



Small Equipment Operator (Fork Truck) (239801-954) Chicago, Illinois

Waste Management

Equal Opportunity Employer: Minority/Female/Disability/Veteran.

Job Shift: Rotating DOW

Travel: Occasional 6-15%

Job Summary

Our Small Equipment Operators are responsible for operating equipment including but not limited to paper balers, front-end loaders, bobcats, can densifiers and forklifts to transport or bind paper or loose materials to facilitate handling as well as load or unload materials into or out of trailers and railcars.

Essential Duties and Responsibilities

Small Equipment Operators must be able to sort and grade recyclable material by type and quality.

Performing routine maintenance and daily inspection on equipment such as lubricating, fueling, and cleaning is part of the job duties. A minimum of 6 months previous experience operating equipment including but not limited to paper balers, front-end loaders, bobcats, can densifiers and forklifts is required.

B. Certificates, Licenses, Registrations or Other Requirements

Forklift certification and a valid Driver's License is required.

Benefits

At Waste Management, each eligible employee receives a competitive total compensation package including Medical, Dental, Vision, Life Insurance and Short Term Disability.

As well as Stock Purchase Plan, Company match on 401k plan, and more! Our employees also receive Paid Vacation, Holidays and Personal Days. Please note that benefits may vary by site.

Apply online at

<http://www.aplitrak.com/?adid=YmJnZW5lcmllLjM1ODAwLjE3NjBAd2FzdGVtYW5hZ2VtZW50c3luYy5hcGxp dHJhay5jb20>

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Job Title: Office Clerk - Opt 1

Agency: Human Services

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

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-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.

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 - General

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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

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 - General

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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 Hours & Location/Agency Contact: 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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).
Option W - Web Developer

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Retail Associate

Chicago, IL (USA)

Post Date: 02/10/15 Company: Ross Dress for Less

Compensation: not given Contact:

Job Type: Full Time Phone:

Education: High School / GED Fax:

Experience: 6 months - 2 years Mailing Address:

Travel: Negligible

Reference: IL0xw1qb6h

POSITION OVERVIEW:

Greets and responds to all customers in a courteous and friendly manner. Ensures proper merchandise presentation. Operates cash register in accordance with policies and procedures. Maintains a clean work area at all times. Provides customer service according to the Star Service program guidelines. Associate may assist in specialized areas of store including, Cash Office, Front End, Fitting Room, Stock Room, Fine Jewelry or Customer Service.

RESPONSIBILITIES:

Maintains good quality customer service at all times
Ensures proper merchandise presentation is maintained in accordance with company standards. Execution of cashier responsibilities within in company policies and procedures. Responsible for controlling shortage through personal awareness and compliance with company standards and theft deterrents
Additional tasks and responsibilities as assigned by store management

COMPETENCIES:

Customer Service; Adaptability; Communication; Teamwork

QUALIFICATIONS AND SPECIAL SKILLS REQUIRED: Ability to interact with customers and co-workers in a friendly, cooperative and pleasant manner. Good communication skills. Able to meet normal store demands which includes standing, lifting, loading and unloading trucks, and unpacking merchandise. Ability to work variety of shifts

SUPERVISORY RESPONSIBILITIES: None

Ross is an equal employment opportunity employer committed to the hiring, acceptance and appreciation of every individual. FULL STATEMENT .

Apply online at <http://www.allretailjobs.com/cgi-local/search.cgi?action=ViewJobDetails&TypeOfUser=browse&JobIndNum=8522696&form=indeed2organic&Source=indeed-sponsored>

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Freight Broker

Swift Rail Services - Chicago, IL

We are Blue Collar Help, a next-generation recruiter placing hardworking people into high paying jobs.

Job Description

The Freight Broker facilitates the shipment of cargo via air and/or ocean transport.

The Freight Broker is responsible for receiving shipping instructions and following customer specific guidelines in the preparation and transmission of export transactions.

This includes processes from booking through confirmation of shipping.

Competencies, Working Skills and Attributes:

Basic to intermediate experience using Windows operating system and Microsoft software applications is required

Must possess excellent customer service skills with the ability to grasp extensive knowledge while dealing with a variety of people.

Must have strong organizational and time management skills.

Knowledge of air/ocean space configurations; air/ocean container loads; special loading constraints; certificate for handling hazardous materials. Reading of international and domestic OAG.

