



Attendant -DISTRICTWIDE (SEASONAL) Job ID: 1907

Closing Date: 03/15/2015

Custodial/Attendant (S)

Date Posted: 2/13/2015

Location: DISTRICTWIDE

Region: Districtwide

Along with new applicants, this posting is also intended for returning Attendants (from 2014).

CHARACTERISTICS OF THE CLASS

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: \$13.64 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Custodial>

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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

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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

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

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Attendant Part-time (South Region) -YEAR ROUND Job ID: 1981

Closing Date: 3/10/15

Custodial/Attendant (H)

Date Posted: 2/24/2015

Location: Gage Park

Region: South

THIS POSITION IS BUDGETED FOR UP 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?Category=Custodial>

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Dietary Attendant I-1405041563

Job: Maintenance, Food Service, Housekeeping and Security

Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center

Job Type: PT1

Shift Type: Rotating

Description: Reporting to the Manager of Food and Nutrition Services and working under general supervision performs routine duties associated with the preparation, service and delivery of food for the hospital patients, employees and visitors.

JOB SPECIFICATIONS: Basic skills in reading, writing and arithmetic. Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations. The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria. Ability to read and comprehend patient menus, recipes and task descriptions. The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight.

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ftl>

Front Desk/Host

Dave & Buster's in Chicago

Chicago, IL

Job Description

YOU WILL BE GREAT AT D&B IF: You have a relentless desire to be the life of the party making each guests experience special! You want to make a living ensuring every guest has fun - D&B style! You can greet guests and help them understand all of D&B's offerings! You strive to enhance the guests game experience by offering player tips, introducing new games and assisting in billiard/shuffleboard. DAY IN THE LIFE... When you wake up , going to work actually sounds like it could be cool! Dress the part - Look like big money to make big money! Come in, clock in and join the fun! Look for moments to surprise and delight our guests by connecting them with D&B fun! We work hard and we play hard, so when you need it - take a break! Back to the floor, showing endless fun! The night's over - cash out, clock out and call it a day! SCHEDULE Prime time is money time - Nights and weekends are the name of the game! Social Butterfly? Enjoy schedule flexibility.

Apply online at <https://www.shiftgig.com/jobs/Chicago-IL/-front%20desk>

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BANQUET CHEF

YOU WILL BE GREAT AT D&B IF:

Cooking is a way of life!

You live by "hot food hot and cold food cold!"

You have never met a banquet table you can't set!

Sanitation is the name of the game and Mr. Clean is your middle name!

You have a friendly, engaging style that our coworkers enjoy!

You love working for a growing company.

You live, love and embrace a fun, upbeat culture.

DAY IN THE LIFE...

When you wake up, going to work actually sounds like it could be cool!

Dress the part - Chef pants and coat, it does not get better than that!

Come in, clock in and join the fun!

Outstanding plate presentation is a no brainer for you!

Recipe adherence, food quality and great cook times are just a given!

We work hard and we play hard, so when you need it - take a break.

Back to the floor, showing endless fun!

The shift is over - High five a Manager, clock out and call it a day!

SCHEDULE

Days, nights and weekends, we can find a time.

First job or second job, it does not matter! Enjoy schedule flexibility!

D&B Location Addison, IL

Location Address 1155 N. Swift Rd.

Location City Addison

Location State IL

Location Zip 60101

Job Status Part Time

Positions Remaining 1

Apply online at <http://www.daveandbusters.com/careers/Launch.aspx>

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MAINTENANCE

YOU WILL BE GREAT AT D&B IF:
You do it all including windows!
Nobody dusts and polishes like you do!

You use all chemicals properly in the correct quantities for safety and cost control.
Sanitation is the name of the game.
You have a friendly engaging style that our coworkers enjoy!

You love working for a growing company.
You live, love and embrace a fun, upbeat culture.

DAY IN THE LIFE...

When you wake up, going to work actually sounds like it could be cool!
Dress the part - cool dress guidelines that you won't be embarrassed to wear!

Come in, clock in and join the fun!
Cleanliness is the name of the game!

Quality adherence and sanitation are just a given!
We work hard and we play hard, so when you need it - take a break.

Back to the floor, showing endless fun!
The shift is over – Everything is clean and put away, clock out and call it a day!

SCHEDULE

Days, nights and weekends, we can find a time.
First job or second job, it does not matter! Enjoy schedule flexibility!

D&B Location Addison, IL
Location Address 1155 N. Swift Rd.
Location City Addison
Location State IL
Location Zip 60101
Job Status Part Time
Positions Remaining 1

Apply online at <http://www.daveandbusters.com/careers/Launch.aspx>

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SPECIAL EVENTS ASSISTANT

YOU WILL BE GREAT AT D&B IF:

You love working in a fast-paced, multi-faceted Restaurant/Entertainment scene.
You are able to communicate to Guests and your fellow team members in a way that inspires FUN!

You know each member of the Dave & Buster's team plays an important role in building sales.

You can live, love and embrace the Dave & Buster's culture!

DAY IN THE LIFE...

When you wake up, going to work actually sounds like it could be cool!
Dress the part – Look like big money to make big money!

