in others is essential.

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Intern, Calumet Stewardship

Location: Chicago, IL

Term: One-two days per week from December 2015 to February 2016, with the possibility of extension into spring 2016. Please submit a cover letter and resume via our online application.

The Stewardship Intern will work with Keller Science Action Center's Calumet Region team to coordinate and implement ecological restoration projects with high-school students and adult volunteers. Some of this work will occur in partnership with the Calumet Stewardship Initiative (CSI), a consortium of over 40 organizations which engage partner organizations and residents of southeast Chicago and northwest Indiana in nature education, ecological stewardship, scientific discovery, and cultural understanding.

Responsibilities

General support of volunteer stewardship program tasks, as assigned
Assist with volunteer trainings for stewardship volunteers
Work with CSI to promote events and other partnership activities to the public
Assisting with work-day follow up cleaning up tools, and following up with volunteers
Posting volunteer day information through various channels including social media, websites, emails, direct flyers to neighbors, etc.
Assisting with workday planning posting signs, making phone calls, organizing tools and supplies
Co-lead volunteer stewardship workdays at natural areas in the Calumet region, primarily on the southeast-side of Chicago.

Qualifications

Familiarity with the Calumet Region preferred
Ability to travel extensively in the Calumet region
Availability on Saturdays
Strong verbal and written communication skills
Experience with outreach through social media, websites, etc.
Previous direct experience in the ecological restoration of Midwestern natural communities prairies, savannas, and wetlands.
Interest in community-based conservation and working with diverse communities
Must be in school or have graduated within the past 6 months of the start of the internship

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Intern, GIS

Location: Chicago, IL

Central to our work is translating museum science into lasting results for conservation and cultural understating. The Action Center draws on the Museums extensive collections, outstanding scientific research, and innovative educational expertise to provide the science to cement conservation action.

This intern position will work with GIS users and other staff in the museum on a variety of tasks including but not limited to: *Generation of GIS data and maps to support our work in the Chicago Region *Analyzing data on land stewardship and producing meaningful products for land managers.

Please include a cover letter detailing your experience with GIS and past projects GIS Internships are very competitive. This posting is for one part-time paid internship from Jan May 2016. Start and end dates flexible. Because of the large number of anticipated applicants, we will only inform individuals who are selected for phone interviews.

Responsibilities

- General support for GIS users and other staff as assigned
- Occasionally accompany staff on field work in the Chicago Region
- Refinement and clean up of shapefiles and other spatial datasets
- Generating maps from existing data layers
- Datasheet creation and maintenance
- Spatial analysis of survey data
- Downloading and organizing GIS data

Qualifications

- Preferred Educational background in Biology, Ecology, Environmental Science, or similar
- Interest or background in environmental conservation and working with communities
- Attention to detail and organizational skills
- Experience working with databases
- Proficiency in MS Excel a must
- Excellent data analysis and research skills
- Ability to multitask and manage several simultaneous projects
- Experience with ArcMap 10.x

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Office Secretary

Watson Dwyer
Chicago, IL
Full-time

Company Description: A mid-sized, real estate law firm in downtown Chicago.

Job Description

A mid-sized, real estate law firm in downtown Chicago is in need of an office assistant for a group of attorneys.

The position will be administrative and receptionist in nature, with some legal duties.

An understanding of the law field and a focused career as a legal secretary a plus but is not required.

Responsibilities include, but are not limited to:

- Proofreading, editing, and typing legal documents for an attorney
- Performing administrative duties such as copying, scheduling, and reception work
- Assisting the attorneys with client correspondence and answering phones

A passion for starting projects and putting new ideas to work is a plus

Qualifications:

Bachelor's degree

3-4 years of administrative work , within a law firm is preferred but not required

Additional Information

Please submit your resume to apply. Application deadline is December 11th, 2015.

Apply online at <https://www.smartrecruiters.com/watsondwyer1/87580012-office-secretary>

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Legal Assistant

Glen Lerner Injury Attorneys - Aurora, IL
Legal Assistant (Aurora)

Glen Lerner Injury Attorneys seeks a bi-lingual (Spanish) Legal Assistant to work out of our new Aurora office.

Duties to include: Initiating insurance claims for clients
Calling insurance adjusters and defense attorneys to check on status of claims/offers
Assisting attorneys and staff with other projects as needed
No prior legal experience required. Successful candidate will be able to speak fluent Spanish. Looking for positive, team-oriented individual that is excited about joining a growing team. Successful candidate will be able to self-manage, will be a hard worker, will be organized and ultra efficient. Competitive salary and benefits to include medical, dental, vision and matching 401K. Great, autonomous work environment.