Ability to read, analyze and interpret verbal and written requests and directions.

Must have the ability to compose letters, memos, emails and other written documentation clearly and concisely.

Computer Applications Skills : Must have working knowledge of Windows operating system and be proficient in Microsoft software applications (i.e., Word, Excel, Outlook, and PowerPoint.)

Benefits \$25 per hour compensation

Apply online at

<http://www.indeed.com/viewjob?jk=ed4f2248ad0c5702&q=forklift&l=Chicago%2C+IL&tk=19dtags7i1a4h0v1>

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FOOD SERVER ROOM 500 DINING ROOM (PART TIME)

Job Location: Chicago, IL

Position Highlights:

Obtains customer meal order; inputs order and serves meal in a timely manner. Serves banquets, maintains cleanliness and orderliness of dining room and service areas; sets up workstations. Assembles and plates specific menu items.

Position Responsibilities:

Sets up dining room and service area prior to start of service; breaks down areas at end of service.

Maintains cleanliness and orderliness of dining room throughout service period; ensures that work areas are properly stocked at all times.

Obtains customer menu orders, places order, and serves meal following established waitstaff procedures.

Ensures accuracy of customer meal order and pricing.

Prepares beverages, cold food items, plates specific menu items following established guidelines for portion control and presentation.

Clears, resets and moves tables as needed.

Serves catered functions as needed

Performs Host functions as needed.

Performs cashier functions as needed, following established cashier procedures.

Requisitions all food and supplies needed for work areas..Ensures that work areas are properly stocked at all times.

Maintains cleanliness and sanitation of work areas and equipment; performs cleaning duties as assigned.

Position Qualifications Include:

High School diploma or GED required

Strong math skills

Minimum of one year experience as waitperson highly desired

Interpersonal skills, customer service oriented, problem solving

Ability to exert 25 pounds of effort to push or pull a cart, ability to lift and carry 40 pounds minimum, stooping, kneeling, reaching required

This position requires the ability to stand and walk 100% of time

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at [http://careers.jobstrush.com/us/chicago/support-services/jobid6950603-food-server-room-500-dining-room-\(part-time\)](http://careers.jobstrush.com/us/chicago/support-services/jobid6950603-food-server-room-500-dining-room-(part-time))

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Building Maintenance Technician (Enterprise)

Responsibilities: General maintenance and repair work including (but not limited to):

Electrical: Ballasts, bulbs, parking lot lights, outlet installation, dedicated circuits, and sign repair, comfort with higher voltage, electrical troubleshooting

Plumbing: Clogs, drain cleaning, sink/faucet repair/replacement, toilet repair/replacement, leak repair, hot water heater repair/replacement, basin cleaning in garages, pit/drain cleaning and snaking in garages, repair of broken pipes, sweat pipes.

Painting: Latex/oil based paints, brush and roller applications, plaster, drywall and wallpaper repair.

Glass: tempered, board ups Locks: Deadbolts, levers, all hardware

Doors: Metal/wood, closers, hinges, sweeps, etc.

IT: Tele-data wiring, Low voltage cable work

HVAC: working knowledge of HVAC systems and minor repair

Moving items as needed (i.e. furniture, file cabinets, boxes, etc.)

Delivery of office and building supplies to the correct departments and locations

Cleaning not assigned to the cleaning crew

Exhibit a professional appearance and comply with all uniform requirements

Maintain a regular and reliable level of attendance and punctuality

Small appliance and equipment installation (pressure washers, air compressors, etc...)

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

We are looking for individuals with solid work ethic, communication ability and enjoy working with hands-on projects. The ideal candidate will possess the following:

Must be at least 18 years of age

Electrical, Plumbing, or HVAC trade skill(s) REQUIRED (Minimum 2 years of experience within the last 4 years of at least one of these trades)

Experience with repair/maintenance of household items ("handyman" type skills)

Must have no more than 1 moving violation in the past 3 years on driving record

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Ability to lift at least 80 pounds repeatedly due to heavy equipment

Ability to move and climb ladders (6-30 feet)

Strong communication and time management skills

Be able to analyze problems and work through them independently.

