



**PT Sr. Customer Assistance Representative - Sales Position - 2nd shift  
(4:30PM-1AM)**

Job ID 2015-133898

Category Customer Service/Support - Customer Service/Support

Location US-IL

Area Chicago O'Hare Airport

Overview: The Customer Assistance Representative Sr (CAR Sr) will provide a high level of customer service by assisting both internal and external customers, primarily face-to-face, supporting branch and rental needs. The primary focus of the position is selling optional protection products and providing customer service. The CAR Sr will gain knowledge through local training and hands-on experience to provide administrative support, service customers, and sell products. If you have experience with incentives or commission based sales, this is a great opportunity for you! The CAR Sr. provides a superior, friendly, and efficient transaction (at time of rental) using the company approved sales and service techniques. This person will also facilitate the rental process through verification and documentation of all necessary driver information to provide for an efficient and timely rental and return experience. Lastly, they perform all responsibilities with a focus on the wants and needs of our customers and in accordance with our Quality Standards.

This is a part time position working 2nd shift (4:30PM -1AM) 3-4 days a week and weekend day is included. The position pays \$10.00 an hour + bonuses.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years old  
High school diploma or GED equivalent required. Some college preferred  
Must have at least 1 year prior customer service retail or administrative support experience. Must have a minimum of 1 year of commission or incentive based sales experience. Must have a valid drivers license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years  
No drug or alcohol related conviction on driving record in the past 5 years  
Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future  
Must be willing to work for \$10/hour  
Must be able to work 3-4 nights a week from 4:30PM until 1AM including a weekend day

Apply online at <https://us-erac.icims.com/jobs/133898/pt-sr.-customer-assistance-representative---sales-position---2nd-shift-%284%3a30pm-1am%29/job>

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**Job Title: School Psychologist**

Agency: Juvenile Justice

Closing Date/Time: Wed. 03/04/15 3:30 PM Central Time

Salary: \$4,612.00 - \$7,304.00 monthly

\$55,344.00 - \$87,648.00 annually

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: IDJJ-27-15-15-0962

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Public Service Administrator, performs professional journey level school psychological functions at Illinois Youth Center - St. Charles, Illinois Youth Center - Warrenville and IDOC Sheridan Correctional Center; administers psychological examinations; makes diagnosis and develops a plan; performs counseling and writes reports.

Minimum Requirements: Requires the School Psychologist Endorsement from the Illinois State Board of Education; requires a Master's Degree in Psychology or Educational Psychology from a recognized college or university approved by the State Board of Education, supplemented by one school year's supervised professional psychological experience with children of school age.

**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 (and other facilities as listed above).

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](mailto:susan.swegle@doc.illinois.gov)

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Technical Advisor II**

Agency: Juvenile Justice

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

Salary: \$3,528.00 - \$7,247.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: MG010

Bid ID#: IDJJ27-00-15-0131

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Assistant Chief Legal Counsel, Senior Public Service Administrator, prepares for and represents the Department and/or Department staff in administrative or quasi-judicial hearings, including prisoner review board (PRB) and employee review hearings, conducts investigations in preparation for hearings, conducts research regarding legal impacts on the Department, advises Department staff on relevant legal issues, summarizes and prepares reports on research findings and hearing results and other matters. This position is exempt from the bargaining unit.

**Minimum Requirements:**

Requires license to practice law in Illinois, working knowledge of judicial and quasi-judicial procedures and rules of evidence, working knowledge of state and federal law, working knowledge of principles of administration and management, ability to conduct legal research, utilize basic computer programs including Microsoft Office. Requires some in-state travel and possession of valid drivers' license.

**Work Hours & Location/Agency Contact:**

Work Hours: Monday through Friday 8:30am-5:00pm

Work Location: 3825 Campton Hills Rd., St. Charles, IL 60175

Agency Contact: Ms. Shae Bruce / Public Safety Shared Services

1301 Concordia Court Springfield, IL 62794 Phone: 217-557-6015

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Cashier**

Potbelly 1 N LaSalle Chicago IL in Chicago

1 N LaSalle Chicago, IL

Job Type: None

Shift: None

Job Description

Position: Potbelly Associate

Want to be psyched about where you work??