Job Type: Full-time
Required language: Spanish

Apply online at <http://www.indeed.com/cmp/Glen-Lerner-Injury-Attorneys/jobs/Legal-Assistant-422d979b9ad5b53e?sdu=QwrRXKrqZ3CNX5W-O9jEvcIq0N9Fq40V4VN137SoGoZxO5mxmDvtiM3C1VCnpCTOLPyLS2gw93933vBl2xtz1g>

CLERK / Registry-1505043629

Description:
Front desk reception duties. Answer telephone courteously and professionally.
Schedule appointments.

Qualifications:

HS diploma or equivalent. Excellent customer service experience.
Job: Imaging and Radiology
Primary Location: IL-Oak Park
Hospital/Facility: West Suburban Medical Center
Job Type: PT2Y
Shift Type: Flexible

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

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ADM ASST part time days-1505061483

JOB SUMMARY

Provides diversified administrative and advanced secretarial support for Administration. Works independently on special projects and does preparatory work to conserve executive's time. May manage or oversee the work of others. Handles matters of routine nature independently and processes confidential information.

Qualifications:

JOB QUALIFICATIONS

1. High school diploma; BA preferred
2. Three years Administrative Assistant experience
3. Knowledge of medical terminology and transcription preferred
4. Strong word processing skills; 60 WPM
5. Strong skills in database/spreadsheet applications, mail merge functions
6. Excellent verbal and written communication skills
7. Solid organizational skills with the ability to prioritize
8. Ability to handle sensitive and/or personal information in a confidential manner

Job: Non-Clinical/Administrative
Primary Location: IL-Oak Park
Hospital/Facility: West Suburban Medical Center
Job Type: PT1
Shift Type: Days

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

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ADM ASST Full Time Days-1505057552

JOB SUMMARY

Provides diversified administrative and advanced secretarial support for Cardiology Administration and Cardiology Departments.

Coordinates with other clinical departments including Nuclear Medicine, Emergency Services, Cardiovascular Surgery.

Works independently on special projects and does preparatory work to conserve executive's time.

May manage or oversee the work of others. Handles matters of routine nature independently and processes confidential information.

Provides the highest level of customer service to patients, physicians and other staff.

JOB QUALIFICATIONS

1. High school diploma; BA preferred
2. Three years Administrative Assistant experience
3. Knowledge of medical terminology and transcription preferred
4. Strong word processing skills; 60 WPM
5. Strong skills in database/spreadsheet applications, mail merge functions
6. Excellent verbal and written communication skills
7. Solid organizational skills with the ability to prioritize
8. Ability to handle sensitive and/or personal information in a confidential manner

Job: Nursing

Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center

Job Type: Full-time

Shift Type: Days

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

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Manager, Marketing and Public Relations - KEN0000351

Duties and Responsibilities

This position is part of City Colleges' office of institutional advancement and is responsible for communicating key messages to inform internal and external stakeholders about the college's priorities, offerings and successes. This role is responsible for driving execution of the college-specific marketing plan, establishing a presence for the college in traditional and social media, and supporting communications among the college's faculty, staff and students. The position will be based at one or more of City Colleges' campuses and work will periodically require the manager to travel to the downtown district office or another City Colleges campus for meetings or events.

Qualifications

Bachelor's degree in journalism or related field required.

Three to five years demonstrated experience in a college or university setting, non-profit service organization or the private sector related to marketing/communications/public relations. One year of demonstrated experience with City Colleges processes and procedures strongly preferred.

Experience as a public spokesperson for an educational institution or similar organization, including crisis communications.

Exceptional writing ability for a variety of formats, including releases, speeches, marketing materials, website content, and social media platforms (Facebook, Twitter, etc.). Strong ability to develop internal and external marketing and communication plans to achieve organizational goals.

Excellent interpersonal skills and ability to collaborate with individuals at all levels and from diverse socio-economic backgrounds.

Self-starter with the ability to manage multiple projects on deadline.

Excellent Benefits at a low cost include investment plans, retirement plan; Generous vacation, holidays, personal and sick days; Tuition Reimbursement. For a more detailed overview of benefits, please visit our benefits page.

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

We are an equal opportunity and affirmative action employer.

Job: Communications/Marketing

Primary Location: Kennedy King College

Employee Type: Full Time | Regular

Union Code: N/A

Job Posting: Nov 6, 2015, 9:00:53 AM

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

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College Clerical Assistant I (Part-Time) - WIL0000537

Wilbur Wright College, 4300 N. Narragansett Ave., Chicago, IL 60634

This is an exciting time in the history of City Colleges of Chicago (CCC), the largest community college system in Illinois and among the largest in the nation. CCC has launched Reinvention, a nationally recognized initiative to ensure even greater student success and outcomes across the system.

