



**Part-Time Servicer (6)**

Location: Markham

Office: Revenue Services

Department: Maintenance

**Job Description:**

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling company vehicles, while accurately recording both.

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed.

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

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

**Qualifications:**

Qualified candidate must be 21 years of age and have, or be able to obtain, a valid class "B" Commercial Driver's License with Passenger and Airbrake endorsements, have knowledge of service area and the ability to operate all company equipment.

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 be capable of heavy lifting. This is a safety sensitive position. Qualified candidate must have a good work history.

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**Senior Contract Buyer**

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

**Job Description:**

Under the direction of the Department Manager, Purchasing, responsible for the procurement of a wide variety of services and capital equipment. This may include the procurement of various complex professional services contracts such as legal consulting services, marketing services, planning services, risk management services, human resources/benefits services; as well as the procurement of IT systems and related services, capital equipment, construction, and large scale facilities maintenance projects. Experience with procurement of construction services, facilities renovations, and Architectural and Engineering services preferred. This position will require knowledge of the Brooks Act and Davis Bacon and related labor requirements, the facilitation of contract negotiations, conducting complex cost and price analyses, assisting users with contract administration and developing scopes of work, chairing LIQ/RFP evaluation committees, and developing contract recommendations to present to Pace's Board of Directors.

**Qualifications:**

QUALIFICATIONS: Qualified candidate must have a minimum of 7 years of progressively responsible purchasing/contracting experience, preferably procurement of construction or design services, and a Bachelor's degree in Business, or its equivalent. Government procurement experience preferred. Excellent interpersonal, written and verbal communication skills are required. Proficiency in personal computer, word processing, spreadsheets and database packages is also required. Qualified candidate must have a good work history.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 ( c ) of the State Officials and Employee Ethics Act.

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**Shallow Water Attendant (Seasonal- Summer) Job ID: 1325**

Closing Date: 4/24/24

Seasonal Only/Shallow Water Attendant (S)

Location: COMMUNITY RECREATION - AQUATICS

**CHARACTERISTICS OF THE CLASS:** Under immediate supervision, ensures the safety and supervision of swimmers at Park District water playgrounds and mini pools with a depth of four feet or less. Performs related duties as required.

**EXAMPLES OF DUTIES:** Guards mini pool area or water playground area to protect swimmers from accidents or drowning. Responds to emergency situations in accordance with established methods and procedures. Administers first aid, CPR as necessary. Enforces park rules and regulations regarding mini pool and water playground activities. Maintains aquatic safety equipment by inspecting and reporting repairs needed to buoys, floats, ropes or other equipment installed as safety measures. Performs maintenance duties in keeping pool and water playground areas clean, safe and attractive.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:** Completion of at least one year of High School is recommended.

**Certification Requirements:**

American Red Cross Lifeguarding certificate, or American Red Cross Shallow Water Attendant certificate, or equivalent to include:

American Red Cross CPR for Professional Rescuer, or equivalent

American Red Cross First Aid, or equivalent

American Red Cross AED, or equivalent

American Red Cross Oxygen Administration, or equivalent

American Red Cross Bloodborne Pathogens Training or equivalent

Chicago Park District Lifeguarding Card

**Knowledge, Skills and Abilities:**

Knowledge of lifesaving and life guarding methods and techniques. Ability to meet and deal with the public. Ability to swim and dive proficiently. Ability to administer first aid and CPR to victims needing such attention. Ability to pass physical skills test required.

SEIU-Local 73

Career Service

EEO: Protective Service

FLSA: Non-Exempt

SALARY: \$10.36 per hour

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**Senior Staff Attorney**

Location: Arlington Heights

Office: Office of Executive Director

Department: Staff Counsel

**Job Description:**

Under the direction of the General Counsel, provides legal services for collective bargaining for Pace and advises and assists with labor issues, labor litigation, and grievance/arbitration matters; advises and assists in complex disciplinary/personnel issues and labor disputes/actions.

Advises and assists in negotiating collective bargaining agreements; defends Pace in labor litigation in all venues; represents Pace in mediation and/or interest arbitration; advises and assists in grievance/arbitration matters; advises and assists in complex disciplinary/personnel issues; performs other duties as assigned.

