



**Aquatic Training Specialist Job ID: 1933**

Closing Date: 3/4/15

Aquatics/Aquatic Training Specialist

Date Posted: 2/18/2015

*Location: Community Recreation - Aquatics*

Region: Districtwide

**CHARACTERISTICS OF THE CLASS:**

Under general supervision, responsible for planning, organizing and conducting training sessions related to aquatic programs in the Chicago Park District. Provides guidance to Natatorium Instructors and Lifeguards to implement new and improve existing programs at beach and pool locations. Performs related duties as required.

**MINIMUM QUALIFICATIONS:**

Training and Experience:

At least 20 hours from an accredited college or university in recreation, leisure studies or physical education is required. A degree in one of these fields is recommended; Bachelor's degree is preferred. Equivalent combination of education and experience may also satisfy the minimum requirements for this position.

Certification Requirements: Candidates must possess one or more of the following valid certifications from the American Red Cross or other nationally recognized organization at time of hire: Lifeguard Training Instructor Trainer; Water Safety Instructor Trainer; Open Water SCUBA Instructor. In addition, certification in water polo and swimming officiating is preferred. Certification in aqua fitness is also preferred.

Knowledge, Skills and Abilities:

Thorough knowledge of water safety methods and techniques, including open water surf beach safety methods and techniques. Knowledge of all competitive swimming strokes and rules of competition. Effective oral and written communication skills. Skill in teaching aquatic techniques. Ability to respond quickly in emergency situations and enforce water safety standards. Ability to evaluate skill levels and teaches competitive and recreational activities accordingly.

2015 SALARY: \$56,430.51

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Senior Lifeguard (Seasonal- Summer) Job ID: 1932**

Closing Date: 04/29/2015

Aquatics/Lifeguard

Date Posted: 2/17/2015

Location: Community Recreation - Aquatics

Region: Districtwide

Be sure to review the Chicago Park District Lifeguard Process!

**EXAMPLES OF DUTIES:** Supervises a crew responsible for guarding a beach, section of beach or pool area to protect swimmers from accidents or drowning. Gives daily guarding assignments to beach or pool crew. Closely monitors guarding activities and enforces Chicago Park District rules and regulations. Supervises the maintenance of a clean and safe beach or pool environment. Provides orientation for assigned staff in proper emergency procedures, enforcement of safety standards and ensuring the proper condition and placement of lifesaving equipment. Responds to crowd control and emergency situations by following established procedures, such as administering first aid and CPR and notifying the proper authorities. Responds to questions from park patrons regarding aquatic facilities and activities.

**MINIMUM QUALIFICATIONS:**

**Training and Experience:** Graduation from high school or an equivalent combination certification (GED) is recommended. A minimum of two (2) seasons of life guarding experience at a public open water surf beach or pool location is required.

**Certification Requirements at time of hire:**

American Red Cross Life guarding 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 Blood borne Pathogens Training or equivalent

Chicago Park District Life guarding Card

**Knowledge, Skills and Abilities:** Knowledge of lifesaving and life guarding methods and techniques; effective oral communication skills; ability to handle the public with tact and courtesy; ability to administer first aid and CPR to victims needing such attention; ability to supervise a staff responsible for enforcing water safety standards.

SEIU-Local 73 Career Service

EEO: Protective Service

FLSA: Non-Exempt

Revised Dec, 2005 2015 SALARY : \$15.42 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Program Facilitator - Summer Food Job ID: 1936**

Closing Date: 03/03/2015

Cultural/Program Facilitator (H)

Date Posted: 2/17/2015

*Location: Central Administration Building*

Region: Administration

**CHARACTERISTICS OF THE CLASS:**

Under supervision, assists in the development, implementation and evaluation of program and special projects. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Administers day-to-day program operations in an effective and timely manner and works to ensure that the program remains consistent with its design and objectives. Responsibilities may include staffing, scheduling, site visits and evaluation, general troubleshooting and a range of office duties such as payroll administration. Executes budget and makes sure expenditures remain within budget limits. Identifies resources for program supplies and services. Provides technical assistance to park instructional staff to familiarize them with the program's ideas and goals so that staff efforts advance the program's objectives. Collects and reviews program data. Works collaboratively with regions and park staff on program development, staffing and events.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

A Bachelor's Degree in education, recreation/leisure studies or a related discipline in social services, cultural enrichment, environmental education, or sports management plus two years' experience in a core program area, or an equivalent combination of training and experience is required. Administrative experience preferred.

