



### **Maintenance Mechanic-**

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00024541

Full or Part Time : Regular Employee FT

### **Position Description**

Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.

- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment.
- Rebuild and fabricate parts.
  
- Perform facility maintenance and maintain clean and safe work area.
- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.
- Perform equipment change-overs and production line set ups.
  
- Refrigeration/HVAC Trade or Vocational certification preferred.
- 0-5 years of industrial maintenance experience required.
- 1+ years of mechanical/electrical experience preferred.
  
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.
- Previous experience within high-speed industrial environment.
- Demonstrated mechanical and technical aptitude.
  
- Basic computer skills.
- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-alsip-illinois-job-1-4571462>

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### **Driver Merchandiser - Class A CDL Required**

Talent Area : Transportation/Driver

Location : Kankakee, IL, USA

Other Location :

Requisition Number : HV019034

Full or Part Time : Regular Employee FT

#### **Position Description**

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
  
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
  
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
  
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A or B Driver's License required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-class-a-cdl-required-kankakee-illinois-job-1-4002385>

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### **General Laborer**

Talent Area : Warehouse Operations

Location : Niles, IL, USA

Requisition Number : 00029743

Full or Part Time : Regular Employee FT

#### **Position Description**

Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.

Operate industrial power equipment  
Restock and replenish as appropriate.

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

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

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

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

Demonstrated attention to detail.  
Forklift certification is a plus.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-niles-illinois-job-1-5083621>

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### **Private Country Club Seeking Membership Director**

Glen Oak Country Club

21W451 Hill Ave Glen Ellyn, IL

Job ID: 9530719

Job Type: Full Time

Shift Type: Morning, Afternoon, Night

Compensation: Salaried

Experience: 1-3 Years

References: Preferred

*No walkins or phone calls will be considered. Please apply online*

#### **Job Description**

Glen Oak Country Club's Membership Manager and Communications Director is a position that requires an individual with a stable work history, a team player spirit, with exceptional customer service and communication abilities. In return, Glen Oak Country Club (GOCC) offers a competitive salary, benefits, and a dynamic and fun environment. Under the direction of the General Manager, the MMCD leads the development and implementation of programs, projects and activities designed to increase membership in the club, is responsible for all Club communications with members/prospective members and manages member retention and satisfaction.

The MMCD is responsible for increasing the Club's membership count and membership-related revenues. This will be accomplished by leading a strategic membership development program by creating a network of individuals and groups who can provide qualified leads to GOCC for membership. The MMCD should have a strong knowledge of the membership operating plan and goals and develops prospective Member programs from input derived from the Membership Committee and other sources.

The MMCD will build relationships with community partners including, but not limited to the Chamber of Commerce, local community organizations and local realtors and businesses for the purpose of promoting the Club and raising community awareness of the Club.

He/she will help to achieve financial goals throughout the year through proper forecasting, cost controls, and revenue generating programming.

In addition to Member recruitment, development and programming, the MMCD is responsible for all Club communications including the development and management of the Club's brand

Apply online at <http://www.shiftgig.com/job/glen-ellyn/il/office-manager-job-openings-at-glen-oak-country-club-9530719>

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### **Host for Oak+Char**

oak+char

217 W. Huron st Chicago, IL

Near North Side, River North

Job ID: 9530407

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: 11./hr +tips

Experience: < 1 Year

References: Preferred

*No walkins or phone calls will be considered. Please apply online*

### **Job Description**

Please submit a resume or interview request. Looking for experienced host with at least 1yr in the industry, Open Table experience a plus.

### **Requirements & Skills**

Personality, a must

Apply online at <http://www.shiftgig.com/job/chicago/il/hosthostess-job-openings-at-oakchar-9530407>

### **Public Safety Officer**

Posted on January 26, 2015

Categories: Public Safety

Location:

The Moorings of Arlington Heights

Employment Type:

Full-Time

All Shift including weekends and holidays.

