



Clinical Dietitian

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Assess the patients' nutritional status for maintenance or intervention. Coordinates, plans, and counsels patients and their families in nutritional principals, food plans, and patterns of food selection that are tailored to the individual's lifestyle. Develops patient educational material for distribution. Conducts meal rounds at meal time to assess acceptance of meals and to handle any problems with the meal service.

Full Time – 8 a.m.-4 p.m. Required to work every other weekend

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Nutrition or related field.

Registered and Licensed Illinois Dietitian.

Minimum 2 year hospital dietitian experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department
St. Bernard Hospital
326 West 64th Street
Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Cook

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Description:

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 1 year of food service experience

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Food Service Worker

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Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day.

Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

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Job Title Training Specialist I - Safety

Location Chicago, IL, US

Job Type Full - Time Permanent

Department

Learning and Support

Position Summary

Final salary to be determined by the selected candidate's experience and qualifications. Under general supervision, coordinates, designs, develops, and facilitates safety-related training and development programs for various business units within the organization. Leads training activities and conducts needs assessments to evaluate success of training programs and ensure safe and successful implementation.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's degree in Occupational Applied Science, Health Science, Occupational Health and Safety, Emergency Management, or a related field, plus one (1) year of experience planning training programs, or an equivalent combination of education and experience.

OSHA HAZWOPER Trainer Certification required.

OSHA 501 and 501 Trainer Certifications required.

Must complete FEMA ICS 100, 200, 700 and 800.

Valid State of Illinois Driver's License required.

PHYSICAL REQUIREMENTS

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity and fingering for working with computer key boards.

Required to walk for long distances on the tracks, subway and elevated structure, climb and/or walk on structures under construction.

Required to travel to field locations subject to prevailing weather.

Required to occasionally work outdoors subject to prevailing weather.

Applicants, if hired, must comply with CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

Apply online at <https://irecruitment.transitchicago.com/>

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Title: Out-of-School Time Security Officer

Job Code: CAL/OSTSO/CSI

Category: Security Officer

Location: Calumet

Description:

Education Requirement(s): High School Diploma and/or equivalent

Concentration(s): Security/Safety

This is an hours-to-be reported position scheduled to work between 12-15 hours per week.

OPPORTUNITY SUMMARY

Join Metropolitan Family Services, an organization dedicated to empowering families and individuals through social services, legal aid and social policy advocacy for over 150 years. Make an impact as a Out-of-School Time Security Officer who will assist in the supervision of students on school buses and at school in order to maintain discipline and order.

RESPONSIBILITIES

Reports acts of trespassing, vandalism, and loitering to supervisory staff.

Checks doors and windows to ensure they are properly secured.

Monitors schools entrances to prevent unauthorized entry to building.

Patrols hallways and lavatories within building to ensure only authorized persons are allowed access and to prevent vandalism.

Monitors lunchroom areas to maintain order among students and to prevent vandalism.

May assist in the supervision of students on school buses and in school in order to maintain discipline and order.

Other duties as assigned.

QUALIFICATIONS

High School Diploma and/or equivalent

Experience working with youth preferred

Must be willing to work evenings

We are proud to be an EEO/AA/ M/F/D/V employer.

Apply online at <http://www.metrofamily.org/careers/job-details.aspx?jobID=941>

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Administrative Assistant - IL

Crossroads - Chicago, IL

Busy Property Management Company located in Chicago is looking to hire a detail oriented Administrative Assistant position.

The job duties are as followed:

Assisting the company in moving data from one software program to another

Assisting with data input, saving files, organizing, and supporting different teams with various administrative functions

Minimum Qualifications:

Strong administrative and data entry skills

Strong communication skills both written and verbal

Yardi experience is a plus

Previous Administrative experience recommended

Compensation is \$16.00/ hourly

Mon-Fri 8:00AM-5:00PM

Apply online at <http://www.indeed.com/cmp/Crossroads/jobs/Administrative-Assistant-7b95157005190f51>

West Loop Restaurant Bar- looking for security/door

CHICAGO, IL

Near West Side, West Loop

Job Title: Chicago Security Jobs

Job ID: 9592727

Job Type: Part Time

Shift Type: Night

Compensation: negotiable

Experience: < 1 Year

References: Preferred

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

The Beer Bistro is located in the west loop and is looking for a friendly and responsible individual to work the front door, answer phone calls, and card patrons, 2-3 nights per week. Please reply with a working phone number.