**Qualifications:**

Qualified candidate must have at least six or more years experience in labor/employment law including litigation and collective bargaining.

Bachelor's Degree and Juris Doctor and be licensed to practice law in Illinois is required. Public sector experience preferred.

Work is primarily performed in normal office environment but travel to Pace divisions and as necessary for collective bargaining, mediation, arbitration, and related hearings is required.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 ( c ) of the State Officials and Employee Ethics Act.

Apply online at

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**Inclusion Aide (S) Job ID: 1332**

Closing Date: 03/03/2014

Special Recreation/Inclusion Aide

Location: SPECIAL RECREATION - SPECIAL RECREATION

**CHARACTERISTICS OF THE CLASS:**

Provides one on one assistance to children with disabilities who are enrolled in various activities/programs at the Chicago Park District parks. The Inclusion Program is designed to accept children of all abilities for recreation and leisure activities.

**EXAMPLES OF DUTIES:**

Assists one or more participants depending on the severity of their disability and/or need, in sports, games and various recreation and athletic activities. Evaluates the child's' skill level and assesses his/her capacity to participate in park activities. Enforces and promotes safety guidelines for the child in his/her recreation and athletic activities. Assists child with lunch and necessary restroom functions as needed.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Enrollment in a college or university pursuing a Bachelor's degree in Therapeutic Recreation, Special Education or related field is preferred; or, three years of experience working hands on/directly with children and/or adults with disabilities is required.

**Knowledge, Skills and Abilities:**

Basic knowledge of competitive sports programs for people with disabilities. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities. Basic swimming skills.

SEIU-Local 73

EEO: Para-Professional

FLSA: Non-Exempt

SALARY: \$17.20 per hour

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**Special Recreation Leader (Seasonal) -Camp Sign Job ID: 1334**

Closing Date: 03/03/2014

Special Recreation/Special Recreation Leader

Location: SPECIAL RECREATION

PROGRAM DESCRIPTION: Camp Sign is Chicago's only communication-accessible summer day camp for deaf and hard-of-hearing youth. Fun-filled and exciting adventures including swimming, sports camps, arts & crafts, nature activities, and field trips to explore different places within the city. Camp Sign is a 6 week program, Monday thru Friday from 12pm – 6pm. There are 2 Camp Sign locations; Gage Park, 2411 W. 55th Street and McFetridge Sports Center, 3843 N. California Avenue.

*TITLE: SPECIAL RECREATION LEADER (DAY CAMP) (SEASONAL) (DEAF & HARD OF HEARING)*

CHARACTERISTICS OF THE CLASS: Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities for children and adults with disabilities. Performs related duties as required.

EXAMPLES OF DUTIES: Facilitates participating of deaf & hard of hearing individuals in recreation programs. Assists in scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Park District facilities and encourages and enforces safety standards. Issues, collects and maintains recreational equipment supplied for public use. Assists Special Recreation staff in conducting simple arts, crafts, drama, music, physical and other recreational activities. Assists in the operation of Camp Sign activities, a summer day camp for deaf and hard of hearing youth.

**DESIRABLE MINIMUM QUALIFICATIONS:**

Training and Experience: One year experience working with individuals with disabilities is required. Fluency in ASL – American Sign Language is preferred.

Knowledge, Skills and Abilities: Basic knowledge of competitive sports programs for people with disabilities. Knowledge and understanding of deaf person and culture. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities. Basic swimming skills.

SEIU-Local 73

EEO: Para-professional

FLSA: Non-Exempt

SALARY: \$11.23 PER HOUR

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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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## **Bartender**

As a Bartender, you ensure consistent drink quality by preparing orders in a short period of time and in accordance with recipes and guidelines established by the Food and Beverage department. You will also maintain a clean, sanitary, and safe work area in a fast paced environment, while providing superior guest service. Easier said than done, right?

Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.

Verify guests that purchase alcohol are at least 21 years of age.

Possess full knowledge of bar and menu items and be able to make recommendations.

Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area.

Deliver food and beverage orders within established time frames. Consistently use suggestive selling techniques.

Ensure that alcohol is consumed in designated areas only.