The main function of this position is to provide quality public safety which includes transportation, loss prevention and security services to our residents, guests and employees. The minimum education, experience and qualifications are: H.S. diploma/GED; previous experience as a Public Safety Officer; Security or Loss Prevention Officer in a health care or campus setting desirable; good written and verbal communication skills.

We are an equal opportunity employer and promote diversity in the workplace.

Apply online at <http://www.presbyterianhomes.jobs/opportunities/public-safety-officer-2013-09-03>

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### **Production Utility Worker**

Red Hen Bread - Chicago, IL

Production UTILITY Worker

This position requires the ability to display leadership skills and provide resource support in: The ability to work flexible work hours (extended) based on workload and job requirements. Must be open to switching between 1st and 2nd shift as needed. Knowledge of operating all positions on the production line, and can fill in as needed. Assist operators, mechanics, and production resources to improve line efficiencies and productivity.

Key responsibilities include:

Oversee daily operation of Production Department to meet production needs.

Perform and promote continuous training of personnel.

Facilitate changeovers as needed on Production lines.

Perform emergency repairs and adjustments during operations.

Assist in troubleshooting operational & mechanical problems in Production and support equipment. Maintain housekeeping standards of Production Operations

Support Production team for breaks, lunches, sick days, etc.

Communication to Leadership Team above normal supervisory escalation process related to Safety, Quality, and Production breakdown items.

Ensure production team members meet quality standards at all times, and coach as appropriate. Support the development of the Safety culture.

Requirements: Strong mechanical and troubleshooting skills. Recommendation from current Leader. Flexibility with work hours, to meet production requirements. Proven record of excellent performance, energetic and self-motivated. Good communication and team work skills. Must have knowledge and experience in Production processing. Prior Production experience on all Production line equipment. Continue to develop technical and leadership knowledge through company offered classes or seminars. Have the ability to Lead and develop others. Have the ability to become proficient in (Creating Production Orders).

Equal Opportunity Employer M/F/D/A/V

Red Hen Bread is an equal opportunity and affirmative action employer and are looking for diversity in candidates for employment: Minority/Female/Disabled/Protected Veteran

Apply online at <http://www.indeed.com/cmp/Red-Hen-Bread/jobs/Production-Utility-Worker-6928f5757e78dffe>

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### **Senior Maintenance Worker**

Req ID: 2625

Location: Chicago- City Wide

# of Openings: 1 Shift: 1

FT/PT: Full time

Employment Type: Regular

Salary Schedule: BU 4

**Summary:** The position is responsible for maintaining the sanitary living environment of the interior and exterior building, performance of scheduled and unscheduled maintenance tasks and responding to emergency building operation issues at Heartland Housing residential facilities. The employee in this position at a residential facility may be required to remain on Agency premises during break and or meal periods. Individual accountabilities and work volume will be established through the development of annual Success Objectives, within the framework outlined below.

**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.

**Education and/or Experience:** High School Diploma, two years of technical training, and three years of relevant experience or High school diploma and five years of relevant experience. A criminal background check is required for employees working for Heartland Housing property management.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequently required to stand, walk, and sit.

Heartland Alliance makes all hiring and employment decisions, and operates all programs, services, and functions without regard to race, receipt of an order of protection, creed, color, age, gender, gender identity, marital or parental status, religion, ancestry, national origin, amnesty, physical or mental disability, protected veterans status, genetic information, sexual orientation, immigrant status, political affiliation or belief, use of FMLA, VESSA, military, and family military rights, ex-offender status (depending on the offense and position to be filled), unfavorable military discharge, membership in an organization whose primary purpose is the protection of civil rights or improvement of living conditions and human relations, height, weight, or HIV infection, in accord with the organization's AIDS Policy Statement of September 1987

Apply online at

<http://ch.tbe.taleo.net/CH12/ats/careers/requisition.jsp?org=HEARTLANDALLIANCE&ws=1&rid=2625&source=Indeed>

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## **Real Estate Sales Agent / Sales Representative**

Zip Realty Chicago, IL

1/27/2015

Apply now for a confidential meeting to see if ZipRealty is a good fit for you.