Requirements & Skills: must be 21+, must be able to work weekends, nights

Send your resume to AKOX6F32JY@JOBS.SHIFTGIG.COM

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Cashier

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Complete ticket purchase transactions by:

Greeting each guest and identifying tickets requested

Reading a computer screen, operating a keyboard or dispensing manual tickets

Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change

Thanking the guest

Ensure the security of all box office cash and tickets

Keep box office clean and well organized and update box office signage

Distribute and understand how to operate assisted moviegoing equipment

Enforce ratings to keep underage guests from accessing auditoriums with adult content

Perform daily box office maintenance duties and complete various reports as needed

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a cashier at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Ability to communicate and work effectively with guests in high-volume setting

Good verbal communication skills as well as math and cash handling skills

Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/cashier>

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Concessionist

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast
Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items
Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change
Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock
Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms
Perform daily concession maintenance duties
Answer questions from guests and resolve any concerns
Assist with other functions as instructed by the General Manager
Uphold AMC's high standards and deliver entertaining company-wide programs
As a concessionist at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills
Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
Standing, walking, lifting, twisting and bending on a frequent basis
Capability to communicate and work effectively with guests in a high-volume setting
Good verbal communication skills as well as math and cash-handling skills
Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/concessionist>

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Usher

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct
- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As an usher at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/usher>

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Cook

As a Cook, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You'll ensure consistent food quality, prepare orders in a short period of time and prepare menu items in accordance with established recipes and guidelines. In addition, you'll maintain a clean, sanitary, and safe work area in a fast paced environment. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Maintain communication with other cooks to assemble food orders within established average ticket time while preparing several different orders simultaneously.

Adhere to recipes to ensure consistent food quality and presentation.

Answer questions courteously, accurately, and quickly.

Perform required sanitation procedures.

Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions. Uphold cleanliness and ensure proper sanitation of entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you run a kitchen operation like a well-oiled machine?

As a Cook at AMC, you'll need to demonstrate:

Proficiency in kitchen operations and execution. Complete food handling training and obtain any local or state mandated certification. Must be able to cook food to recipe standards. Must have working knowledge of U.S. measurements, weight and volume.

Ability to follow instructions on safe use of all chemical/cleaning materials.

Ability to work effectively with supervisors and co-workers and with minimal supervision. Ability to meet deadlines. Ability to stand on feet for an extended period of time. Ability to ascend and descend stairs.

Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, health and 401(k) plans, and an employee assistance program. If helping run a high volume kitchen, great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/cook>

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Human Resources Assistant

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Description:

The Human Resources Assistant is responsible for providing administrative support of day-to-day human resources operations. S/he performs a variety of tasks necessary to carry out departmental operations, including new hire orientation, performance evaluations, and maintaining employee files. S/he is also responsible for processing change of status forms in accordance with Hospital policies and assists the Director with human resources projects.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED or combination of education, knowledge, skills, mental development, and relevant experience that enables performance of all aspects of the position.

Minimum of two (2) years of Human Resources experience.

Be able to type 50 wpm and have a working knowledge of Microsoft Office programs.

Minimum of two (2) years of computer operations experience (i.e. scanners, printer, and computer software).

Healthcare background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Security Officer

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Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions. Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required. (Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Manager of Nursing (Infection Control)

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Description:

Oversees the daily operations of the Infection Control Department. The Manager of Nursing functions as a member of the Nursing Management Team. S/he monitors and investigates known or suspected sources of infections in order to determine the source and ensure control. The Manager of Nursing reviews sterilization and disinfection techniques and recommends changes, as needed. S/he provides related education to staff.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Graduate of an accredited Nursing program.
Licensed Registered Nurse in the state of Illinois

Minimum of two (2) years of experience as a Registered Nurse in the field of Epidemiology or Infection Control.

Minimum of one (1) year of experience as a Charge Nurse or Nurse Manager. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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College Clerical Asst I - Part-Time - TRU0000356

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 record files in alphabetical and/or numerical order.

Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course 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. 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 instructions; 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.
Thank you for your interest in CCC!

Job: Clerical/Secretaries
Primary Location: Truman College
Employee Type: Part Time | Regular
Union Code: 1708 - PT
Job Posting: Feb 10, 2015, 9:55:37 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl?job=70540>

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Administrative Assistant-HealthCura

Date Posted: 2/10/2015

Job Number: 4982050

Category: Administration

Employment Type: Full-Time

Region: Downtown Chicago

Site Name: Fulton Administrative Office

Site Address: 600 W. Fulton Street., Suite 200, Chicago, IL

Position Summary: Administrative Assistant provides general administrative support; organize coordinate and perform secretarial duties as assigned.

Job Responsibilities:

- Schedule and organize complex activities such as meetings, travel, conferences and department activities.
- Assist the Department Head in the management of the department.
- Handle confidential and non-routine information
- Establishes, develops, maintains and updates filing system for the Department.
- Organize and prioritize large volumes of information and calls: Open mail, draft written responses or replies by phone or e-mail when necessary. Respond to regularly occurring requests for information.
- Act as a liaison with other departments and outside agencies, including high level staff.
- Plans and coordinates multiple presentations, disseminating information, coordinating workload
- Types and design general correspondence, memos, charts, tables, graphs. Proofreads copy for spelling, grammar, and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
- Work independently and within a team on special and nonrecurring and ongoing projects.
- Adheres to the HealthCura's personnel and procedure policies.
- Other duties as assigned.

Minimum Requirements:

- High school diploma or equivalent
- 3 years experience in Administrative support

Physical and Mental Requirements:

- Ability to be well organized and set priorities
- Ability to take initiative to work alone or as part of a team
- Ability to multi-task
- Ability to relate to others, both internally and externally, in a professional manner
- Proficient in Microsoft Word, Excel, Power Point and Access

Working Conditions:

- Normal office environment
- Ability to sit at a desk for up to 4 hours at a time

HealthCura is an Equal Opportunity Employer.

Apply online at

<http://accesscommunityhealth.hodesiq.com/jobs/default.aspx?JobID=4982050>

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Front Desk Sales Associate

Job Classification: Sales/Customer Service

Job Location: Chicago, IL

Job Description:

Professional Sales Associate needed for a busy membership based massage clinic.

Primary responsibility:

SELL MEMBERSHIP WELLNESS PLAN (internal and commission based). Sales experience is preferred.

*Additional duties:

Provide excellent customer service to our members and guests, answer phone calls, schedule appointments, data entry, filing, maintaining client folders, and maintaining clinic cleanliness.

Experience:

- * Professional sales and customer service experience.
- * Possess excellent communication skills and have the ability to effectively communicate with members/guests on membership benefits, clinic policies and procedures.
- * Ability to work cohesively with clients and staff in a fun and fast paced environment.

Benefits:

- * \$9 hourly wage plus commission and incentives
- * Medical, Dental, Vision, 401K offered
- * Uniform provided
- * Employee discounts on Massage, Facial and Retail.
- * Career Growth Opportunities Available

Apply online at http://www.massageenvycareers.com/apply-online/results/job-details.aspx?id=32256&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

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Personal Banker

Job Code: 15-621-PB-ARMITAGE

Location: Chicago, IL - Lincoln Park - Armitage

Job Category: Retail Banking

Employment Type: Full Time

Job Description: This hourly (non-exempt) position is responsible for presenting our products and services to both prospective and current customers while maintaining a high level of customer service.

QUALIFICATIONS:

High School degree or equivalent. College degree in business or related field a plus.

One to three years of personal banking or customer service experience preferred.

Previous Teller experience a plus. Proven track record of sales experience.

Good figure aptitude and previous experience with online banking systems preferred.

Strong communication skills that allow the individual to effectively interact with both customers and co-workers. Experience with word processing and spreadsheets.

Assist other branches in close proximity when staffing levels necessitate. Professional appearance and dress required for this highly visible customer service position. Travel to meetings, training and seminars as scheduled. Branch locations are open for business 6 days each week, Monday through Saturday. Scheduling may vary. Must be available to work all hours of branch operation.