**Knowledge, Skills and Abilities:**

Knowledge of education and curriculum design principles. Ability to understand and implement elements of community-based programming. Strong interpersonal, oral and written communication skills. Ability to work independently. Ability to handle multiple tasks. High level of organizational and planning skills. Ability to evaluate programs based on value to program participants and industry standards. Evidence of customer service focus practices.

**SALARY: \$15.85 PER HOUR**

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Attendant Part-time (North Region) -Part Time Job ID: 1943**

Closing Date: 03/02/2015

Custodial/Attendant (H)

Date Posted: 2/17/2015

Location: White (Willye B.) Park

Region: North

THIS POSITION IS BUDGETED FOR UP TO 28 HOURS A WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

**MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

**Knowledge, Skills and Abilities:**

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73      Career Service      EEO: Service-Maintenance

FLSA: Non-Exempt

Salary: \$14.13 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Hostess / Greeter / Cashier**

*PANDORA Water Tower - Chicago, IL*  
835 N. Michigan Avenue  
Chicago, Illinois 60611-2218

**JOB DESCRIPTION:**The Greeter is responsible for first line communication with all customers entering the store. This individual will take names when the store is busy to ensure all customers are helped in order of arrival. This individual is also responsible for answering phones, passing out water to customers who are waiting, stocking boxes and catalogs, along with miscellaneous tasks throughout the store.

**JOB REQUIREMENTS:**

\*Must be at least 18 years of age. \*Must demonstrate strong initiative to complete tasks. \*Must be able to multi task, with the ability to handle high traffic situations.

**COMPENSATION:** The pay for the position is \$10 per hour.

Apply online at [http://www.indeed.com/cmp/Sandra-Holding-LLC-dba-PANDORA/jobs/Hostess-06ebac4be48418a1?sdu=QwrRXKrqZ3CNX5W-09jEvftORIoBUII6yQv7HtqBRKjbXIAEepMIFP76gYxJR3apXGjuqa0NZOUcJjaxIopOZUJt952tat-C9o3vV\\_OsyWo](http://www.indeed.com/cmp/Sandra-Holding-LLC-dba-PANDORA/jobs/Hostess-06ebac4be48418a1?sdu=QwrRXKrqZ3CNX5W-09jEvftORIoBUII6yQv7HtqBRKjbXIAEepMIFP76gYxJR3apXGjuqa0NZOUcJjaxIopOZUJt952tat-C9o3vV_OsyWo)

For mall management jobs, please visit [www.ggpjobs.com](http://www.ggpjobs.com).

**CATERING ASSISTANT**

*Facility: Presence Saint Joseph Medical Center - Joliet, Joliet, IL*  
Department: PSJMC FOOD & NUTRIT SER  
Schedule: Casual/ Part-time (no benefits)  
Shift: Day/Night rotation  
Hours: varies  
Req Number: 134689

**Job Details:** High school diploma or equivalent is required. Experience is preferred  
**SUMMARY:** Assist with daily catering events including room set up, service, and preparation of food and beverages for daily events.

**Education and/or Experience:** High school diploma or general education degree (GED)  
**PREFERRED:** 6 months prior food service experience

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/job-frame.cfm>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Seasonal Customer Service Associate, Cashier**

LOWE'S

Job ID 72851

Date posted 02/14/2015

**Position Description**

Responsible for responding to customer inquiries, providing support throughout their shopping experience including promoting customer loyalty plans and/or extended protection/replacement plans, processing sales and returns using a cash register, and addressing customer complaints.

**Job Requirements**

Requires morning, afternoon and evening availability any day of the week. Physical ability to move large, bulky and/or heavy merchandise.

Physical ability to perform tasks that may require prolonged standing, sitting, and other activities necessary to perform job duties.

**Minimum Qualifications**

6 months experience using a computer, including inputting, accessing, modifying, or outputting information.

6 months experience using a handheld device (e.g., mobile phone, LRT gun, palm pilot, tablet, iPod) to enter, access, and output information.

**Preferred Qualifications**

Associate's Degree in Business, Retail Management, Specialty related to department (e.g., design, appliances), or related field.

6 months experience identifying and selling products based on customer needs, including credit cards, installations, add-on sales, and explaining warranties, product features, and benefits.

6 months retail experience. 6 months experience as a cashier.