Primary objective:

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

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 instruction; and ability to operate a personal computer. Skill in basic filing; and good verbal communication skills.

We are an equal opportunity and affirmative action employer.

Job: Clerical/Secretaries

Primary Location: Wilbur Wright College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Dec 2, 2015, 11:03:12 AM

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

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Coordinator II - WiYC - WIL0000543 / Grant Funded Position

Wilbur Wright College, 4300 N. Narragansett Avenue, Chicago, IL 60634

The position is responsible for, but not limited to, coordinating and maintaining the day-to-day operations of multiple programs within an office at CCC. Recommends the hire of staff within the department or a specific area. Supervises, trains, and manages their day-to-day activities in support of the program mission. Monitors daily operational tasks in the department to ensure that the office runs effectively. Collects and records weekly reports. Assists in the registration of students during registration and as needed. May schedule and assign tutors in support of an academic program. May administer the payroll for the department to ensure that certificate of attendance are done accurately and in a timely manner. Assists instructors and staff in solving problems. Develops and distributes publicity materials and keeps faculty and students abreast of department activities. Monitors internal budgets and expenditures for the department. Prepares reports for the Department Head approval. Serves as liaison between the College, operating staff and students. Administer Personal and Professional Development Program (PPD) academic workflow including: development of schedule, instructor assignment, and creation of instructor contract for approval. Administer PPD enrollment workflow including: student admissions and registration, and interface with district Workforce Development, Operational Excellence Center. Performs and oversees administrative duties in the Office of Academic Affairs. Assists with student complaints, problem solving, resolutions and record keeping.

Qualifications: Bachelor's degree, Master's preferred, in Counseling, Guidance, or related social science/business fields. Five (5) years of experience in a Human case management and/or job coaching and/or student program management. Familiarity and direct experience with programs that support equity and diversity initiatives. Supervisory management expertise. Analytic skills, including ability to collect and disseminate data, assess stakeholder needs, evaluate competencies. Budgeting and reporting skills. Excellent written and verbal communication skills. Strong team player. Self-directed and self-motivated, innovative. Able to assess current operations in an effort to improve the future goals of the District. Must be able to meet deadlines in a timely manner.

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

Employee Type: Full Time | Regular
Union Code: 1600Profes
Job Posting: Nov 25, 2015, 5:12:24 PM

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

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Engineer-Trainee - MAL0000597

Duties and Responsibilities

OVERVIEW

Consider being a part of CCC's transformation and join the 5,800 faculty and staff who serve 120,000 students at seven campuses and six satellite sites city-wide. At CCC, employees contribute to the success of our students while enjoying competitive compensation and outstanding benefits packages. Build your future at City Colleges of Chicago and ensure more students complete their curricula - college-ready, career-ready and prepared to pursue their life's goals.

Malcolm X College is the healthcare hub of City Colleges' College to Career (C2C) initiative. The School of Health Sciences at Malcolm X provides a variety of allied health programs to students interested in completing two year associate degrees and/or obtaining credentials in the health sciences that will lead to careers in the high growth healthcare industry. The Engineer Trainee ; provides efficient and professional engineering services for the maintenance of the building and grounds of the College.

RESPONSIBILITIES

Maintains the building equipment and machinery to keep them in excellent working conditions.

Qualifications

Current listing on the Local # 399's Apprenticeship List is required. Knowledge of building operations, systems and equipment repair methods with mechanical ability required. Must possess a high school diploma or the equivalent. Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Job: Facility/Operations
Primary Location: Malcolm X College
Employee Type: Full Time | Regular
Union Code: 399 Bld En

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UNITED CENTER

The United Center, the premiere sports and entertainment facility and home of the Chicago Blackhawks and the Chicago Bulls, is currently hiring for the following position:

Building Security Officer

At Your Service (AYS) is hiring at the United Center, home of the Chicago Blackhawks and the Chicago Bulls.

AYS seeks a well-organized individual to be Building Security Officer.

Responsibilities include but are not limited to: enforcing compliance with building security procedures, inspecting and screening employee, contractor, and media bags, and handling guest complaint resolution.

The ideal candidate will have good communication skills, leadership ability and good interpersonal skills.

Security experience is a plus.

Must have weekend and holiday availability and a valid driver's license.

Average hours will not exceed 30 hours per week.