Our offer is simple: we provide you with leads, technology, marketing, and support; so you can do what you do best: work with clients. Here's some of what we offer:

Registered client leads, dozens every month- Don't spend your limited time looking for clients and spending money. Instead, spend your time making money with clients. ZipRealty provides dozens of registered leads every month to our real estate agents.

Technology and Innovation- Our website is rated 99.5% accurate! No other portal can boast that type of accuracy. Our website is updated every 2 minutes so clients can get information on listings faster on ziprealty.com than they would on other places. ZipRealty exclusively offers a new tool called "Listing Check" that instantly verifies if properties are for sale or not. Outstanding web exposure on Ziprealty.com- The ZipRealty website averages over 6 million visits a month. Since over 90% of homebuyers start their search online, as a real estate agent you need to be associated with the #1 most-visited brokerage site in the USA! Because we are the most visited brokerage site, you will get your face in front of thousands of buyers. Just by being a Zip real estate agent, you will receive 35,000 impressions a month. No fees- Enjoy no desk or office fees. Get free business cards, email, your own toll-free number, e-Fax, and discounted electronic signature service. Training and office support- ZipRealty offers various online training courses to help you get to the next level. You also will have a District Broker WHO DOES NOT COMPETE WITH YOU who will mentor and support you every step of the way. Not to mention a District Coordinator to handle the paperwork and in office support.

Referrals - ZipRealty offers a fantastic referral program for any Zip real estate agents who refers another agent. We pay a cash bonus and up to 5% of the referred agents production! What a fantastic way to supplement your income!

**JOB REQUIREMENTS:** Must be a licensed real estate agent in good standing with a local Realtor board, or an inactive agent who can immediately move his/her license to ZipRealty (all non-licensed applicants will have to complete the pre-licensing course and state exam before starting work at ZipRealty)

ZipRealty is now hiring both new and tenured real estate agents to join our sales force.

Apply online at

[http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?sc\\_cmp1=js\\_jrp\\_jobclick&APath=2.21.0.0.0&job\\_did=JB735R71X3KD4PXNBj7&showNewJDP=yes&IPath=ILKV0B](http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?sc_cmp1=js_jrp_jobclick&APath=2.21.0.0.0&job_did=JB735R71X3KD4PXNBj7&showNewJDP=yes&IPath=ILKV0B)

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**Job Title: Office Assistant - Opt 1**

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$2,845.00 - \$3,519.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: E-HCD Continuous

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

Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

**Minimum Requirements:**

Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD

100 South Grand Avenue East, 3rd floor Springfield, IL 62762

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

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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).

**Option 1 – General**

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**Job Title: Office Clerk - Opt 2**

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD

100 South Grand Avenue East, 3rd floor

Springfield, IL 62762

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

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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).

**Option 2 – Typing**

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**Job Title: Rehabilitation Case Coordinator I**

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,001.00 - \$3,783.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm

Varies Statewide in the Div. of Rehabilitation Services

Contact: Bureau of Employee Services

100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must apply below.

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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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## **Housekeeping Assistant II**

Job ID: JJL20152101-06250

Organization: Northwestern Memorial Hospital

**QUALIFICATIONS:** Required: High School Diploma or GED equivalent is required; Sufficient to understand oral instructions; Sufficient experience is required to gain overall knowledge of cleaning equipment, methods and solutions.

