



DakStats Operator - Chicago Cubs (Chicago, IL)

Internet/New Media: Audio/Video Editing and Production

Job Title: DakStats Operator

Department: Marketing

Reports to: Wrigley Field Video Board Operations Manager

Responsibilities:

- Download and prepare home and visiting lineups and stats prior to gates opening.
- Operate Daktronics scoring equipment to feed Ball/Strike/Out information to Wrigley Field displays.
- Score and track game stats that feed control room equipment.

Required Qualifications:

- In-Depth understanding of Baseball and the official scoring and game procedures.
- Ability to commit to 60 or more games as need.

Preferred Qualifications:

- Prior experience using DakStats

Chicago Cubs is an Equal Opportunity Employer

Apply online at http://chicago.cubs.mlb.com/mlb/help/jobs.jsp?c_id=chc

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Job Title: Support Service Coordinator I

Agency: Veterans Affairs

Closing Date/Time: Thu. 02/26/15 4:00 PM Central Time

Salary: \$3,102.00 - \$4,344.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 34-50-15-88907

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of High School. Requires two years of experience. Requires thorough knowledge of procedures to carry out responsibilities assigned to areas. Requires working knowledge of computer use and of word processing. Requires ability to instruct others in procedures used in area. Requires skill in the operation and maintenance of all machinery and equipment found in the support service area. Requires ability to functionally direct subordinates and schedule work activities.

Work Hours & Location/Agency Contact: Rotating schedule; Every other weekend off 7:00 am-3:00 pm - 1/2 hour paid lunch
IL Veterans' Home, #1 Veterans' Drive, Manteno, Illinois 60950

Contact:

Human Resources

Jeri Gulli

IL Veterans' Home

#1 Veterans' Drive

Manteno, Illinois 60950

Phone 815/468-6581 ext 328

Fax 815/468/1596

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).

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Job Title: Support Service Worker - Housekeeping

Agency: Veterans Affairs

Closing Date/Time: Thu. 02/26/15 4:00 PM Central Time

Salary: \$2,700.00 - \$3,641.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 34-50-15-88405

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direct supervision performs necessary institution housekeeping duties required to maintain cleanliness and a sanitary environment within all assigned buildings on the grounds, to meet all health and safety requirements. Cleans areas outside confines of building, but designated as complement of building such as walks, ramps, docks, porches and furniture and ash receptacles located on same. Sends linens and clothing to laundry and distributes upon return; keeps records and inventories of same. Reports building equipment shortages and necessary repairs to supervisor; cleans rugs and blinds.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school supplemented by six (6) months experience in the housekeeping field. Requires working knowledge of routine housekeeping tasks. Requires skill in the basic operation of machinery and equipment found in the assigned area.

Work Hours & Location/Agency Contact: 7:00am - 3:00pm

Rotating Schedule / Every Other Weekend Off / 1/2 hour lunch

IL Veterans' Home, 1 Veterans' Drive, Manteno, Illinois 60950

Contact: Human Resources / Jeri Gulli

IL Veterans' Home, #1 Veterans' Drive, Manteno, Illinois 60950

Phone: 815/468-6581 ext 328, Fax: 815/468-1596

How to Apply:

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Job Title: Administrative Assistant II

Department: RMC OMSP Administration

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-0273

Position Highlights: The Administrative Assistant II provides project support, communications, and administrative support to the Office of Medical Student Programs (OMSP) including the Senior Associate Dean and Management Team, supporting their work in setting the direction of an overall operations for Rush Medical College (RMC). This individual will prioritize multiple initiatives to meet deadlines, promptly and appropriately address challenges as they arise, and bring a positive, collaborative approach to all aspects of work. The Administrative Assistant II will have a thorough understanding of all aspects of the Office of Medical Student Programs and how teams and personnel function to support RMC's Mission, Vision, and Strategic Plan as well as those of the institution. The individual will exercise independent judgment and absolute discretion on an ongoing basis, and will be familiar with and sensitive to department and Medical College goals, standards, policies, and procedures. The individual who holds this position exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

HS Diploma required; Bachelor's degree preferred. 3-5 years of previous administrative experience required. Strong interpersonal and communication skills; ability to work effectively with a variety of faculty, and staff required. Must have a strong grasp of computer skills and be proficient in the use of general computer applications such as Microsoft Word, Excel, PowerPoint and outlook. Ability to independently prioritize workload, meets deadlines, and work effectively in a fast-paced environment with multiple demands. Ability to conceptualize and manage complex projects, engaging resources from inside and outside the department as necessary. Self-motivated, reliable, resourceful, and detail oriented with a commitment to excellence in every aspect of work. This position may require some evenings and weekend work