No phone calls please.
EOE in a Drug Free Workplace

To apply for these positions or to be considered for future job opportunities, [submit your resume online](#), or mail or fax a resume to:

United Center
1901 W. Madison St.
Chicago, IL 60612
Attn: Human Resources

FAX: (312) 455-4750

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UNITED CENTER

The United Center, the premiere sports and entertainment facility and home of the Chicago Blackhawks and the Chicago Bulls, is currently hiring for the following position:

Crowd Manager

At Your Service (AYS) is hiring at the United Center, a premiere sports and entertainment facility and home of the Chicago Blackhawks and the Chicago Bulls.

AYS seeks a well-organized individual to be Crowd Manager.

Responsibilities include but are not limited to: enforcing all guest conduct policies, assisting guests with disabilities and imparting guest information and direction, guest complaint resolution, limiting access to restricted areas, clearing seating areas and concourses post-event, and facility policy enforcement.

The ideal candidate will have good communication skills, leadership ability and good interpersonal skills.

Must have evening, weekend, and holiday availability.

Average hours will not exceed 30 hours per week. Salary requirements MUST accompany application and/or resume.

No phone calls please.
EOE in a Drug Free Workplace

To apply for these positions or to be considered for future job opportunities, [submit your resume online](#), or mail or fax a resume to:

United Center
1901 W. Madison St.
Chicago, IL 60612
Attn: Human Resources

FAX: (312) 455-4750

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UNITED CENTER

The United Center, the premiere sports and entertainment facility and home of the Chicago Blackhawks and the Chicago Bulls, is currently hiring for the following position:

Guest Services Team Leader

At Your Service (AYS) is hiring at the United Center, a premiere sports and entertainment facility and home of the Chicago Blackhawks and the Chicago Bulls.

AYS seeks well-organized individual to fill position of Guest Services Team Leader.

Responsibilities include but are not limited to: supervising event staff, assisting the manager on duty, new hire orientation, and administration of Guest Services department training.

Candidate must be able to handle multiple projects in a timely and efficient manner.

Candidate must also have flexible availability including evening and weekend hours.

Average hours may total approximately 20 hours per week. Some college or one to two years related experience preferred.

Competitive salary and benefits. Salary requirements MUST accompany application and/or resume.

No phone calls please.
EOE in a Drug Free Workplace

To apply for these positions or to be considered for future job opportunities, [submit your resume online](#), or mail or fax a resume to:

United Center
1901 W. Madison St.
Chicago, IL 60612
Attn: Human Resources

FAX: (312) 455-4750

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Motivated guest service personnel needed in the following positions:

Guest Service Representative - Greeter, Ticket scanner, Usher

Event Security Representative - Active or retired law enforcement certification required

Security Crowd Managers - Criminal justice studies preferred

Guest Relations Representatives - Dedicated guest service booth representatives, complaint resolution

Suite Representatives - Premium Seating access control

Building Security - Round the clock, facility security

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DIETARY ATTENDANT I / Registry-1505052807

Job: Maintenance, Food Service, Housekeeping and Security

Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center

Job Type: PT1

Shift Type: Flexible

If other shift, specify: mostly pm shifts 4:45pm-8pm

Description: Reporting to the Manager of Food and Nutrition Services and working under general supervision performs routine duties associated with the preparation, service and delivery of food for the hospital patients, employees and visitors.

JOB SPECIFICATIONS: Basic skills in reading, writing and arithmetic. Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations. The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria. Ability to read and comprehend patient menus, recipes and task descriptions. The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight.

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

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NOW HIRING Dessert Cart Attendants / LEVY

Follows steps of service
Understands content of menu
Establishes rapport with guests/members
Effectively uses suggestive and upselling techniques
Always exceeds guest expectations
Adheres to location appearance guidelines
Acts with a sense of urgency
Professional and friendly demeanor

Controls

Maintains service areas on the dessert cart
Employs good safety and sanitation practices
Adheres to company guidelines and house rules
Follows responsible alcohol service policies
Thoroughly completes all station set-up and breakdown responsibilities (Not limited to, cutting and plating desserts to meet Levy Spec)
Completes GOS sheet for inventory control

Team

Displays a positive attitude toward teammates and managers
Helps fellow employees whenever necessary
Always on time and ready to go

Job Requirements

Lifts and transports service trays up to 40 lbs. from the kitchen to the dining room and back
Walks and stands during entire shift
Reads, speaks and comprehends English
Hazards may include, but are not limited to, slips, trips, falls, cuts and burns
No one else in this business thinks quite like we do. By seamlessly blending our sense of family, genuine passion and unique mindset as restaurateurs, we continue to set ourselves apart for our guests and from our competitors, and create an amazing home for all of our hardworking, fun-spirited team members countrywide. The reason we have so many amazing people is best summed up by founder Larry Levy, "If you find a job you enjoy, you'll never work another day in your life."

Apply at www.levyrestaurants.com

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