**ESSENTIAL FUNCTIONS:** Working under general supervision of an Environmental Services supervisor, performs a variety of cleaning and associated functions inside the hospital and performs related duties as assigned. Vacuums carpeted surfaces and damp mops hard surface floors. Cleans window sills, empties ash trays and waste baskets. Arranges furniture in patient's rooms, baths, offices, waiting and other public areas as assigned. Cleans bath tubs, sinks, mirrors, toilets and replaces supplies as required. Strips unit upon discharge. Terminally clean patient room and prepares room for admission. This includes the use of a Tent card and toilet seat strip. Cleans blood and body fluids. Applies floor finish as directed. Empties trash chutes and cleans waste containers. Advises supervisor of unsanitary, unsafe or otherwise unsatisfactory conditions, and defective or damaged fixtures, furniture or equipment. Collected trash and debris in rooms, halls and stairways. Removes and compacts general waste and recycling materials. Upon completion of compacting, returns the blade to an in position properly disposed of Bio-Hazard waste. Moves all heavy furniture and equipment. Cleans rolling stock, furniture, hospital equipment and related items. Strips, refinishes and/or shampoos all types of floor surfaces and coverings. Transports hospital property from area to area or building to building. Properly utilize the Bed Tracking Program. Log into the Computer at the start of the shift. Upon commencement of the cleaning process, move the "dirty bed", "clean next", or a "stat bed" and move it to the "In Progress" category. Once completed, move the bed into the "Bed Ready" category. Log out at the end of the shift. Return all keys and pagers. Overall knowledge of equipment and cleaning solutions is necessary as well as rigid adherence to established housekeeping standards, requires neatness of dress and grooming plus friendly, cooperative attitude toward others. AA/EOE.

Shift 2 (Evenings)

Expertise Non-Clinical-Environmental Services

Education High School Diploma / General Equivalent

Hours Full Time

Work Location Chicago ☐ Main Campus

Work Experience 1-3

Apply online at <https://nmhext.authoria.net/viewjob.html?optlink-view=view-56740&ERFormID=newjoblist&ERFormCode=any&source=Indeed.com&sourceType=PR>  
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### **Spotter/ Picker**

Location: Melrose Park, IL

Job Code: 253

# of Openings: 1

### Description

#### Spotter/ Picker

When It Comes to Juice – We Pour it On!!

Sundance is passionate about creating wholesome and functional beverages . . . without sacrificing delicious flavor. Sundance refreshes consumers with such popular brands as Everfresh and Mr. Pure juices; Rip It energy fuel; LaCroix sparkling waters and MegaSport sports drinks. Sundance Beverage Company is part of the National Beverage family of iconic brands.

### Summary

The Spotter/ Picker is responsible for loading and unloading product from the trucks, as well as moving trucks and trailers within the operation.

### Primary Responsibilities:

Move truck and trailers within the operation. Load and unload inbound and outbound products and materials.

Verify receiving documents. Pick and pull all orders accurately. Enter all shipping order and code date information into warehouse computer (as needed).

Ensure proper code date rotation of all products. Keep work areas clean and safe. Other responsibilities and activities as necessary and assigned by management.

### Job Qualifications

High School Diploma or GED required

CDL Class A driver's license

Able to meet all DOT guidelines

Ability to repeatedly lift a minimum of 50 lbs

Apply online at

<http://ch.tbe.taleo.net/CH09/ats/careers/requisition.jsp?org=BEVCO&cws=1&rid=253&source=Indeed.com>

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**Position: Union Laborer**

Company: IHC Construction Companies LLC

Job Location(s): Chicago, IL; Elgin, IL

Start Date: 2015

Employment Term: Regular Employment Type: Full Time

Hours per Week: 40

Starting Salary Range:

Required Education: Open

Required Experience: 1 to 20+ years

Related Categories: Construction/Building Trades, Skilled Trades - General

Qualified Candidates are those capable of:

>walking varying distances, traversing uneven terrain, climbing stairs, ladders, or scaffold, bending, kneeling, lifting, standing for duration of shift  
 >hand excavating >hoisting, carrying, loading and unloading building materials and equipment >cleaning, sweeping debris, demolishing building materials and concrete  
 >disassembling equipment and scaffolding >operating pumps and dewatering equipment and hoses >erecting barricades and control devices >shoveling and placing aggregate materials or concrete >saw-cutting, chipping, and jack hammering concrete or masonry >loading, transporting, carrying lumber and form work, wheel barrel materials, concrete, mortar, stone and debris for placement or demolition >lifting materials & tools ranging from 60 – 100 lbs. >operating small power equipment, plate compactors, generators, compressors, pumps, vibrators, including the startup, set up and disconnection of the equipment >using leveling systems, reading grade stakes, and performing basic math for elevation deviation

Only those laborers with a valid driver's license will be permitted to operate a company vehicle. Work is to be performed inside & outside in all weather conditions. Must have reliable transportation and be willing to work all shifts and overtime. Satisfactory attendance is required. IHC has a comprehensive program to fulfill its State & Federal requirements to provide a drug-free work environment. All candidates must be willing to submit to a background check.