Set up and maintain appropriate stock levels for the bar.

Assist in placing orders for all liquor and bar related supplies.

Conduct inventory of all liquor and bar related supplies.

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?

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

Provide proof of age (21 or older).

Possess basic food handling training and obtain any local or state mandated certification.

Success in a high volume bar environment.

Demonstrated ability to provide superior guest service.

Have a high aptitude for math and cash handling.

Demonstrate excellent verbal and written communication skills.

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

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

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**LAB SAMPLE COLLECTOR Job ID: 1363**

Closing Date: 02/27/2014

Technical/Lab Sample Collector (S)

Location: Central Administration - OFFICE OF GREEN INITIATIVES

THIS POSITION IS BUDGETED FOR UP TO 6 HOURS PER WEEK.

**CHARACTERISTICS OF THE CLASS:**

Under direct supervision, collects water and other samples from Park District facilities for use in laboratory analysis. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Collects water samples from swimming pools, beaches, harbors, lagoons and other Park District facilities, for use in laboratory analysis. Operates a Park District motor vehicle. Maintains a sample collection log, including source of sample, date, time and other pertinent data. Performs routine field tests. Standardizes, adjusts and operates special testing equipment. Maintains vehicle maintenance records. Cleans and maintains equipment.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Graduation from High School or the equivalent (GED) is recommended. Completion of a High School Biology or Chemistry course is preferred. License Requirement: Applicants must possess a valid State of Illinois Class D or equivalent driver's license.

**Knowledge, Skills and Abilities:**

Ability to conduct routine field sampling and testing activities. Ability to maintain accurate records. Ability to follow laboratory and sample collection procedures. Ability to follow oral and written instructions.

**SALARY:** \$ 12.32 per hour

Apply online at

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**Intern (Seasonal) - Beach Ambassador Job ID: 1357**

Closing Date: 02/26/2014

Administrative/Intern (H)

Location: Central Administration - OFFICE OF GREEN INITIATIVES

THIS POSITION IS BUDGETED FOR UP TO 10 HOURS PER WEEK.

**EXAMPLE OF DUTIES:** Works in teams of two on site at public beaches. Engages in direct outreach to patrons visiting public beaches. Administers surveys and provides information about beach health, beach wildlife and water quality. Completes data entry of survey information. Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/word processor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

**DESIRABLE MINIMUM QUALIFICATIONS:**

Training and Experience:

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Enrollment in a college or university with coursework in environmental studies or ecology is preferred. Bilingual Spanish is desirable.

**Knowledge, Skills and Abilities:** Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Career Service      EEO: Administrative Support

FLSA: Non-Exempt

Salary: \$13.20 per hour

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**Lifeguard (Seasonal- Summer) Job ID: 1293**

Closing Date: 4/24/14

Aquatics/Lifeguard

Location: COMMUNITY RECREATION - AQUATICS

**CHARACTERISTICS OF THE CLASS:**

Under immediate supervision, ensures the safety and supervision of swimmers at Park District aquatic locations. Assists in swimming instructions and other organized aquatic activities. Performs related duties as required.

**EXAMPLES OF DUTIES:** Guards beaches and/or pool area to protect swimmers from accidents or drowning. Responds to emergency situations in accordance with established methods and procedures. Administers first aid, CPR as necessary. Enforces park rules and regulations regarding pool and beach activities. Maintains aquatic safety equipment by inspecting and reporting repairs needed to buoys, floats, ropes or other equipment installed as safety measures. Performs maintenance duties in keeping pool and beach areas clean, safe and attractive. Assists and/or leads aquatic instruction and recreational activities including swimming lessons, hydro-aerobics, water polo and swim team.

**DESIRABLE MINIMUM QUALIFICATIONS:**

Training and Experience:

Completion of at least two years of High School is recommended.

Certification Requirements at time of hire:

American Red Cross Lifeguarding certificate, or equivalent to include:

American Red Cross CPR for Professional Rescuer, or equivalent

American Red Cross First Aid, or equivalent

American Red Cross AED, or equivalent

American Red Cross Oxygen Administration, or equivalent

American Red Cross Bloodborne Pathogens Training or equivalent

Chicago Park District Lifeguarding Card

Knowledge, Skills and Abilities:

Knowledge of lifesaving and life guarding methods and techniques. Ability to meet and deal with the public. Ability to swim and dive proficiently. Ability to administer first aid and CPR to victims needing such attention.