Lowe's is an equal opportunity affirmative action employer and administers all personnel practices without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, veteran status, genetics or any other category protected under applicable law.

Apply online at <http://springhire.lowes.com/job/-/-/1615/72851?codes=INDEED>

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Sales Associate: 926174**  
STAPLES

#### Position Summary:

Responsible for providing exceptional customer service and creating a customer centric environment. This person will also be required to perform store operational tasks as needed.

#### General Purpose

Customer Service, Basic selling skills, Front-end operations, Merchandising and retail operating standards.

#### Qualifications

##### Basic Skills required:

Able to engage and speak to customers

Able to work a flexible schedule

Preferred skills and experience

Customer service experience in a retail environment

Cashier experience

Reporting to this person No direct reports

Staples is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, disability, or any other basis protected by federal, state, or local law.

Job: Retail Locations

Location(s): US-IL-Chicago

Schedule: Part-time

Employment Statement: Staples is an Equal Opportunity Employer who values the diversity of our people, products, and services.

Apply online at

<https://staples.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=926174&src=JB-10064>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Title: Pharmacy Tech - Buffalo Grove, IL**

Requisition Number 15-0116

Department Pharmacy Operations

Employee Type Full Time

Location Chicago

Summary: Responsible for assisting the Pharmacist in many aspects including filling prescriptions, customer service, counting medications, running cash registers, sending drug orders, checking in orders, and bagging prescriptions by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned. Answers inbound calls for patient refills and other general calls. Answers doctor calls as requested. Fills prescription's on computer and processes for adjunction inclusive Hospice Prescription. Verifies prescriptions from script-pro machine. Fills and maintains script-pro machine. Pulls medications, counts, and fills prescriptions manually. Calls doctors and insurance companies to verify prescriptions, prior authorizations, overrides, and special medications approval. Transcribes prescription off voice mail as requested. Assists in resolving computer problems. Enters and sends drug orders as needed. Sends daily drug orders via pharmacy PC as needed. Prepares narcotic reports and orders as needed. Prepares inventory of narcotics monthly. Mails out prescriptions as needed. Checks in orders on computer and stocks as needed. Assists intake and outtake counters as needed. Assists customers in finding over the counter items as needed. Assists in compounding lab as needed for encapsulation and preparation. Bags prescription as needed. Cleans up counters, equipment, and trash removal as needed. Cross-trains for lotto machine as needed. Fills in for other pharmacy duties such as cashier and deliveries as needed. Performs other duties and responsibilities as assigned. Office hours will be 9:30 am to 6:00pm, Monday through Friday

Education/Experience: High school diploma or general education degree (GED); one to two years related experience as a customer service representative, clerk or office assistant in the medical field; or pharmacy experience.

Certificates and Licenses: CPhT required

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Apply online at

[https://rew12.ultipro.com/DIP1000/JobBoard/JobDetails.aspx?\\_ID=\\*ABEB5D0C8CA4B183](https://rew12.ultipro.com/DIP1000/JobBoard/JobDetails.aspx?_ID=*ABEB5D0C8CA4B183)

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others





**Attendant Part-time (Central Region) -YEAR ROUND Job ID: 1930**

Closing Date: 03/03/2015

Custodial/Attendant (H)

Date Posted: 2/17/2015

Location: Homan Square

Region: Central

TITLE: ATTENDANT (H) YEAR ROUND  
CENTRAL REGION - HOMAN SQUARE PARK  
THIS POSITION IS BUDGETED FOR UP TO 20 HOURS PER WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

**Knowledge, Skills and Abilities:**

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt  
Salary: \$14.13 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Room Attendant - Full Time (Job Number: HOU016N5)**

*Work Locations: Hampton Inn Chicago/Naperville 1087 East Diehl Rd. Naperville 60563*

Job: Housekeeping and Laundry

Schedule: Full-time

Brand: Hampton

Shift: Full Availability

Job Level: Team Member

A Room Attendant with Hampton Inn and Suites is responsible for cleaning guest rooms and responding to guest requests in the hotels continuing effort to deliver outstanding guest service and financial profitability.

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

With nearly 1,900 hotels globally, Hampton Hotels offer guests friendly service, clean rooms and comfortable surroundings, every time. Guests also enjoy free high-speed Internet access, free hot breakfast and more. Plus, Hampton guarantees 100% satisfaction with every stay if you're not satisfied, we don't expect you to pay.