Please Note: Due to the high volume of applicants, IHC does not accept or return phone calls or emails inquiring about applicant status. Qualified candidates will be contacted directly. Once you have submitted your application, you will receive an automated email notifying you that your application has been successfully submitted. The only way to be considered for a current or future position at IHC is by applying through this online application system. Thank you for your understanding and cooperation.

Apply online at <http://www.illinoisdiversity.com/j/t-union-laborer-e-ihc-construction-companies-llc-l-chicago,-il;-elgin,-il-jobs-j9365266.html?jbid=5014>

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**Job Title: Public Service Administrator - Opt 2C**

Agency: Employment Security

Salary: \$6,021.00 - \$9,286.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 01

Bid ID#: RCRA 11460

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

Under administrative direction, as a policy implementing manager, participates in the conduct of highly complex and specialized economic research and analytical work. Serves as working supervisor; directs the Occupational and Wage Program for IDES; coordinates the development and production of various economic surveys, reports and studies used by other local, state and federal agencies; through subordinate managerial staff, provides leadership and guidance on gathering, analysis and presentation of information on occupational staffing and wage patterns by industry; reviews, analyses and approves economic interpretations and statistical methodologies.

**Minimum Requirements:**

Requires possession of a Master's degree in economics or a closely related field plus three years of professional experience in economic research and/or policy analysis. Requires ability to prepare concise reports. Requires ability to plan, design, and conduct economic research studies. Requires ability to collect, analyze, interpret economic data and prepare economic forecasts. Requires ability to apply research methods and statistical techniques to the analysis and interpretation of economic data. Requires ability to plan, construct, prepare and present comprehensive reports in oral and written form. Requires ability to attend conferences and explain and interpret reports and studies; and use of a personal computer with related software programs.

**Work Hours & Location/Agency Contact:** Office Hours: 8:30 am - 5:00 pm

Work location: 33 South State Street Chicago, Illinois

**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).

Option 2C - Economist

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**Job Title: Human Services Caseworker**

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,891.00 - \$5,797.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: I-HCD Continuous

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

Under direction, performs professional casework activities in providing public assistance services available from DHS as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits.

**Minimum Requirements:**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

**Work Hours & Location/Agency Contact:** Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD

100 South Grand Avenue East, 3rd floor Springfield, IL 62762

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

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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: Information Systems Analyst I - Opt W**

Agency: Employment Security

Salary: \$5,435.00 - \$7,544.00 monthly Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: RCRA 11420

**Minimum Requirements:** Requires knowledge, skill and mental development equivalent to successful completion of four years of college with course work in computer science or directly related fields, supplemented by one year of professional experience in development for large, .NET platform-based applications, including TaxNet or Laptop Audit Systems. Requires working knowledge of Information Technology concepts and principles, the theories and functions of computer systems, and the principles and techniques of Information Technology documentation. Requires working knowledge of the methods, procedures and techniques of conducting studies for system conversions and enhancements, including the use of structure, behavior, and interaction diagrams in the analysis and design of .NET platform-based systems. Requires ability to effectively participate in and profit from continuing education, both in a formal and in-service training setting. Requires ability to analyze data logically and exercise sound judgment in defining, evaluating, and solving moderately difficult technical and operational problems. Requires ability to gain and maintain effective working relationships with agency officials, associates, vendors, clients and others. Requires developed oral and written communication skills to present technical information to others with clarity and precision.