Must be willing to accept a minimum starting pay of \$17.50/hr (but is negotiable based on experience and/or certifications)

Apply online at [http://careers.enterprise.com/illinois/mechanic/jobid6525038-building-maintenance-technician-\(enterprise\)-jobs](http://careers.enterprise.com/illinois/mechanic/jobid6525038-building-maintenance-technician-(enterprise)-jobs)

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Dry Van OTR CDL A Tractor Trailer Truckload Driver (HazMat REQ)

Chicago, IL

Job ID: ILCHO105

UPS Freight Truckload is hiring individuals to work as Full-time OTR Drivers. This position involves the driving of a tractor-trailer for the over-the-road delivery of freight to two or more locations.

OTR drivers may take a load from any of our shippers, and deliver North and South east, and as far west as Waterloo, IA. These drivers are typically on the road 7-10 days at a time and normally pull 53' van trailers.

OTR Drivers must pass a DOT physical and successfully pass a UPS Freight road test. Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat endorsement. OTR Drivers are expected to comply with all appearance standards.

Applicants must be at least 21 years of age. Applicants must be able to read, write and speak the English language.

Applicants must also meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers.

Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws; and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

UPS is an equal opportunity employer – race/color/religion/□ sex/national origin/veteran/disability.

Apply online at [http://jobs-ups.com/chicago/driver/jobid5577628-dry-van-otr-cdl-a-tractor-trailer-truckload-driver-\(hazmat-req\)-jobs](http://jobs-ups.com/chicago/driver/jobid5577628-dry-van-otr-cdl-a-tractor-trailer-truckload-driver-(hazmat-req)-jobs)

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Receiving Associate

Location: Chicago, IL
Requisition ID: 474-883204
Posting Date: 2/9/2015
Shift: Flexible
Status: Regular

GENERAL PURPOSE OF POSITION: As a part of the store operations team, the Receiving Associate will process incoming and outgoing freight according to Company standards. Responsibilities in this role will be within 1 of 4 areas: Material Handler, Direct Associate, Processing Associate or Line Handler.

RESPONSIBILITIES: Operate handtruck to move, convey, or hoist shipments from shipping and receiving platform to storage or work area

MATERIAL HANDLER

Ensure that Central Line and Direct Line have all necessary supplies and clear debris from processing area
Clear processed garments/cartons to staging areas
Ensure the truck is unloaded
Key receive Direct Shipments
Verify floor readiness of pre-ticketed cartons and move to floor ready staging area

DIRECT ASSOCIATE

Help receive and sort direct cartons when they arrive
Prepare and finish appropriate paperwork for Direct cartons
Open cartons, sort, hang, and tag products
PROCESSING ASSOCIATE
Take unprocessed garments from Line Handler. Check, ticket, and hang garments
Identify errors in garment count and ticketing
Handle hang sorter cartons and bring to floor staging area

LINE HANDLER

Open boxes, identify items, and debug garments
Direct unprocessed garments to Production Associates
Identify "exceptions" and remove from regular assembly line
Sort cartons as they come off the Nest-a-flex

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/receiving-associate-chicago-illinois-job-4980788>

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Loss Prevention Assoc

Location: Chicago, IL
Requisition ID: 838-881651
Posting Date: 2/4/2015
Shift: Flexible
Status: Regular

General Purpose of Position:

The Loss Prevention Associate is responsible for executing the company's Loss Prevention, Shortage Control and Safety programs at the store level. Responsible for monitoring the physical protection and safety standards for the store's merchandise, physical structure, customers and associates. Act as a deterrent to individuals involved in dishonest activity and if necessary make an apprehension as required. Detect report and resolving matters in the area of safety, inventory shortage, cash handling and theft, and for providing customer service as per company standards.

Focus of position:

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks
Deliver excellent customer service and demonstrate a high degree of professionalism

Skills and Competencies:

- Ability to provide outstanding customer service
- Ability to communicate effectively, both written and verbal.
- Ability to execute assigned responsibilities in difficult and stressful situations.
- Ability to maintain a fair, consistent set of standards, using judgment and discretion and adhere to all company and department policies and procedures.
- Ability to communicate in a clear, concise, understandable manner, and listen attentively to others
- Ability to operate all equipment necessary to perform the job
- Ability to stand for extended periods, and to move and handle merchandise, which entails lifting, and perform all functions as set forth above.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/loss-prevention-assoc-chicago-illinois-job-4978315>

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Customer Service Agent: Ticketing/Gate (Ready Reserve)

Delta Air Lines

Requisition #: 242612

Chicago, IL

YOU DON'T HAVE TO BE A ROCK STAR TO
HAVE PEOPLE WAITING IN LINE TO SEE YOU.