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: COOK 2-Patient Services

Department: Dietary Patient Food Service

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Food Service

Job Number: 2015-0267

Job Description: Performs culinary duties as assigned, responsible primarily for hot food/entrée production, ensures food services 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:

High School Diploma Required

Certificate of Completion in Culinary Arts and/or Associates Degree in Culinary Arts preferred. Illinois Department of Public Health and City of Chicago Sanitation Certification required within six months of hire and maintain thereafter. Minimum three years cooking experience required. Ability to read, write and speak English required. Basic math skills to calculate recipe ingredient and quantity adjustments, calculate weight and measures. Critical thinking skills. Organizational skills

Knowledgeable and can operate, with minimal instruction, hot preparation equipment such as convection/combi ovens, steamers, broiler's, grills, etc.

Can demonstrate skills in the use of culinary hand tools (knives, etc.) and small processing equipment (vegetable choppers & processors)

Ability to exert 25 pounds of effort to push or pull a cart, ability to lift and carry 50 pounds minimum, stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils, able to communicate using a variety of audio-technology, able to see, 100% of time standing or walking. Ability to transport hot/cold items for service and production using recognized safety equipment in a safe manner that does not endanger self or others. The above is intended to describe the general content of and requirements for the performance of this job. It shall not to be construed as an exhaustive statement of duties, responsibilities or requirements.

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Apply online at

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Job Title: Registered Nurse 1 7 North Atrium 2nd Shift

Department: 7 No Atrium

Shift: 2nd

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Medical-Surgical Nursing

Job Number: 2015-0318

Job Description: Are you an experienced RN looking to join a dynamic team working on a medical unit? If so, here is your opportunity!

37 BED UNIT ACUTE MEDICAL PATIENT WITH A FOCUS ON INFECTIOUS DISEASE PATIENTS

****THIS IS A 8HOUR/EVENING SHIFT OPPORTUNITY****

POSITION RESPONSIBILITIES:

Evidence Based Interventions – Participates in the collection of data to support unit based quality, initiative, research and evidence based activities.

Relationship and Caring – Establishes a caring, therapeutic relationship with patients and families through effective communication, acknowledgement of patient/family perceptions of health and illness and mutual goal setting of optimal outcomes.

Critical Thinking – Utilizes competent assessment skills to holistically evaluate the physical and psychosocial needs of the patients and families. Technical Expertise – Demonstrates consistent safe and effective use of medical devices in the delivery of patient care. Leadership – Demonstrates the ability to provide education to staff and students on the unit.

POSITION QUALIFICATIONS INCLUDE:

Current State of Illinois Registered Nurse Licensure or Temporary Licensure required. BSN in Nursing required; MSN preferred. CPR certification required. At least 1-2 years of RN experience in an acute care hospital setting strongly preferred.

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Apply online at

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Job Title: Field Tech

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2014-2497

Position Highlights:

Provides customer support and incident remediation both on-site and via remote access. Effectively coordinates support tasks and activities in accordance with customer's schedule Assists with Level-1 Help Desk operations, and other Information Services teams with tasks and maintenance when needed. Demonstrates a sense of urgency and knows when to escalate 3rd-level incidents, following appropriate processes and procedures.

Position Qualifications Include:

Undergraduate degree in a technical field highly desired
Extensive knowledge of Windows 7 and Windows 7 Operating System
MCSE, A+, and Network+ Certification experience with both technical and customer service interactions are preferred
3-5 years of computer-related work experience is required
Comprehensive knowledge of PC operating systems, printing, networking and application support
Ability to work some nights and weekends and "on call" as required
Excellent problem solving skills
Strong written and oral communications skills, and ability to demonstrate outstanding customer service
Experience using ticket tracking systems
Extensive knowledge and application of IT concepts, procedures and methodologies
Self-motivated, goal oriented and to work independently
Ability to lift up to 75lbs
Positive "can do" attitude and willingness to perform routine and repetitive tasks
Provide remote site support when needed

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Job Title: Temporary Student Intern - IS

Department: I S Consulting

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty:

Job Number: 2015-0248

Position Highlights:

Entry level or summer position for general administrative projects in the IS department. Projects may be either management or technical nature. The individual should be capable of performing simple projects with little supervision. The individual should exemplify the Rush mission, vision and values and acts in accordance with Rush policies and procedures