SEIU-Local 73 Career Service EEO: Protective Service FLSA: Non-Exempt

SALARY: \$13.38 PER HOUR

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**Music Instructor -Part Time Job ID: 1367**

Closing Date: 2/22/14 Cultural/Music Instructor (H)

Location: SOUTH REGION - SCOTTSDALE PARK

EXAMPLES OF DUTIES: Plans and implements a course curriculum for the instruction of musical activities in one or more related areas of specialization. Provides instruction and supervision for Park District patrons involved in music activities. Demonstrates proper techniques and skills for musical activities. Adapts program to reflect differing levels of participant skill development. Organizes, promotes and directs musical groups, clubs, choruses, bands, concerts and demonstrations sponsored by the Park District. Collaborates with recreation staff or other Park District personnel on special projects, including day camp programs. Encourages creativity in participants. Communicates constructively with participants, parents, volunteers and the community. Consults with individuals and community groups to determine their recreation interests, needs and desires. Issues and maintains and inventory of musical instruments, sheet music and other materials used in music programs. Demonstrates and provides instruction in the proper use of instruments. Supervises unorganized play and enforces Park District rules and regulations at assigned locations. Attends workshops and in-service training seminars. Stays abreast of current methods, techniques and trends in music specialties. Judges at competitions and special events. Performs general administrative duties, including but not limited to assisting in course registration, collection of fees, routine record keeping and promoting music programs. May solicit sheet music, instruments and other donations from local businesses and other organizations.

DESIRABLE MINIMUM QUALIFICATIONS: Training and Experience: An Associate of Arts degree or completion of two full years of course work at an accredited college or university which included a minimum of 20 credit hours in music or a closely related discipline which involved the study of at least one musical instrument or voice or graduation from high school or the equivalent (GED) and 3 full years of related instructional or performance experience in a recreation or entertainment environment or an equivalent combination of education and experience is required

Knowledge, Skills and Abilities:

Knowledge of voice, instrumental and/or orchestral instruction principles and practices. Elementary knowledge of leisure and recreation theories and principles. Effective oral and written communication skills. Technical knowledge and skill in one or more areas of musical specialization such as the ability to play a musical instrument.

Union: 46 Career Service EEO: Para-professional FLSA: Non-Exempt

SALARY: 16.81 per hour

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### **Booth Crew Member**

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre.

You'll build-up and tear down prints and perform maintenance on the projectors. You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer.

What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

- Deliver a comfortable, distraction-free, and picture-perfect entertainment experience
- Monitor film build-up and tear down process for the highest quality
- Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)
- Ensure picture-perfect presentations through auditorium and booth evaluations
- Identify picture and sound problems and correct accordingly
- Execute trailer and pre-feature programming
- Assist with other functions and perform other duties as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

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

- Proficient guest service, administrative and follow-up skills
- Ability to consistently meet deadlines in a timely fashion
- Standing, walking, lifting, twisting and bending on a frequent basis
- Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception

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.

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### **Supervisor, Technical Support**

Location: South Holland  
Office: Revenue Services  
Department: Maintenance

#### Job Description:

Under the direction of the Regional Manager, or designate, responsible for supervising the daily activities of the Technical Services Department.

This is a hands-on supervisory position which requires knowledge and expertise in the repair and maintenance of electronic and mechanical equipment.

Responsible for scheduling daily assignments, training technicians, developing procedures, planning projects and overseeing the projects which involve Technical Services.

Participate in project meetings, contract preparation, writing the scope of work for contracts, and review contract adherence of contractors work. Other duties as assigned.

#### Qualifications:

Qualified candidate must have at least 10 years experience in the repair and maintenance of electronic and electro-mechanical equipment with proven instructional performance.

Candidate should be well versed in all areas of equipment repair, and have a sound knowledge of test equipment development and fabrication. Must possess; good written and verbal communication skills, have extensive knowledge of electronics across all platforms with strong mechanical aptitude and abilities, supervisory ability, excellent interpersonal skills, ability to make sound, accurate decisions when diagnosing problems.

