



**Job Title: 2015 Winter Technician Trainee Program**

Agency: Transportation

Closing Date/Time: Wed. 12/17/14 4:30 PM Central Time

Salary: \$11.10 - \$12.00 hourly

Job Type: Temporary

Location: Statewide, Illinois

Number of Vacancies: 50

Bid ID#: 2015

**Description of Duties/Essential Functions Benefits Supplemental Questions**

The Illinois Department of Transportation will accept applications for non-engineering winter employment. The Winter Technical Program is designed to give non-engineering students an opportunity to obtain on the job training.

**Minimum Requirements:**

Applicants must be at least 18 years old by December 31, 2014 and must be able to work for the duration of the program. Location preferences will be limited to one location choice.

**Work Hours & Location/Agency Contact:**

Central Office, Springfield

Central Office, Chicago/JRTC

District 1, Schaumburg, IL

District 2, Dixon, IL

District 4, Peoria, IL

District 7, Effingham, IL

District 8, Collinsville, IL

District 9, Carbondale, IL

**How to Apply:**

Applicants must submit completed IDOT Application for Winter Technician Trainee (PM2424), Authorization for Release of Criminal History Information form (CMS284A) and Self-Disclosure of Criminal History form (CMS284B) in order to be eligible.

To download the IDOT Application for Winter Technician Trainee (PM2424), Authorization for Release of Criminal History Information form (CMS284A) and Self-Disclosure of Criminal History form (CMS284B) please visit:

<http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index>

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**Job Title: Business Manager**

Agency: Human Services

Closing Date/Time: Wed. 12/17/14 4:59 PM Central Time

Salary: \$4,476.00 - \$6,124.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10/79-14/15

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Director of Support Services, performs responsible managerial duties in the administration of housekeeping; supervises and directs housekeeping/linen/infectious medical waste removal through subordinate staff; verifies compliance and all regulatory agencies standards and continuous quality improvement; orders and arranges for repairs and maintenance of housekeeping/linen supplies and equipment; performs contract monitor duties for applicable contracts.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college with a major in business administration or a related field. Requires two years of business experience preferably in housekeeping/sanitation programs.

Work Hours & Location/Agency Contact: Days 8am-4pm Monday-Friday

CONTACT INFORMATION: Summer Doxie

Human Resource Office

Chicago Read Mental Health Center 4200 N. Oak Park Avenue Chicago, IL 60634

fax 773-794-5583

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Child Protection Specialist**

Agency: Children & Family Services

Closing Date/Time: Wed. 12/17/14 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1447043-475233

Minimum Requirements: Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four 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.

Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling and advocacy services or a related field. 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:**

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

Location: DCFS Team 6B0120 1755 Lake Cook Road Deerfield, IL 60015

SUBMIT BIDS TO: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60601 FAX: (312)814-7134

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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## **COOK**

Facility Presence Saint Joseph Hospital - Chicago

Department FOOD SERVICES

Schedule Full-time

Shift Rotation

Hours 5 am - 8 pm

Location Chicago, IL

Req Number 133593

### Job Details

SAINT JOSEPH HOSPITAL- CHICAGO

COOK

FULL TIME 5AM-8PM

This position must be able to perform a variety of functions and tasks pertinent to the production, service, and distribution of foods to patients, employees, and catered services at the specified times.

Position will maintain high quality standards in all aspects of production and service.

### Requirements:

+Illinois Department of Public Health Food Service Sanitation Certification required;  
City of Chicago certification required for all facilities located in Chicago.

+Certifications should be secured within six (6) months of hire.

+High school diploma or equivalent required.

+1 -3 years experience preferred.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=260319>

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## **DISTRIBUTION TECH I**

Facility Presence Health - Corporate Office  
Department SPD ADMINISTRATION - SMNHC  
Schedule Full-time  
Shift Day/Night rotation  
Hours 7am-3:30pm/11pm-7:30am  
Location Chicago, IL  
Req Number 132851

### Job Details

Stock supplies, pick orders, replenish par cart and areas, and distribute incoming supplies to departments. Assist in receiving functions as applicable.