Come in, clock in and join the fun!

Look for moments to surprise and delight our guests by connecting them with D&B fun!

We work hard and we play hard, so when you need it – take a break!

Back to the floor, showing endless fun!

The night's over – cash out, clock out and call it a day!

SCHEDULE

Prime time is money time - Nights and weekends are the name of the game!

Social Butterfly? Enjoy schedule flexibility.

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THE WAITSTAFF

YOU WILL BE GREAT AT D&B IF:

You love working in a high-volume fast paced dining restaurant serving fabulous food & refreshing drinks in hip and cool surroundings!

Providing great service with fun teammates gets you charged!

You guide our guests through our F&B menu to tantalize their taste buds and satisfy their hunger!

You have a flair for upselling and suggesting the perfect pairings for menu items .

You exude a positive attitude and contagious energy throughout an entire shift!

DAY IN THE LIFE...

When you wake up, going to work actually sounds like it could be cool!

Dress the part – look like big money to make big money!

Come in, clock in and join the fun!

Support your team and connect with the guests!

We work hard and we play hard, so when you need it – take a break!

Get back on the floor, you are missing the party!

The night's over – cash out, clock out and call it a day!

SCHEDULE

Prime time is money time - Nights and weekends are the name of the game!

Social Butterfly? Enjoy schedule flexibility.

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4700: Receiver
Dave & Buster's

Our receiving clerk position is responsible for the proper receiving of all food, liquor, and non-consumables. The receiver position is responsible for maintaining area cleanliness and providing necessary support to ensure fast, friendly, and accommodating service while upholding food safety standards at all times. The receiver must have the ability to communicate with delivery companies, drivers, and be able to perform light administrative duties.

STUFF OUR ATTORNEYS MAKE US WRITE: The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the team member will regularly be required to:

Must be friendly and able to smile frequently.

Must be self disciplined and motivated.

Restaurant or warehouse experience preferred, but not required.

Employee needs to be able to communicate effectively with multiple vendors while performing job efficiently.

Strong math and verbal skills needed.

Is dressed in accordance with dress guidelines, looking neat, clean, and professional at all times.

Must demonstrate ability to read and communicate in English.

Must be able to read invoices and shipping receipts.

Must be able to articulate clear greetings, requests for assistance, and farewells.

Must demonstrate ability to clearly verbalize vendor's needs to management.

D&B Location Addison, IL

Location Address 1155 N. Swift Rd.

Location City Addison

Location State IL

Location Zip 60101

Job Status Part Time

Positions Remaining 1

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Customer Service Representative

Renaissance Chicago Downtown Hotel in Chicago

1 W Wacker Dr Chicago, IL

Job Type: Full Time

Shift: Morning

The Renaissance Chicago Downtown Hotel, located at 1 West Wacker Drive, Chicago, IL, and 60601 is currently hiring a Renaissance Clerk-Front Desk.

Renaissance Clerk-Front Desk: As a Renaissance Front Desk Ambassador, you are one of the first ambassadors that a guest comes into contact with and your friendly, authentic approach creates a unique and personalized guest experience when the guest checks in. The successful Front Desk Ambassador will tailor their approach by reading cues from a guest to ensure when they check in the guest feels at home. At Renaissance we believe that every ambassador is an innovator, explorer, and relationship builder, someone who is able to identify the key details that make something uniquely interesting and provide guests with intriguing information about the locale. Creating a smooth and easy experience for guests so they can get the most out of their stay is critical. The Front Desk Ambassador will use their expertise, as well as their relationships with others across the hotel (from housekeeping to parking to the Navigator and beyond), to anticipate and deliver on our guests' needs. He or she should be passionate not only about the locale and local offerings, but also have an eye for detail - from the information they provide to guests, to the accuracy of their reports, to the transactions they process and secure. No matter what position you are in, there are a few things that are critical to success - making sure you have a safe work environment, following company policies and procedures, ensuring your uniform and personal appearance are clean and professional, maintaining confidentiality, complying with quality assurance standards, and protecting company assets. The front desk ambassador role will be on your feet and moving around (stand, sit, or walk for an extended period of time) and taking a hands-on approach to your work (move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance). Doing all these things well (and other things that come your way) is the foundation of the job. Ultimately, the real hallmark of the Front Desk Ambassador role is driving a best-in-class guest experience, inspiring guests and associates alike to live life to discover.

To submit your application for this job, please go to:

<https://marriott.taleo.net/careersection/2/jobdetail.ftl?job=1500077R>

Renaissance Hotels is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. Marriott International does not discriminate on the basis of disability, veteran status or any other basis protected under federal, state or local laws.

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Busser

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

Ensure cleanliness of the Fork & Screen auditoriums, lounge and bar.

Assist wait staff and the bussing of tables.

Clear and reset tables both before and after presentation.

Maintain a clean and well stocked bus station at all times.

Assist with crowd control and seating of guests as needed.

Perform exit greetings at auditorium doors at the end of each presentation.

Perform Ticket Taker duties as needed.

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

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

Ability to provide superior guest service.

Possess good verbal communication skills.

Have a general knowledge of theatre policies, prices, menu, and bar selections.