**Special Skills:** Requires education/experience as outlined above for the following: Microsoft Visual Studio, .NET framework. ASP.NET, C#, java script, visual basic, stored procedures using SQL, testing with QTP (QuickTest Professional), DB2 and MS SQL Server.

**WORK LOCATION:** Central Office Work Hours: 8:30 - 5:00, M - F

**WHERE TO APPLY:** IDES RECRUITMENT & SELECTION

33 S. State Street - 8th Floor Chicago, IL 60603

**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).  
Option W - Web Developer

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## RECEPTIONIST

Job Code : 6189

Division : America's Best Contacts & Eyeglasses

Location : 5497, Chicago IL US

Job Type : Full Time

Career Level : Entry Level

Education : High School or equivalent

### Receptionist

Ensuring our customers have the best experience is a priority. A Receptionist ensures that customers receive courteous and prompt services in accordance to company protocol both in person and over the phone. A successful candidate will be self-motivated, organized and detail-oriented with an ability to multitask while working in a fast-paced environment. This position requires a lot of teamwork and provides a great opportunity to join a growing and successful company.

The ideal candidates will possess:

- Knowledge of modern office practices, procedures and alphabetical file set up and maintenance
- Excellent communication, spelling and grammar skills
- Ability to follow oral and written instructions, and perform detailed clerical work in a methodical, independent and thorough manner with speed and accuracy
- Typing, computer, and windows based software experience
- Exceptional customer service skills

### Responsibilities:

- Open and close front office
- Help keep doctor on schedule and maintain efficient patient flow
- Maintain patient file jackets and medical records
- Maintain neat and orderly front desk and waiting room
- Interface with doctors and maintain appropriate professional relations
- Schedule and confirm appointments, follow-up visits and classes
- Call patients to inform them that their order is available for pick up

No Phone Calls, Please.

NVI is an Affirmative Action Employer EEO/M/F/Disability/Vets

To submit your resume for this job, select how you heard about the job and then click the "Submit Your Resume" button below.

Apply online at <https://nationalvision.tms.hrdepartment.com/jobs/6189/RECEPTIONIST>

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### **Production Support Admin II (Third Shift 11pm-7:30am)**

Information Technology | Chicago, IL, United States

With a career at GrubHub Holdings Inc. , you can order your cake and eat it, too!

The candidate will be a key member of the 24x7 GrubOps support team working out of the Chicago corporate offices. The Production Support Admin II is a mid-level technical position supporting internal and partner systems enabling GrubHub.com and Seamless.com. Technical requirements include application and server monitoring and support; and troubleshooting hardware, software and network related problems. This position also requires contributing to a team oriented support environment with strong communication and troubleshooting skills while managing tickets and escalating support in a professional environment. This position will report to a Team Lead, and is a technical escalation point for entry-level administrators.

We are looking for a candidate who would be excited to work the third (night shift) in our Operations Center. These hours are 11pm - 7:30am

#### **REQUIREMENTS:**

- 3+ years of system administration experience with Linux and Windows.
- Working knowledge of Web Technologies: Apache/Tomcat/.NET/Firewalls/DNS.
- Working knowledge of Linux and Windows troubleshooting commands in regards to disk I/O, CPU usage, load, and network connections & usage.
- Strong OS scripting skills preferably with Perl/Python/Bash.
- Java, .NET and Relational Database skills a plus.
- Self-motivated team player that can set priorities and manage to deadlines.
- Excellent troubleshooting, communication, and customer service skills.
- Must be available to support a 24x7 production environment.
- Demonstrated ability to quickly resolve problems.
- Strong ability to perform well under pressure.
- Must be able to multi-task, be process-minded and detail oriented.
- Passion for uptime and experience in e-commerce environments.
- Bachelor's degree in Computer Science or related field or equivalent experience.
- Demonstrate leadership skills which include: Customer Focus, Change Management, Teamwork, Diversity, Integrity.

GrubHub Holdings Inc. is an EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION employer.

Apply online at

<https://www.grubhub.com/careers/?nl=1&jvi=o79oZfwn,Job&jvs=Indeed&jvk=Job>

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