We provide our guests with all the things they need at a great price, delivering the experience on which our guests depend. Our approachable, authentic and helpful teams genuinely connect with guests. Hampton exists to anticipate a traveler's needs, creating the edge to advance their journey.

Hampton is one of Hilton Worldwide's ten market-leading brands. For more information visit [www.hiltonworldwide.com](http://www.hiltonworldwide.com).

If you appreciate friendly service and are committed to Guest satisfaction, you may be just the person we are looking for to work as a Team Member with Hampton.

What will I be doing?

- Clean guest rooms as assigned, including, but not limited to, making beds, cleaning bathrooms, dusting and vacuuming
- Change and replenish bed linens, towels and guest amenities, as needed
- Perform deep cleaning tasks, as needed
- Stock, maintain and transport housekeeping supply cart on a daily basis
- Dispose of trash and recyclables
- Respond to special guest requests in a timely, friendly and efficient manner
- Perform guest turn down service, as needed

EOE/AA/Disabled/Veterans

Apply online at [https://hilton.taleo.net/careersection/us\\_external/jobdetail.ftl](https://hilton.taleo.net/careersection/us_external/jobdetail.ftl)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Restaurant Server (Job Number: HOT0165V)**

*Work Locations: Conrad Chicago 521 North Rush St Chicago 60611*

Job: Bars and Restaurants

Schedule: Full-time

Brand: Conrad Hotels & Resorts

Shift: Full Availability

Job Level: Team Member

A Food Server with Conrad Hotels and Resorts is responsible for serving food and/or beverages to guests in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

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

What will I be doing?

As a Food Server, you would be responsible for serving food and/or beverages to guests in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Respond to guest requests in a timely, friendly and efficient manner
- Ensure knowledge of menu and restaurant promotions and specials
- Take guest food and/or beverage orders and input orders in appropriate point-of-sale system
- Retrieve and deliver food and beverage orders in a timely manner
- Ensure guest satisfaction throughout the meal service
- Serve alcoholic/non-alcoholic beverages in accordance with federal, state, local and company regulations
- Ensure serving station is well-stocked at all times

EOE/AA/Disabled/Veterans

Apply online at [https://hilton.taleo.net/careersection/us\\_external/jobdetail.ftl](https://hilton.taleo.net/careersection/us_external/jobdetail.ftl)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Overnight Cook II (Job Number: HOT016VE)**

*Work Locations: Conrad Chicago 521 North Rush St Chicago 60611*

Job: Culinary

Schedule: Full-time

Brand: Conrad Hotels & Resorts

Shift: Overnight

Job Level: Team Member

A Cook II with Conrad Hotels and Resorts is responsible for preparing cold food items in the hotel/Æs continuing effort to deliver outstanding guest service and financial profitability.

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

What will I be doing?

As a Cook II, you would be responsible for preparing cold food items in the hotel/Æs continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Prepare cold food items including, but not limited to, salads, fruits, dressings, fish items and appetizers, according to designated recipes and quality standards
- Maintain cleanliness and comply with food sanitation standards at all times
- Manage guest orders in a friendly, timely and efficient manner
- Ensure knowledge of menu and food products
- Stock and maintain designated food stations(s)
- Visually inspect all food sent from the kitchen
- Practice correct food handling and food storage procedures according to federal, state, local and company regulations

EOE/AA/Disabled/Veterans

Apply online at [https://hilton.taleo.net/careersection/us\\_external/jobdetail.ftl](https://hilton.taleo.net/careersection/us_external/jobdetail.ftl)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**On Call Server-Banquet (Job Number: HOT0173D)**

Work Locations: President Abraham Lincoln Springfield- a Double Tree by Hilton Hotel  
701 East Adams St. Springfield 62701

Job: Banquets, Catering and Convention Services

Schedule: Part-time

Brand: Doubletree by Hilton

Job Level: Team Member

A Banquet Server with Doubletree by Hilton is responsible for delivering and serving food and beverage items to banquet guests in a timely, friendly and efficient manner in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will I be doing? As a Banquet Server, you would be responsible for delivering and serving food and beverage items to guests in a friendly, timely, and efficient manner in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you will be responsible for performing the following tasks to the highest standards:

- Set banquet tables to meet function specifications
- Deliver and serve food and beverages, including, but not limited to, meals, condiments and accompaniments
- Ensure menu knowledge
- Remove china, glassware, silverware, etc. from tables at the conclusion of the meal period and deliver to the stewarding area
- Ensure guest satisfaction throughout the meal service
- Respond to guest requests in a friendly, timely, and efficient manner
- Assist fellow team members and other departments wherever necessary to maintain positive working relationships
- Assist others with side work including, but not limited to cleaning, stocking, folding silverware, etc.