Welcome to Delta Air Lines and thanks for checking-in to the opportunity to join our team of Ready Reserve Customer Service Agents. In this role, you'll be responsible for checking-in passengers, guiding customers through the ticketing & reservations process, directing them to their gate and helping to ensure their bags meet them when they arrive.

At Delta Air Lines, our number one focus is to enhance all aspects of each customer's travel experience. Working the front lines at the airport, you'll be central to demonstrating that Delta understands the demands of air travel and is out to make the experience as smooth and enjoyable as possible. Candidate practices safety-conscious behaviors in all operational processes and procedures.

As part of our Ready Reserve program, you can work 300 - 1300 hours per year. This position could be the perfect entry-level position though, which could eventually allow you to apply for a full-time position if you so desire. The benefits include flight privileges.

To qualify for this position, you must:

Have a high school diploma or GED equivalent

Have a valid driver's license

Be at least 18 years of age

Have the ability to pass an extensive background check and drug test

Have the ability to lift at least 70 lbs

Be authorized to work in the US

Have the ability to read, write and speak English

Be able to work a fixed and/or rotating schedule including weekends and holidays

Apply online at

<https://delta.greatjob.net/jobs/JobDescRequestAction.action;jsessionid=0CA86CB7A1D1F272F4842E9C1B3F1902?PSUID=aed6b65a-4911-4156-98c3-7f7b6d213b08>

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Job Title Cashier

Requisition ID 445895BR

Business Stores - Sears Hourly

Employment Category Regular, Part-time

Sears Req Type Hourly

Job Description Responsible for providing excellent customer service, efficiently and accurately completing sales and service transactions at the cash wraps, as well as handle customer issues that may arise on the sales floor.

Responsibilities/Skills/Experience Requirements

- Takes ownership for enhancing the customer experience
- Partners with selling and sales support associates to provide superior customer service (i.e., assist customers, answer phones)
- Leverages technology in order to facilitate the customer experience
- Completes customer transactions accurately and efficiently at point-of-sale
- Executes consistent operational and selling processes (i.e., credit application process, ratchet repair program)
- Optimizes credit, gift card, Shop Your Way Rewards and multi-channel opportunities (and, where applicable, Protection Agreements, Merchandise Replacement Agreements, and other miscellaneous income opportunities)
- Educates customers on our Satisfaction Guaranteed return policy;
- Assists in resolving customer issues
- Assists with merchandise support tasks (i.e., fitting room maintenance, straightening merchandise) during non-peak hours
- Adheres to merchandise protection standards
- Uses basic internet navigation to access and print information/reports
- Performs other duties as assigned
- Basic reading, arithmetic, writing and oral communication skills
- Basic internet navigation

Location Address 1 1601 N HARLEM AVE

Location Address 2 FLS- CHICAGO HARLEM AVE A

Location City CHICAGO

Location State IL

Location Postal Code 60707

Store/Unit 01090

Country United States

Employing Entity Sears, Roebuck and Co.

EEO/EOE Footer

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=1295336&PartnerId=455&SiteId=185&codes=IND&codes=IND>

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OTR CDL A Tractor Trailer Truckload Driver (HazMat REQ) Dedicated

Chicago, IL

Job ID: ILCHO101

UPS Freight Truckload is hiring individuals to work as Full-time Dedicated OTR Dry Van Drivers. This position involves the driving of a tractor-trailer for the over-the-road delivery of freight to two or more locations.

Dedicated drivers are primarily assigned to run freight for one customer, and may be assigned to an operation based at a specific customer location. These drivers are normally on the road from three to five days at a time. The term "dedicated" refers to the customer, not a particular lane or destination.

Dedicated Drivers must pass a DOT physical and successfully pass a UPS Freight road test. Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat endorsement. Dedicated Drivers are expected to comply with all appearance standards. Applicants must be at least 21 years of age. Applicants must be able to read, write and speak the English language.

Applicants must also meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers.

Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws; and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application. An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

UPS is an equal opportunity employer – race/color/religion/□ sex/national origin/veteran/disability.

Apply online at [http://jobs-ups.com/chicago/otr-cdl-a-tractor-trailer-truckload-driver-\(hazmat-req\)-dedicated/jobid6823352-otr-cdl-a-tractor-trailer-truckload-driver-\(hazmat-req\)-dedicated-jobs](http://jobs-ups.com/chicago/otr-cdl-a-tractor-trailer-truckload-driver-(hazmat-req)-dedicated/jobid6823352-otr-cdl-a-tractor-trailer-truckload-driver-(hazmat-req)-dedicated-jobs)

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Full Time Maintenance Technician (Oil Lube & Tire Technician) O'Hare Airport (Enterprise)

National/Alamo has an exciting opportunity for a Maintenance Technician. The Maintenance Technician performs car service, repair, preventive maintenance, in-fleet service, and buy back/turn back service according to company policy and procedures. This is a position of routine difficulty requiring the exercise of reasonable judgment and initiative.

Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Responsibilities:

Ensure all repairs and preventative maintenance are completed according to the manufacturer's specifications and guidelines.

Provide safe and reliable vehicles upon completion of repairs and preventative maintenance.

Perform in-fleet servicing on new cars according to company procedures as required.

Perform buy back/turn back servicing according to company procedures as required.

Perform vehicle servicing/repairing to maintain company standards; maintain Out-Of-Service at or below 2%.

Maintain safe and clean work area.

Perform other related duties as required.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Requires a minimum of 1 year experience changing oil and performing tire rotations. Requires ownership of standard hand tools to perform basic maintenance and repair responsibilities.

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record within the past 3 years.

Must be able to understand, read, write, and speak English.

Must be willing to accept starting pay of \$10.00/hour.

Must be able to work the following schedule: Friday-Tuesday from 3PM - 11:30PM

Apply online at [http://careers.enterprise.com/illinois/mechanic/jobid6677260-full-time-maintenance-technician-\(oil-lube-%EF%B9%A0-tire-technician\)-o'hare-airport-\(enterprise\)-jobs](http://careers.enterprise.com/illinois/mechanic/jobid6677260-full-time-maintenance-technician-(oil-lube-%EF%B9%A0-tire-technician)-o'hare-airport-(enterprise)-jobs)

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Part Time Driver Alsip (Enterprise)

Enterprise Rent-A-Car is the largest and fastest growing privately owned automotive rental and leasing company in the U.S. With over 7,000 branch offices worldwide, Enterprise ranks #1 in the Insurance Replacement Market with yearly revenues of over \$10 billion.

The Driver delivers vehicles and in some instances, customers, employees or vendors safely and timely to the appropriate destination(s) while giving helpful, courteous and professional customer service.

This position is based in Alsip, IL and the starting pay is \$8.25 per hour

Responsibilities:

The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions.

Drive and deliver vehicles locally or out of area as needed, following all rules of the road
Deliver customers and vehicles to appropriate destination in a safe and courteous manner

Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles

Organize travel route and ensure vehicle paperwork is accurate and timely

May need to communicate via 2-way radio or cellular phone

May be asked to clean vehicles

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age.

6 months work experience required.

Must have valid driver's license with no more than one moving violation and/or at-fault accidents on driving record in the past three years.

No drug or alcohol related conviction on driving record in the past three years.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be able to work on an on call basis :

M-F, 8am- 5pm - hours will not exceed 25 per week.

Apply online at [http://careers.enterprise.com/illinois/driver/jobid6937831-part-time-driver-alsip-\(enterprise\)-jobs](http://careers.enterprise.com/illinois/driver/jobid6937831-part-time-driver-alsip-(enterprise)-jobs)

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Part Time Service Agent (Car Detailer) Oak Park (Enterprise)

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The position is based at 25 CHICAGO AVE., OAK PARK IL 60302

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires.

Clean vehicle exterior by hand, brush or by operating washing equipment

Vacuum, add air freshener and clean vehicle interior (some stain removal may be required)

Determine need for and add windshield fluid, gas, oil, water and antifreeze

Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle

Verify appropriate stickers are attached to vehicle (registration, plates, etc.)

May be responsible for maintaining an inventory of cleaning supplies

May assist with local automobile deliveries

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old

Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for a non-negotiable wage of \$8.25/hr.