This position requires the individual to take loan applications and close loans which may require the employee to register with the Nationwide Mortgage Licensing System & Registry (NMLS) in order to comply with the federal Secure and Fair Enforcement for Mortgage Licensing Act of 2008 (SAFE Act) and Regulation Z. Registration may consist of submission of personal information such as home address, social security number, gender, date and place of birth, employment history, among other things. Registration also requires employees to submit fingerprints and submit to a criminal background check. Renewal of the registration requirements may be required periodically throughout the term of the employment.

First American Bank is an Equal Opportunity Employer
(Minorities/Females/Disabled/Veterans).

Apply online by clicking

<https://hr.firstambank.com/careers/Careers.aspx?adata=EIrP4v0Gac%2fCT%2fOIE%2fgjCw1Hnkc5akcMcpvL3wqNgAIPV7xe%2bzrTyN6DTB9KEDR1xnBpB7EQL3zkYwjU6tj6389m0solVy5B4Tzm37oXM7veSrPBsD4%2fFTYX0MWt1DtyExcwV2GDbd783COh2K7dQf7gKvviUJ4jcznBFO3Iycsxk%2bkBVuhCnrBt6LCSALCHoBhSTR6tG%2fLc%2b5Jdg00v780LGcXALh4KcqOYJ%2fegWRI>

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General Laborer, Warehouse Part-Time

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : HV046489

Full or Part Time : Regular Employee PT

POSITION DESCRIPTION

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

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirement
- 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-warehouse-part-time-alsip-illinois-job-1-5107306>

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Order Builder (Loader)-Part Time (7pm – 3:30am)

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : HV045783

Full or Part Time : Regular Employee PT

POSITION DESCRIPTION

Are you ready to join a great warehouse team? If you answered YES!, then Coca-Cola Refreshments wants YOU.

We are seeking individuals to pull various Coca-Cola products from our warehouse to build specific orders onto pallets. We are looking for individuals that ENJOY working in a fast pace warehouse.

- Responsible for pulling orders based on pick ticket to accurately build orders for loading onto delivery trucks.
- Build orders according to assigned load tickets using industrial power equipment.
- Manually lift and move product to restock and repack ensuring date code accuracy and proper rotation.

- Adhere to good manufacturing practices and safety standards.
- Responsible for meeting productivity requirements.
- Stage completed pallets in designated area.

- High School diploma or GED preferred.
- 0 - 1 year of general work experience.
- Prior warehouse experience required.

- Ability to operate a manual/powered pallet jack or lift product is preferred.
- Demonstrated attention to detail.
- Certified Forklift License a plus.
- Must be able to repetitively lift up to 50lbs.

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/order-builder-loader-part-time-7pm-330am-alsip-illinois-job-1-5079633>

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Full Service Supervisor

Talent Area : Supply Chain

Location : Alsip, IL, USA

Requisition Number : 00028779

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

The Full Service Supervisor directly manages and supervises the daily activities of Full Service Drivers, ensuring Driver productivity and route schedule adherence.

- High School Diploma/GED or 4 years experience directly in Full Service or Logistical department.
- College degree Finance or Business Administration preferred.
- General Management with 2 years experience.
- Minimum two to four years of experience in beverage retail or distribution required.
- Coca-Cola System Experience preferred.
- Good understanding and appreciation of technology solutions.
- Ability to make sound decisions and recommendations based on analytical evaluations.
- Ability to provide leadership, motivation and training for developing the Full Service team.
- Ability to initiate activities and perform duties without direct supervision.
- Good interpersonal skills to work with and through other departments.
- Excellent written and verbal communication skills.
- Solid project management and follow up skills.
- Ability to periodically lift, push, pull 50 pounds, stand walk, kneel bend, and reach.
- Both office and trade environment-in customer accounts, occasional hot/cold environments.
- Familiarity with DOT regulations.
- Valid driver's license and driving record within MVR policy guidelines.
- CDL preferred.
- Experience managing in a Union environment preferred.
- Please note - position requires a Credit Check

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/full-service-supervisor-alsip-illinois-job-1-5025024>

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