Decontaminate, clean and distribute equipment. Deliver/pick up mail, supplies, linen and equipment between off-site corporate facilities and outside businesses via company vehicles.

Perform all functions related to mail processing and distribution.

Complete all required computer transactions to maintain the inventory system, and the patient charge system for all functions listed as applicable.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Valid driver's license between 2 hospitals (Delivery supplies)

### Education and/or Experience

High School diploma or G.E.D. required, experience with inventory control in hospital/healthcare environment.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=514959>

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## **HEALTH INFO ASST II**

Facility Presence Saint Joseph Hospital - Chicago  
Department HEALTH INFORMATION MANAGEMENT  
Schedule Full-time  
Shift 8 hour shifts  
Hours 9 to 5:30 M-F  
Location Chicago, IL  
Req Number 134358

### Job Details

SAINT JOSEPH HOSPITAL- CHICAGO  
HEALTH INFORMATION ASSISTANT II  
FULL TIME 9AM-5:30PM

Performs higher level clerical duties including but not limited to chart processing, release of information, birth certificate completion, physician incomplete record maintenance and data entry.

Will typically specialize in one or more of the essential duties and responsibilities.

### Requirements:

- +Must have a high school diploma or equivalent.
- +Minimum of one year medical records experience.
- +Must have the ability to type 40 wpm.
- +Previous experience with processing birth certificates.
- +EPIC experience in an acute care situation preferred.
- +Spanish speaking a plus.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=762940>

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**Chief Safety Officer**

Location: Arlington Heights

Office: Revenue Services

Department: Safety

**Job Description:**

Under the direction of the Department Manager Safety, Training and Security or designate, responsible for ensuring the safest possible environment for all Pace employees, various agencies which deal with Pace, or riders and the general public. In addition, safeguarding rolling stock and facilities. Supervises the duties related to the instruction, development and presentation of Pace Standard Operating Procedures and Defensive Driving training course at Fox Valley centralized training facility for Fixed Route, Paratransit, contractors and Vanpool. Monitors and conducts driver's license and record checks. Assists with local police and fire departments on emergency drills and bus construction. Supervise and coordinate special projects. Prepare and maintain accident data for the FTA. Monitor, track and review all Pace accidents looking for trends and make recommendations, when necessary to improve safety record utilizing the accident statistical reports. Supervise and audit Secretary of State third party certification program. Monitor paratransit and contract carrier employee information. Review and approve license and DOT physical and drug/alcohol for compliance with paratransit contractors. Develops, prepares and implements safety and training manuals and materials for operating personnel. Recommends and tests new safety material and investigates major accidents.

**Qualifications:**

Qualified candidate must have an Associate's degree in Public Administration, business or equivalent experience as well as a Class A CDL with passenger and airbrake endorsements, or able to obtain within 3 months, DOT certification and third party certified certification through the Secretary of State. Must have a minimum of five (5) years experience in transportation or related experience, must be familiar with Pace Operations including a thorough knowledge of safety, training and maintenance procedures inclusive of Standard Operating Procedures and Defensive bus driving. Computer experience with emphasis on Microsoft Windows application. Must be proficient in computer word processing programs and computer applications to extent required by specific job functions and must be prepared to write documents related to job duties using the work processing applications. The performance of these duties must be available 24 hours a day, 7 days a week and be able to maintain confidentiality.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=692](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=692)

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### **Building Maintenance Person**

Location: Melrose Park

Office: Revenue Services

Department: Maintenance

#### **Job Description:**

Under the direction of the Superintendent of Maintenance or his designate, responsible for all routine building maintenance functions such as preventative maintenance, repairs, rebuilding and adjustments.

Work would be performed on miscellaneous power-operated equipment, pneumatic/hydraulic systems, HVAC, electrical, plumbing, lawn sprinklers, floor scrubbers, small gas powered engines and mechanical equipment.

Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

#### **Qualifications:**

Qualified candidate must have at least three (3) years experience in comparable field.

Must be at least 21 years of age and have or be able to obtain an "A" Commercial Driver's License, Air- Conditioning Certification and Underground Storage Tank certification, successfully pass examination for the position, have the ability to operate all Pace equipment and have a complete set of hand tools sufficient to perform the duties of the position.

Must be capable of performing basic welding, read/follow blueprints, schematics, maintenance and parts manuals; and to operate test equipment. Must be capable of heavy lifting.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=514](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=514)

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**Operation Administrator**

Location: Chicago

Office: Revenue Services

Department: Paratransit

**Job Description:**

The Operations Administrator is responsible to maintaining the functionality of the Chicago Paratransit office.

This includes but is not limited to: coordinating meeting rooms; assists Paratransit managers and staff in the management of various projects; supervises front desk receptionists; answers service inquiries and communicates with internal and external customers; processes vendor billings and receivables; assesses vendor performance and contract compliance; orders office supplies, coordinates servicing of all office equipment, reconciles vendor invoices and submits to accounts payable, responsible for petty cash; coordinates and maintains the use of Pace vehicles for use by staff; reconciles sign in and timesheets; organized Pace office functions, communicates notices to staff as required by management, maintains contractor contact information, prepares routine correspondence for meetings and other duties as required.

**Qualifications:**

Bachelor's Degree or equivalent work experience and three or more years of experience in paratransit operations preferred.

Work is primarily performed in an office setting but travel may be required.

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Must have and maintain a valid Illinois Driver's License.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=655](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=655)

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## **Operations Administrator II**

Location: Chicago

Office: Revenue Services

Department: Paratransit

**Job Description:** Under the direction of the Paratransit Division Manager this position is responsible for providing support services for the oversight of the various Pace paratransit program and/or projects. This position assists with administering all paratransit programs and/or projects including, but not limited to: Mobility Direct, Taxi Access Program, and ADA paratransit services, local dial a ride programs and local coordinated paratransit projects. This individual would be responsible for collection, review, and data documentation required by Pace from Chicago paratransit providers to ensure compliance with contractual obligations. Duties include representing Pace at meetings including, but not limited to, Chicago Department of Business and Consumer Affairs, MOPD, advocate consumer agencies, and ADA Advisory Committees. This position is responsible for the timely processing of service provider and or TAP payments to vendors and managing inquiries or issues associate with all paratransit services, including, but not limited to Chicago area ADA services, local DAR paratransit programs, Mobility Direct, Taxi Access program, and other paratransit service as they are implemented throughout the Pace service area. In addition, this position may be responsible for the adherence of policies and procedures for the purpose of quality control and compliance with federal, state, and local laws and regulations. This position processes complaints and implements the Pace no show policy, investigates incidents, passenger behavior issues and driver and or contractor staff behavioral issues. In addition, this position assists with the development of procedural and operating manuals and provides support in Paratransit daily operations.

**Qualifications:** Qualified candidate must have at least one (1) year operations experience in Paratransit or Mobility Management, or have equivalent relevant work experience. A Bachelors Degree, and prior demand response and/or dispatching experience are preferred. Candidate should have the ability to work with numerous communities, social and municipal agencies. A good math aptitude, budget experience and accounting knowledge are also preferred. Previous experience with Microsoft Word, Excel, PowerPoint, database programs and other reporting software is required. Knowledge of Trapeze is preferred. Candidate must have excellent written and oral skills. Applicant must be able to undertake public speaking. Applicant must have a good work history and possess a current and valid drivers license. Must be able to manage traveling by vehicle within the six (6) county RTA region and access other modes of transportation to travel outside of the RTA region. This includes carrying equipment and documents needed.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=693](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=693)

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**Admin Clerk (O'Hare Airport)**