Apart from Religious observances you must be able to work one of the following schedules: Monday - Thursday: 7:00am - 12:00pm every other Saturday: 8:00am - 12:00pm OR Monday - Friday: 1:00pm - 6:00pm

Apply online at [http://careers.enterprise.com/illinois/car-detailing/jobid6892600-part-time-service-agent-\(car-detailer\)-oak-park-\(enterprise\)-jobs](http://careers.enterprise.com/illinois/car-detailing/jobid6892600-part-time-service-agent-(car-detailer)-oak-park-(enterprise)-jobs)

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Part Time Building Support Staff \ Custodian O'Hare Mornings and Weekends (National Alamo)

National and Alamo has an exciting opportunity for a Building Support Staff / Custodian. The Building Support Staff / Custodian handles repairs, preventive maintenance, and grounds maintenance of all on-site buildings and grounds.

Maintains appearance and cleanliness standards for all of the buildings and customer service areas, as well as certain lot areas. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Responsibilities:

- Maintain clean, professional looking buildings and grounds at all times.
- Maintain clean, professional bathrooms and customer waiting areas.
- Perform building and grounds maintenance and litter removal, light landscaping and clean-up, irrigation maintenance and light repairs, weather related maintenance, such as snow removal, and all related tasks.
- Perform duties in customer service areas during business hours and contribute to the quality of customer service.
- Perform other related jobs as required.
- Follow verbal and written instruction.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

- Must be at least 18 years of age.
- Experience handling building support responsibilities is preferred.
- Must be currently eligible to work in the U.S. and not require sponsorship now or on the future. Must be able to work weekends.
- Must be willing to work for \$9.00/hour
- Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI).
- Must be able to work the following shift/schedule: Monday and Friday from 11am to 7:30pm and Sunday 6am to 3:30pm. Shift includes 1/2 hour unpaid lunch.

Apply online at [http://careers.enterprise.com/illinois/facilities/jobid6936207-part-tme-building-support-staff--custodian-o'hare-mornings-and-weekends-\(national-alamo\)-jobs](http://careers.enterprise.com/illinois/facilities/jobid6936207-part-tme-building-support-staff--custodian-o'hare-mornings-and-weekends-(national-alamo)-jobs)

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Job Title: Patient Food Service Assistant (Part-time)

Department: Dietary Patient Food Service

Shift: 4th (Rotating)

Full/Part: Type 2 (40-64 Hrs/PP)

Specialty: Food Service

Job Number: 2015-0170

Job Description:

PATIENT FOOD SERVICE ASSISTANT - PART-TIME (rotating shift- 4:00am-10:00pm)
Performs food service related activities to ensure patient satisfaction. Ensures food service sanitation and Quality Control standards are met. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

H. S. Diploma or GED required.

Illinois Department of Public Health and City of Chicago Sanitation Certification required within nine months of hire

Foodservice and customer service experience preferred

Must be able to communicate verbally and in writing in English and demonstrate reading ability.

Able to perform as an active team player, Customer Service Orientation:

Enjoys working with people/patients

Good interpersonal skills, outgoing personality, positive and pleasant demeanor at all times. Able to demonstrate basic math and computer skills

Able to work independently without direct supervision. Exhibit critical thinking and decision making skills.

Must be able to lift 30 - 50 pounds and push or pull a cart of food trays.

Work demands 100% walking and/or standing.

Work duties may demand standing in place for extended periods, stooping, bending, reaching, lifting, pushing and pulling

Able to communicate with patients and staff using a variety of audio-technology

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

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Job Title: Secretarial Coordinator - Part time

Department: OR Billing/Surg Information

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2015-0274

Job Description:

Rush University Medical Center is seeking a part time Secretarial Coordinator!

Position Hours:

Part time, benefits-eligible position, Monday - Friday, 12pm - 4:30 pm

Position Highlights:

The Scheduling Secretary works with surgeon offices to schedule surgical and interventional radiology cases for the Perioperative & Interventional Services.

The Scheduling Coordinator's primary job function is to schedule cases for the operating rooms and Interventional Radiology to ensure maximum utilization of resources.

Position Qualifications Include:

High school diploma/GED required

Strong typing skills required

Medical terminology preferred

Must have strong organizational and communication skills

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=201502111732

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