Ability to work with minimal supervision.

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

Ability to ascend and descend stairs.

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

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

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

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

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

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

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Cook

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

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

Adhere to recipes to ensure consistent food quality and presentation.

Answer questions courteously, accurately, and quickly. Perform required sanitation procedures. Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions.

Uphold cleanliness and ensure proper sanitation of entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas.

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

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

Proficiency in kitchen operations and execution.

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

Must be able to cook food to recipe standards. Must have working knowledge of U.S. measurements, weight and volume. Ability to follow instructions on safe use of all chemical/cleaning materials. Ability to work effectively with supervisors and co-workers and with minimal supervision. Ability to meet deadlines. Ability to stand on feet for an extended period of time. Ability to ascend and descend stairs. Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis. Ability to lift up to 50 pounds and move it 75 yards on a regular basis. Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

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

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

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Supervisor

As Supervisor at AMC® you'll assist the management team to make sure the theatre runs smoothly so that every single guest enjoys the show. You'll be the not-so secret to our success.

Let's take a look at 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

Serve fresh, appetizing and properly prepared food and beverages
Assist with other functions as instructed by the General Manager
Uphold AMC's high standards and deliver entertaining company-wide programs

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

Proven supervisory experience with effective managerial and training skills
Persuasive written and oral communication skills along with strong analytical skills
Ability to effectively delegate and follow up with booth crew members

Proficient guest service, administrative and follow-up skills
Equally comfortable communicating and working with guests, supervisors, peers, subordinates, vendors or partners
Ability to consistently meet deadlines in a timely fashion
Standing, walking, lifting, twisting and bending on a frequent basis

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 health and 401(k) plans.

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/supervisor>

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Facility maintenance manager

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

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

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

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

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Job Title: Executive II - Opt T5

Agency: Veterans Affairs

Closing Date/Time: Wed. 03/04/15 4:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 34-50-15-86028

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four (4) years of college with a Bachelor's Degree in one of the following: recreational therapy, occupational therapy or social work. License and/or certification in aforementioned degree(s) is preferred. Requires two (2) years of experience in public or business organization; requires working knowledge of the functions of state government; requires working knowledge of the principles of governmental accounting program budgeting, personnel, statistics and procurement; requires the ability to understand and explain things clearly and thoroughly; requires the candidate to have a sense of creativity.

Work Hours & Location/Agency Contact: Mon-Fri -8:00am-4:30pm-1 hour unpaid lunch
Illinois Veterans' Home, 1 Veterans Drive. Manteno, IL 60950

Contact: Jeri Gulli, Illinois Veterans' Home
1 Veterans Drive, Manteno, IL 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).

Option T5 - Dept Veteran Affairs

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Job Title: Gaming Special Agent

Agency: Gaming Board

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

Salary: \$4,821.00 - \$7,304.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IGB 10424

Minimum Requirements:

Requires two years of college coursework in law enforcement, pre-law, accounting or business administration or related, plus three consecutive years of continuous, full-time service as a police officer with the same law enforcement agency; or, requires successful completion of the Gaming Special Agent Trainee training program. Requires successful completion of a firearms qualification course annually as a condition of employment. Requires a working knowledge of methods and techniques of criminal investigations. Requires ability to prepare properly documented investigative reports and findings. Requires working knowledge of the Riverboat Gambling Act, Video Gaming Act, related Rules and pertinent criminal statutes. Requires proficiency in the use of firearms and the physical strength and agility to practice the art of self defense. Requires possession of an appropriate valid driver's license. Requires ability and willingness to travel and/or perform shift work including weekends and holidays

Work Hours & Location/Agency Contact: Work Hours: Rotating Work Schedule

Work Location: Illinois Gaming Board

Enforcement-Riverboat/Rivers Casino 3000 S. River Road, Des Plaines, IL Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110 Springfield, IL 62702

217-558-0962 217-782-9925 Fax

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: 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

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: Public Aid Eligibility Assistant

Agency: Human Services

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

Salary: \$2,935.00 - \$4,065.00 monthly

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-91-88774

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
South Loop FCRC, 1112 S Wabash, Chicago, IL 60606

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: Public Aid Quality Control Reviewer

Agency: Human Services

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

Salary: \$4,159.00 - \$6,218.00 monthly

\$49,908.00 - \$74,616.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC062 Bid ID#: 10-97-88725-26

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years of college with course work in one of the behavioral sciences. Requires two years of professional experience in casework or related area. Prefers experience administering the Supplemental Nutrition Assistance Program. Requires extensive knowledge of public assistance policies and programs including SNAP. Requires extensive knowledge of agency policies, rules, and procedures. Requires extensive knowledge of interviewing techniques. Requires the ability to examine and evaluate data in accordance with established criteria. Requires ability to present and prepare clear, concise, and accurate reports using Microsoft Office Suites and to interpret review findings and agency policies effectively in writing. Requires ability to establish and maintain satisfactory working relationships with other staff and the general public. Requires statewide travel, with overnight stays. Requires a valid Illinois Driver's License.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm

Bureau of SNAP Integrity, 1112 S Wabash Ave, 5th floor, Chicago, IL 60605

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

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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