Position Responsibilities:

Being familiar with basic web development techniques, having built web pages/sites utilizing HTML, JSP and JavaScript. Efficiency in image editing software such as Photoshop and Image-Ready. Familiar with html-editing software such as Dream-Weaver, Front Page, etc. Familiar with an Integrated Development Environment (IDE) such as Eclipse or NetBeans. Develop strategies, frameworks and processes to facilitate the development of stable application systems to support the requirements of the enterprise. Be able to organize work that includes system implementations, projects and production support. Create and support web sites utilizing standard techniques and solve business problems. Provide sufficient documentation that allows the team to follow their work.

Position Qualifications Include:

Minimum of 1 year relevant experience. Preferably pursuing a BS/BA degree in computer science, information systems, health care or related fields desirable. Relevant experience may be substituted for formal training. Experience with Desktop applications (Microsoft Word, Excel, Access). Some technical background, either in advanced coursework or job experience highly desirable

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Apply online at

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Job Title: Accountant Advanced

Agency: Human Services

Closing Date/Time: Fri. 03/06/15 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

\$47,628.00 - \$70,956.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-90-88527

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, independently performs complex auditing and accountant functions to providers for contracts and grant agreements for the Bureau of Early Childhood Development Employment and Training Program.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years college with courses in business administration and accounting. Requires two years professional experience in accounting, external auditing, budgetary planning and control, or public accounting.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Bureau of Early Childhood Development
401 S Clinton, 4th floor South. Chicago, IL 60607

How to Apply:

Please submit CMS 100 (revised 10/2014) applications to:

Bureau of Employee Services / Lisa Horsley
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762
PHONE: 217-557-0347 FAX: 217-524-2116

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).

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Job Title: Educator - Opt B

Agency: Juvenile Justice

Closing Date/Time: Mon. 03/09/15 3:30 PM Central Time

Salary: \$4,311.00 - \$7,969.00 monthly

\$51,732.00 - \$95,628.00 annually

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: IDJJ27-10-14-0953

Minimum Requirements:

Requires a bachelor's degree and a valid Initial, Standard, or Master Illinois teaching certificate in the area of specialization appropriate to the subject matter (History) and type of students; requires elementary knowledge of behavior modification principles; requires ability to relate to students with extreme and profound emotional problems; requires patience and tolerance of a wide range of behavior; requires ability to use the English language in preparing and delivering instructions; requires ability to evaluate the student, to select behavioral objectives to meet the student's needs and to guide and direct facility staff regarding the necessary training and educational development of a student.

Work Hours & Location/Agency Contact:

Work Hours: 8:00am - 4:00pm, Monday through Friday (Saturday/Sunday off)

Work Location: Illinois Youth Center - St. Charles
3825 Campton Hills Road, St. Charles, IL 60175

Agency Contact: Susan A. Swegle, SPHR, M.S./ Human Resources Representative
Illinois Youth Center - St. Charles

3825 Campton Hills Road, St. Charles, IL 60175

630-584-0506 630-584-1014 (fax)

susan.swegle@doc.illinois.gov

How to Apply:

See instructions listed above.

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire based on current salary plans and/or collective bargaining agreements, if applicable.

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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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Cashier

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

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

Make certain guest service is friendly, helpful and fast

Complete ticket purchase transactions by:

Greeting each guest and identifying tickets requested

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

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

Thanking the guest

Ensure the security of all box office cash and tickets

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

Distribute and understand how to operate assisted moviegoing equipment

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

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

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

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

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

Proficient guest service, administrative and follow-up skills

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

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

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

Ability to meet tight deadlines under minimal supervision

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

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

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Dishwasher

As a Dishwasher, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You maintain clean and sanitary conditions of all cooking utensils, flatware, china, and stemware. In addition, you maintain a clean and safe environment in all back-of-house areas. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Clean and sanitize all cooking utensils, flatware, china, stemware and workstation throughout the shift.

Sweep and mop the stockrooms and walk-in refrigerator nightly.

Maintain dishwashing equipment by following manufactures' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

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

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

Ability to work at a fast pace while standing for long periods of time.

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

Possess good verbal communication skills.

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

Ability to work with minimal supervision.

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

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

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 making a difference, receiving great benefits and having fun matter to you, apply today at

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

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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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Accounting Technician I

Location: Arlington Heights

Office: Internal Services

Department: Finance

Job Description:

Under the direction of the Supervisor, Accounts Payable/Receivable, will be responsible for accounts payable processing.