Job ID 87334

# Positions 1

Location US-IL-Chicago

Category Administrative/Clerical

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

**RESPONSIBILITIES/ESSENTIAL FUNCTIONS:**

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

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

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

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

**Preferred Requirements :**

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

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

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**Lot Attendant (Midway Airport)**

Job ID 83141

# Positions 2

Location US-IL-Chicago

Category Administrative/Clerical

**RESPONSIBILITIES/ESSENTIAL FUNCTIONS:**

Monitor car lot supply, movement and cleanliness; maintain adequate model mixes to meet demand; secure vehicles through physical inventory and ensure placement on lot is accurate to achieve efficiency in the car rental process  
Receive and enter car ready tickets and new car information into computer system to update inventory. Process vehicle upgrades and/or exchanges  
Process Express rentals, as required  
Identify vehicles to be mass-moved, and communication/coordinate with Shuttlers to achieve task. Assist with flow of vehicles off lot  
Distribute new cars keys for customers and employees  
Performed related responsibilities as required or assigned.

**Required Education/Experience:**

High School Diploma/or equivalent  
1 year of car rental experience preferred  
Valid driver's license as required by State

**Required Qualifications:** Knowledge of car rental operation  
knowledge and skill in the operation of car rental software and hardware  
Ability to type and perform accurate data entry  
Good organizational skills with the ability to write clearly and concisely  
Ability to understand and follow oral and written directions  
Ability to process all paperwork according to policies and procedures  
Ability to manage stressful and unusual situations while maintaining good customer relation. Ability to speak and understand English  
Ability to operate radio, security and computer equipment  
**SPECIAL JOB DIMENSIONS:** Varied hours.

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

**Preferred Requirements :**

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

Apply online at <https://usjobs-dtag.icims.com/jobs/83141/job>

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## **Courtesy Bus Driver (O'Hare Airport)**

Job ID 87204

# Positions 3

Location US-IL-Chicago

Category RAC Operations

### General Responsibilities:

The Courtesy Bus Driver is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to our customers. This team member is responsible for the safe, friendly, efficient transportation of customers between multiple airport terminals and the Dollar Thrifty Automotive Group rental location.

### Mandatory Requirements:

Educational Background: High School Diploma or equivalent

### Basic Qualifications:

Passion for customer service and attention to detail – Go the extra mile.

At least 1 year of commercial driving experience or record or road test or alternatively a CDL Class B with passenger and air brake endorsements

Minimum 2 years PCV catD1 driving experience (International)

Minimum of 2 years Customer Service Experience

25 years of age or older

### Must be able to:

Obtain a DOT medical clearance

Work flexible shifts including weekends and holidays; and work overtime as required.

Work indoors and outdoors during all weather conditions.

Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply

Work in a fast paced environment with a variety of tasks

Demonstrate professionalism, excellent communication and interpersonal skills

Lift up to 45 pounds

### Preferred Requirements :

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

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### **Instant Return Rep (O'Hare Airport)**

Job ID 87203

# Positions 3

Location US-IL-Chicago

Category RAC Operations

#### General Responsibilities:

The Instant Return Representative is an essential member of the airport location team and is the brand ambassador by providing the fastest, easiest, and most valued experience to our customers. This team member is responsible for providing attentive, courteous, and expeditious service to our customers as they return their vehicles.

#### Mandatory Requirements:

Educational Background: High School Diploma or equivalent

#### Basic Qualifications:

Passion for customer service and attention to detail – Goes the extra mile

A minimum of one year of sales or customer experience in a high volume or service oriented environment

Proven strong sales and closing skills and the ability to friendly, engaging manner

Basic computer proficiency

#### Must be able to:

Good communication skills both written and oral. Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply.

Work in a fast paced environment with a variety of tasks. Excellent organizational and time management skills. Demonstrate professionalism and interpersonal skills

Proven experience of working well within a team.