Must possess excellent knowledge of computers, networking, and be proficient in Microsoft Windows applications. The performance of these duties may be required at any time of the day and night, any day and night of the week. Previous supervisory experience preferred. Qualified candidate must have a good work history. Must possess a valid Class "D" Driver's License.

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## **Supervisor/Dispatcher**

Location: Markham

Office: Revenue Services

Department: Bus Operations

### Job Description:

Under the direction of the Regional Manager, or designate, performs road supervisor and/or dispatcher duties. Supervision encompasses all field operations including but not limited to: investigating accidents; passenger incidents; detour routing; passenger relations; vehicle breakdowns; monitoring the performance of Bus Operators.

Dispatch functions encompass supervision and coordination of bus routes and Bus Operators. Maintains work assignment board on daily basis. Operates base radio coordinating detours and notifies proper authorities in emergencies, breakdowns or upon Bus Operator's request.

Monitors, answers and generates reports off Intelligent Bus System (IBS) including operator violations. Maintains appropriate dispatch paperwork. Answers phones and fields calls. Answer ADA calls and assist ADA as needed. Other duties as assigned or required.

### Qualifications:

Qualified candidate must have at least 5 years experience in transportation. Must be at least 21 years of age and have, or be able to obtain a valid Class "B" Commercial Driver's License.

Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions.

Must possess a general knowledge of computer systems with an emphasis on Microsoft Windows applications.

The performance of these duties may be required at any time of the day and night, any day and night of the week. Management experience preferred. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=85](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=85)

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## **Manager**

As an AMC theatre manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll be in charge of making sure the theatre runs smoothly so that every single guest enjoys the show, managing theatre associates and maintaining an environment that provides superior customer service. Sound hands on? It is.

Ensure successful daily theatre operations by executing the following fundamentals:

Providing service that is friendly, helpful and fast  
Maintaining facilities that are clean, safe and in good repair  
Providing an experience that is comfortable, distraction-free and picture-perfect  
Serving fresh, appetizing and properly prepared food and beverages  
Encourage associates to maximize their personal growth and development by:

Guaranteeing associates meet and exceed guest-service standards  
Ensuring proper staffing in each area of the theatre  
Performing daily opening and closing operational duties  
Reviewing financial numbers on a regular basis and make operations adjustments, as necessary  
Overseeing an individual theatre department, as assigned by theatre General Manager  
Pretty straightforward, huh? We think so. But we're not looking for just anyone. Do you have what it takes?

Receptive to training and personal development  
Effective written and oral communication skills along with strong analytical skills  
Equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors  
Possess computer skills and applicable work experience  
At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today. You could end up working in show business.

Apply online at <https://www.amctheatres.com/careers/theatre-management/manager>

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### **Facility Maintenance Manager**

As an AMC facility maintenance manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll make daily, weekly and monthly inspections of the theatre that could result in routine maintenance and repairs. What exactly do we mean by "routine"? Painting, carpentry and plumbing to name a few tasks. Plus fixing concession equipment, seats and any related building components. You'll also train the theatre's facility assistant, who helps you with these duties. Sound hands on? It is. And if that's the way you like it, check out your soon-to-be responsibilities:

- Develop routine systems to guarantee constant monitoring of critical areas in theatre
- Complete necessary repairs and schedule any repairs with vendors as needed
- Report facility problems that can't be immediately repaired to the General Manager
- Provide constant attention to all safety issues, ensuring theatre emergency systems are operational through regular inspections and review of vendor maintenance contracts
- Observe, direct and follow-up with janitorial service provider about cleaning duties
- Manage the theatre's variable operating expenses for maintenance, repairs and supplies
- Uphold AMC's high standards and deliver entertaining company-wide programs

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

- Solid mechanical skills and manual dexterity
- Intermediate proficiencies in building trades such as painting, wallpapering, plumbing, fixing seats and repairing equipment
- Excellent written and oral communication skills to clearly describe building issues to supervisors/colleagues
- Extreme attention to detail to perform and document facility inspections
- Proficient guest service, administrative and follow-up skills
- Safe use of all cleaning materials in the theatre
- Experience safely completing tasks with tools, ladders and lifts

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today. You could end up working in show business.