Duties include entering vendor invoices and matching them against contracts, regular purchase orders and blanket purchase orders.

Invoice processing includes checking for correct pricing, proper authority to expend funds, etc.

May also perform or provide coverage for payments related to internal claim processing, expense report review, purchasing card statement review and payment interface and Vanpool driver reimbursement processing.

Some analysis work is required.

Other duties as assigned or required.

Qualifications:

Qualified candidate must have 1 to 2 years of accounts payable experience, demonstrate good figure aptitude, and have previous experience working in a computerized accounting system.

Experience working in Oracle is a plus. Good communication skills are essential.

Data entry and/or spreadsheet experience is required.

Qualified candidates must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=488

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Mechanic Helper (2)

Location: Joliet

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections and general repairs on all Company vehicles and equipment.

Makes all types of service calls, may perform shift responsible duties as needed and must complete all required documents and account for all materials used in accordance with work order system.

Perform duties of the classification and 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 at least 21 years of age and possess at least one (1) year previous diesel/gas experience and/or technical training, and must attend and meet the criteria of Pace's Mechanic Training Program.

Must have, or be able to obtain, an "A" Commercial Driver's License, successfully pass examination for position and have a good starter set of hand tools sufficient for performing the duties of the position.

Knowledge of the service area and the ability to operate all company equipment is required. Must be capable of heavy lifting.

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 have a good work history.

Apply online at

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Senior Accountant

Location: Arlington Heights

Office: Internal Services

Department: Treasury & Revenue Accounting

Job Description:

Under the direction of the Section Manager, Treasury and Revenue Accounting, the Senior Accountant will be responsible for analyzing and accurately recording revenues received from Paces Ventra Settlement Account and related fees charged by Paces contractor.

This position will develop and utilize existing reports from the Ventra system for financial reporting purposes.

Responsibilities include ensuring revenue accounting compliance with the Ventra contract, Ventra System business rules and the related intergovernmental agreement with the CTA.

This position will also be responsible for coordinating, reviewing and recording activities performed by Paces armored car services provider.

Qualifications:

Qualified candidate must have a Bachelors Degree in Accounting and a CPA certification is preferred. Five years of experience in the accounting field as well as strong verbal and written communication skills are required.

The candidate must be accurate, detail oriented and have a good work history.

The candidate must have an intermediate to advance knowledge of Excel and a report writer program.

Experience with an automated accounting system, such as, Oracle is preferred.

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Utility Person

Location: Bridgeview
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels, interior cleaning and 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. May make service calls.

Other duties as assigned or required.

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

Qualifications:

Must be at least 21 years of age, and possess or be able to obtain a valid Class "B" Illinois Commercial Driver's License with Passenger and Airbrake Endorsements.

Must have a good work history and a record of safe driving (5 years).

Must have knowledge of the service area and the ability to operate all Pace equipment.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

This is a safety sensitive position. Qualified candidate must be capable of heavy lifting.

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Temporary Sign & Shelter Technician

Location: Arlington Heights
Office: External Relations
Department: Sign & Shelter

Job Description:

Under the direction of the Supervisor of Passenger Facilities Maintenance, or designate, will install, clean and maintain shelters and bus stop signs throughout the six county region.

Maintenance will include replacing shelter glazing, repairing shelters, replacing signs, installing sign posts, applying decals and maintaining shelter and sign inventory.

Winter conditions may require snow removal duties at Pace shelters and passenger facilities including shoveling, operating a snow blower and snow plowing.

Other duties as assigned or required.

Qualifications:

Qualified candidate must be able to repair and clean shelters, signs and perform maintenance at passenger facilities using basic hand and power tools, e.g., pop rivet tool, electric drill and saw, strapping tool, power washer, etc.

Must possess a valid driver's license, good driving record and be capable of heavy lifting.

Must be able to keep good records of work performed and complete work orders. Position reports to Pace Sign and Shelter Shop located at Pace West Division in Melrose Park.

May be required to work occasional evenings and weekends. Must be able to work independently with minimal supervision.

Basic computer skills required. Qualified candidate must have a good work history. This is a safety sensitive position.

Apply online at

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Part-time Bus Operators

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

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

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years).

Must successfully pass a training and route familiarization program. Excellent oral and written communication skills are required.

Must be able to work long hours, split shifts and weekends.

Apply online at

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