EOE/AA/Disabled/Veterans

Apply online at [https://hilton.taleo.net/careersection/us\\_external/jobdetail.ftl](https://hilton.taleo.net/careersection/us_external/jobdetail.ftl)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Title Team Member**

Goodwill

Requisition Number 15-0149

Post Date 2/16/2015

City Chicago

State IL

Description Join One Amazing Company!

Goodwill Retail Services, one of the fastest growing retailers in the area, is seeking individuals who have a desire to grow with us.

Join us today to get started on your own Goodwill Career Path.

Our part-time associates are dedicated to providing fast, friendly service to our customers and donors.

In addition, they work diligently to keep the store clean, safe, and welcoming.

Team Members have the opportunity to provide quality customer service through many unique positions including cashier, donation attendant, merchandise pricer, and stocker.

Successful candidates will demonstrate the following competencies:

- Action Oriented
- Approachability
- Customer Focus
- Integrity & Trust

Working at Goodwill is more than a job.

You will be supporting our mission to provide training, employment and supportive services for people with disabilities or disadvantages who seek greater independence.

**Requirements**

One year of retail or production experience is preferred.

Goodwill is an Equal Opportunity/Affirmative Action Employer. Minorities, women, vets and individuals with disabilities are encouraged to apply online at

[https://rn21.ultipro.com/GOO1011/JobBoard/JobDetails.aspx? ID=\\*295F682EE72EEFAC](https://rn21.ultipro.com/GOO1011/JobBoard/JobDetails.aspx?ID=*295F682EE72EEFAC)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Security Officer - College Campus in Chicago Illinois United States**  
*ALLIEDBARTON SECURITY SERVICES*

**Job Description:**

Security Officers perform many tasks throughout their shifts; these tasks may include patrolling the facility on foot or in a vehicle, working at the entrance to the facility and answering phones, greeting guests and employees and monitoring closed circuit television systems, alarms and other very important facility systems. Our security officers act as a visible deterrent to crime and client rule infractions; detect suspicious activities and watch for criminal acts or client rule infractions at or near assigned post which may be a threat to the property, clients, guests or employees at the site.

**Additional Responsibilities:** Officers report safety concerns, security breaches and unusual circumstances both verbally and in writing. Handle security issues or emergency situations appropriately. Fully embrace security/safety training programs to enhance their ability to advance in their careers. Participate in industry specific security/safety training programs to offer our clients the best trained officers at their sites. Be aware of and familiar with the site-specific operations performance manual and post orders. You may be required to take additional certification training, such as becoming certified to carry OC sprays, drive bicycles, operate Segway's, etc.

**Qualifications:** Previous contract security, military or law enforcement experience is beneficial Outstanding interpersonal and communications skills required. Ability to work in a team-oriented environment with the ability to work independently. Must be at least 18 years of age or older as required by applicable law or contractual requirements. Must have a high school diploma or GED, or at least 5 years of verifiable employment history. Ability to communicate effectively both orally and in writing for the purpose of public interaction and report writing. Successful completion of AlliedBarton's Master Security Officers Basic (Level 1) Course. Ability to maintain satisfactory attendance and punctuality standard. Neat and professional appearance. Friendly and professional demeanor. Ability to providing quality customer service. Ability to handle typical and crisis situations efficiently and effectively at client site.

AlliedBarton is proud to be an Equal Opportunity Employer M/F/Disabled/Veteran.

Requisition ID: 2015-26815  
Job Locations US-IL-Chicago  
Total Hours 22  
Category Security Officer  
Workdays Monday, Saturday - Shifts Day, Evening

For additional information, please visit our website at [www.AlliedBarton.com](http://www.AlliedBarton.com).

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Site Supervisor - Retail Shopping Center in Chicago Illinois United States**  
*ALLIEDBARTON SECURITY SERVICES*

/Description:/ Supervise and coordinate the delivery of quality services to an assigned customer. Act as a liaison between customer, Operation Manager and security officers. Supervise site staff, providing coaching, recognition and discipline within approved empowerment range.