Apply online at <https://www.amctheatres.com/careers/theatre-management/facility-maintenance-manager>

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Senior SharePoint Developer  
Location: Arlington Heights  
Office: Internal Services  
Department: MIS

#### Job Description:

Under the direction of the Section Manager, Systems and Procedures develops business-changing enterprise solutions with SharePoint 2013 and other leading-edge technologies. Designs and develops portal content and applications that integrate with other enterprise systems and third party products. Integrates non-SharePoint related services into SharePoint applications as needed.

Assists other developers, analysts, and designers in conceptualizing and developing SharePoint solutions. Provides expertise and support to end users and other members of the IT support team. Conducts research on emerging SharePoint development tools and strategies. Recommends, schedules, and performs software improvements and upgrades. Creates related documentation as required. Works with SharePoint super users and end users on SharePoint application software issues.

#### Qualifications:

Minimum of a Bachelors Degree in the field of computer science or equivalent. The ideal candidate will have 3 years hands-on experience developing web applications using Microsoft and compatible technologies including Visual Studio, VB.Net, and C#. Hands on experience in ASP.NET, Web development (HTML, CSS, JavaScript), master pages, Ajax developer and some knowledge of the SharePoint 2010/2013 object model is a plus. Experience in SQL Server or equivalent databases. Experience with Microsoft IIS/Windows or equivalent server platforms.

Strong understanding of Object Oriented Programming and Design. Must have strong organizational skills. Must be a strong logical and analytical thinker. Must have the ability to think broadly and consider impacts across systems and within the organization. Must have excellent written and interpersonal skills are a must. 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.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=625](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=625)

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## **Busser**

As a Busser, you assist the food and beverage team in making sure that every single guest enjoys their experience. How so? You clear, clean, reset tables and assist wait staff. Restock food service supplies while constantly maintaining a clean and safe environment in the auditoriums, lounge and bar. Easier said than done, right? Let's break it down into some of your soon-to-be responsibilities:

Ensure cleanliness of the Fork & Screen auditoriums, lounge and bar.  
Assist wait staff and the bussing of tables.  
Clear and reset tables both before and after presentation.  
Maintain a clean and well stocked bus station at all times.  
Assist with crowd control and seating of guests as needed.  
Perform exit greetings at auditorium doors at the end of each presentation.  
Perform Ticket Taker duties as needed.

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?

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

Ability to provide superior guest service.  
Possess good verbal communication skills.  
Have a general knowledge of theatre policies, prices, menu, and bar selections.  
Ability to work with minimal supervision.  
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.  
Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/busser>

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Job Title: Administrative Assistant I - Opt E1  
Agency: Public Health  
Closing Date/Time: Wed. 02/26/14 5:00 PM Central Time  
Salary: \$4,077.00 - \$6,096.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC028 Bid ID#: IDPH 69034

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction and management approval of the Senior Public Service Administrator (SPSA) Field Operations Section assists in the execution of the inspection program; organizes, designs and implements systems to track data and compliance status; establishes maintenance of a schedule for onsite surveys; ensures complaint investigations are incorporated and linked; track survey packages. Assists with scheduling and tracking survey activities. Assists with all surveyor orientation and training. Evaluate program activities to determine whether goals are being met. Organize and coordinate staff meetings. Establish and maintain survey schedules and coordinate appropriate staff availability for hospital licensure and certification surveys.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in business or public administration. Requires one year of responsible administrative experience in a public or business organization, or completion of an agency approved professional management training program. Strong organizational skills, computer skills are preferred.

Work Hours & Location/Agency Contact: Work Hours & Location: 8:30AM - 5:00 PM  
Office of Health Care Regulation  
Division of Health Care Facilities & Programs 122 S. Michigan Ave. Chicago, IL  
Agency Contact: Office of Human Resources  
535 W. Jefferson St. 4th fl Springfield, IL 62761  
Phone: 217-785-2031 Fax: 217-524-0220

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 E1 - Dept Public Health

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