100% customer focus, with proven experience within a customer facing environment

Work flexible shifts including weekends and holidays; and work overtime as required

Work outdoors during all weather conditions

Stand for long periods of time. Lift up to 45 pounds

#### Preferred Requirements :

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

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## **Overnight Front Office Supervisor**

Add to Job Cart Apply

Job ID:FRO019SC

Location Name: Hilton Chicago and Towers

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

Full/Part Time: Full-time

A Front Office Supervisor with Hilton Hotels and Resorts is responsible for assigning work and ensuring the completion of daily tasks in Front Office operations 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 Front Office Supervisor, you would be responsible for assigning work and ensuring the completion of daily tasks in Front Office operations 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:

Assign work and supervise team member performance in all Front Office procedures including, but not limited to, guest check-in and check-out, lobby traffic and flow, luggage assistance, telephone operator services and determining room rates and availability

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

Support and assist team members in handling guest inquiries and requests and in resolving guest complaints

Schedule, assign daily work, lead pre-shift meetings, inform and train team members

Monitor, observe and assist in evaluating team member performance

Monitor lobby traffic and adjust staffing accordingly

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/overnight-front-office-supervisor-job-chicago-illinois-4948926?cntry=united-states>

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### **PT Female Attendant Spa**

Add to Job Cart Apply

Job ID: SPA011Z0

Location Name: Waldorf Astoria Chicago

Location Address: 11 East Walton, Chicago, IL, USA

Full/Part Time: Part-time

A Spa Attendant with Waldorf Astoria Hotels and Resorts is responsible for ensuring a clean, safe and relaxing/fun environment for guests in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

If you understand the value of providing guests with an exceptional environment and personalized attention, you may be just the person we are looking for to work as a Team Member with Waldorf Astoria Hotels & Resorts.

What will I be doing?

As a Spa Attendant, you would be responsible for ensuring a clean, safe and relaxing/fun environment for 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:

Greet guests and respond to guest inquiries and resolve service issues in a timely, friendly and efficient manner

Maintain cleanliness of work area including, but not limited to, cleaning the facility, locker rooms, machines and equipment in accordance with federal, state, local and company standards

Stock and replenish the facility with supplies and products, including, but not limited to clean towels, fresh water, drinking cups, etc.

Assist in monitoring facility use to ensure guest safety

Conduct financial transactions, as needed

Perform general Spa duties, as needed

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/pt-female-attendant-spa-job-chicago-illinois-4937790?cntry=united-states>

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### **Barista/Coffee Attendant**

Add to Job Cart Apply

Job ID:FOO01FFY

Location Name: Conrad Chicago

Location Address: 521 North Rush St, Chicago, IL, USA

Full/Part Time: Full-time

A Barista at the Conrad Chicago greets and takes guests orders for beverages and/or food in a friendly, courteous, professional and timely manner to ensure total guest satisfaction. Upsells additional items to enhance profitability. Enters orders into a computerized system and settles check(s) upon completion of orders.

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

Experience real service which has garnered the Conrad Chicago accolades such as World's 500 Best Hotels by Travel + Leisure, Best Hotel in Chicago by US News & World Reports, 2014 Gold List and Readers' Choice Award by CondeNast as well as a consistent top position on TripAdvisor.

If you understand how to provide smart luxury and one-of-a-kind experiences, you may be just the person we are looking for to work as a Team Member with Conrad Hotels & Resorts.

What will I be doing?

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

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

Ensure knowledge of menu and restaurant promotions and specials

Take guest food and/or beverage orders and input orders in appropriate point-of-sale system

Retrieve and deliver food and beverage orders in a timely manner

Ensure guest satisfaction throughout the meal service

Serve alcoholic/non-alcoholic beverages in accordance with federal, state, local and company regulations

Ensure serving station is well-stocked at all times

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/baristacoffee-attendant-job-chicago-illinois-4961093?cntry=united-states>

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## **Food & Beverage Outlets Manager - Conrad Chicago**

Add to Job Cart Apply

Job ID:FOO01EY5

Location Name: Conrad Chicago

Location Address: 521 North Rush St, Chicago, IL, USA

Full/Part Time: Full-time

A Food & Beverage Outlets Manager with Conrad Hotels and Resorts is responsible for 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 and financial profitability. Along with another colleague, this position reports directly to the Director of Food & Beverage Outlets.