/Essential Functions:/ Supervise day-do-day operations at the site. Depth and range of the following may depend on the size of the size of the site.

Capably utilize WinTeam for scheduling and billing, and to produce reports (such as Scheduling Activity, Training Detail reports, etc.) that require interpretation and action for effective business management.

Enforce AlliedBarton policies as outlined in the handbooks and executive memos.

\*/Security Officer Quality Standards:/ \*

/Qualifications:/ High School Diploma or GED

Experience required will generally be determined by size of account and resulting scope of business and management expertise needed.

Generally: one year of security experience and one year of supervisory experience o

More advanced: BA or equivalent experience plus 3 years supervisory experience

Computer literate (Microsoft Word, Excel, e-mail, internet, etc.)

Good to excellent verbal and written skills

Problem identification and solving skills

Ability to make good decisions (judgement and common sense)

Financial / mathematical aptitude

Ability to deal with internal and external customers

Ability to work a flexible schedule and to work evenings, weekends and holidays as requested. Reliable transportation to get to work site

Well motivated, able to work well both independently and as part of a team

AlliedBarton is proud to be an Equal Opportunity Employer M/F/Disabled/Veteran

Requisition ID: 2015-26965

Job Locations US-IL-Chicago

Total Hours 40

Category Management

Workdays Friday, Saturday - Sunday, Thursday, Wednesday - Shifts Evening

For additional information, please visit our website at [www.AlliedBarton.com](http://www.AlliedBarton.com).

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others





## **Maintenance Worker**

*Glencrest Nursing and Rehab Center - Chicago, IL*

### Responsibilities:

1. Preventative maintenance program and general repairs as assigned.
2. Documentation of preventative maintenance on appropriate forms.
3. Check of all utility systems and documentation on the appropriate forms.
4. Repair of utility systems equipment based on manufacturers recommendations.
5. Set up and maintain patio equipment.
6. Landscape building exterior on a weekly basis, as assigned.
7. Check water temperature and record daily.
8. Check indoor temperature and humidity when appropriate.
9. Maintain and clean radiator system each month.
10. Check all light fixtures monthly and replace as needed.
11. Repair resident care equipment, gerri chairs, wheelchairs, beds, bedside furniture as needed.
12. Clean and sanitize the laundry chute each month.
13. Decorate, and replacement of paint, wall paper, wood molding as needed and assigned.
14. Follow infection control procedures when cleaning.
15. Attend in-services and staff meetings, as assigned.
16. Snow removal based on policy and procedure.
17. Check and follow pest control procedures.
18. Maintain and repair resident call light system.
19. Check fire extinguishers on a scheduled basis.
20. Other duties as assigned

### Qualifications:

- High School graduate, or equivalent
- Experience preferred

Apply online at <http://www.indeed.com/cmp/Glencrest-Nursing-and-Rehab-Center/jobs/Maintenance-Worker-891f1ce0a7ba820b>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Attendant Part-time (Central Region) -YEAR ROUND Job ID: 1928**

Closing Date: 03/03/2015

Custodial/Attendant (H)

Date Posted: 2/17/2015

Location: Garfield Park

Region: Central

THIS POSITION IS BUDGETED FOR UP TO 25 HOURS PER WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

**Knowledge, Skills and Abilities:**

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73      Career Service      EEO: Service-Maintenance

FLSA: Non-Exempt

Salary: \$14.13 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902      fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Attendant Part-time (North Region) -Part Time Job ID: 1924**

Closing Date: 03/02/2015

Custodial/Attendant (H)

Date Posted: 2/17/2015

Location: Margate Park

Region: North

THIS POSITION IS BUDGETED FOR UP TO 28 HOURS A WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

**MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

**Knowledge, Skills and Abilities:**

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73

Career Service

EEO: Service-Maintenance

FLSA: Non-Exempt

Salary: \$14.13 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Recreation Leader (H) YEAR ROUND Job ID: 1935**

Closing Date: 03/03/2015

Recreation/Recreation Leader

Date Posted: 2/17/2015

Location: Homan Square

Region: Central

(YEAR ROUND POSITION) up to 23 hours per week

**CHARACTERISTICS OF THE CLASS:**

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Assists in planning, 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 Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

**DESIRABLE MINIMUM QUALIFICATIONS:**

Training and Experience:

Graduation from high school or an equivalent certification (GED) is required

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt

SALARY: \$12.63 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others