### Desired Qualifications:

At least 1-2 years of food and beverage supervisory/management experience is required, preferably in a hotel; high end restaurant experience is highly desirable; a college degree and union exposure are assets; and schedule flexibility is necessary.

### What will I be doing?

As a Restaurant Manager, you would be responsible for 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 and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards: Manage all outlet 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

Monitor and develop team member performance to include, but not limited to, providing supervision and professional development, conducting counselling and evaluations and delivering recognition and reward

Monitor and assess product and service and satisfaction trends, evaluate and address issues and make improvements accordingly

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

Initiate and implement marketing and up-selling techniques to promote restaurant food and beverage and services and to maximize overall revenue

Ensure team members have current knowledge of outlet offerings, products, services, facilities, events, pricing and policies and knowledge of the local area and events

Recruit, interview and train team members

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/food-beverage-outlets-manager-conrad-chicago-job-chicago-illinois-4868946?cntry=united-states>

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**Cocktail Server (Part-Time) - Michael Jordan Steak House - InterContinental Chicago Magnificent Mile**

Company: InterContinental Hotels & Resorts  
Employee Type: Part-Time  
Location: Chicago, IL  
Job Type: Other  
Experience: Not Specified  
Date Posted: 12/1/2014  
Job ID: R104009-EN

THE JEWEL OF CHICAGO'S MAGNIFICENT MILE InterContinental Chicago is a lot like the city itself; historic but hip, refined but relaxed, cultured but comfortable. A member of Michigan Avenue's architectural elite since 1929, our hotel is within easy reach of Chicago's incomparable museums, stores, theatres and restaurants. Navy Pier, Shedd Aquarium and Oak Street Beach are minutes away.

The Career Opportunity: Cocktail Server

**Qualifications:**

- Must be able to speak and understand English
- High School diploma or equivalent
- Food Hygiene awareness and at least basic training.
- Ability to provide legible written communication.
- Must be TIPS Certified prior to or after hire
- Previous job related experience.
- Food Hygiene certificate. First aid awareness.
- Possess a friendly, upbeat & outgoing personality.
- Ability to perform job functions with attention to detail, speed and accuracy.
- Ability to prioritize, organize and follow through.
- Ability to be a clear thinker remains calm and resolves problems using sound judgment. Ability to work under pressure.
- Ability to comprehend instructions
- Ability to work cohesively with co-workers as part of a team.
- Ability & willingness to perform job tasks according to established standards.
- Must be flexible and able to work nights, weekends, and/or holidays as required.

IHG is an equal opportunity employer M/F/D/V

Apply online at <http://ihg.jobs.net/job/Cocktail-Server-Part-Time-Michael-Jordan-Steak-House-InterContinental-Chicago-Magnificent-Mile/J3J144693Y6VMV7QWPJ/>

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**Job Title: Human Resources Representative**

Agency: Children & Family Services

Closing Date/Time: Wed. 12/17/14 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1447044-471878

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four years of college and one year of professional experience, preferably in human resources; requires working knowledge of the Personnel Code, Rules, Position Classification Plan, Pay Plan, Collective Bargaining Contracts, and Departmental policies and procedures; requires ability to articulate human resources administration information in descriptive terms to others not versed in the personnel system; requires possession of a valid driver's license and ability to travel.

**Work Hours & Location/Agency Contact:**

Working Hours: 8:30 a.m. - 5:00 p.m., Monday - Friday

Location: 1911 S. INDIANA, 10TH FL CHICAGO, ILLINOIS 60616

Supervisor: A. GRANT-BROWN

Agency Contact: Tracie Crockrell

DCFS 100 W. Randolph, 6-100 Chicago, Illinois 60601

Phone: 312-814-1222 Fax: 312-814-1224

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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