Potbelly Sandwich Shop is looking for friendly and outgoing hourly Associates--a.k.a. our Sandwich Makers, Shake Makers, and Cashiers ---who enjoy working in a fast-paced, friendly environment.

What is Potbelly, you ask?

Potbelly Sandwich Works is your neighborhood sandwich shop that offers an eclectic, homey environment with live music.

What could be better than working in a friendly atmosphere, listening to live music, chatting with cool customers all day long, and getting crazy deals on the best sandwiches in town?

As one of our hourly Associates you will get the experience of a lifetime. Customer Service is our forte so you must like to make people REALLY happy.

We also sell A LOT of sandwiches so you need to like to work in a fast paced environment as well.

If you're looking to show off your sandwich making skills, meet awesome people on a daily basis, have something to do in between your classes, or just make some extra cash (did I mention we pay really well?), then Potbelly is the place for you.

Sound good?

Apply online at <https://www.shiftgig.com/jobs/Chicago-IL/customer-service>

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**Part-Time Service Agent - LaGrange**

Job ID 2014-117517

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

**Overview:**

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

The starting salary for this position is \$8.25/hr.

*This position is located at:  
5508 S LA GRANGE RD  
COUNTRYSIDE, IL 60525*

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old

Must have one year of prior work experience.

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

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

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

Must be willing to work for 8.25/hr.

Must be willing to work up to 25 hours/week.

Apart from religious observations, must be able to work the following schedule:

Monday - Friday: 3:00pm - 8:00pm

Saturday: 8:00am - 3:00pm

Sunday: 10:00am - 3:00pm

Apply online at <https://us-erac.icims.com/jobs/117517/part-time-service-agent---lagrange/job>

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**Part-Time Service Agent (Car Detailer)- Oak Park**

Job ID 2015-133364

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

**Overview:**

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

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

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old

Must have 1 year of prior work experience

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

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

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

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

Apart from Religious observances you must be able to work one of the following schedules:

Monday - Thursday: 7:00am - 12:00pm

every other Saturday: 8:00am - 12:00pm

OR

Monday - Friday: 1:00pm - 6:00pm

Apply online at [https://us-erac.icims.com/jobs/133364/\\*part-time-service-agent-%28car-detailer%29--oak-park/job](https://us-erac.icims.com/jobs/133364/*part-time-service-agent-%28car-detailer%29--oak-park/job)

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**Account Specialist - Commercial Truck Rental - Chicago**

Job ID 2014-122656

Category Sales - Sales

Location US-IL

Area Chicagoland

**Overview:**

The Account Specialist gains hands-on experience and knowledge to learn the business, to learn how to ultimately manage the branch and to support the entire business.

The Account Specialist performs duties in all aspects of a branch to become familiar with line and staff functions, operations, management viewpoints and company policies and practices that affect each aspect of the business.

The objective of the Account Specialist assignment is to educate Account Specialist as to all aspects of the business so that he or she can ultimately run the branch unit.

The objective of this position is a well rounded education and preparation for the Account Specialist to ultimately run the branch unit.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 21 years old.

Must have a Bachelor's degree

Minimum of one year prior successful sales experience. Prior experience in trucking, logistics, and/or business to business sales is a plus but not required

Must have a valid drivers license with no more than two moving violations and/or at-fault accidents within the last 3 years

No drug or alcohol related conviction on driving record in the past 5 years

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

Apply online at <https://us-erac.icims.com/jobs/122656/account-specialist---commercial-truck-rental---chicago/job>

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**Part Time Service Agent-St. Charles, IL**

Job ID 2014-130172

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: West Suburbs

More information about this job:

**Overview:**

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

This position is based in St. Charles and pays \$8.25 per hour.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years of age

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

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

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

Must have reliable transportation to and from St. Charles, IL

Must be willing to work for \$8.25 per hour

**MUST** be able to work the following schedules:

Sunday 10:00am - 2:00pm

Wednesday 12:00pm - 6:00pm

**\*\*Additional afternoon hours available-can work up to 25 hours maximum per week\*\***

Go back to the welcome page

Apply online at <https://us-erac.icims.com/jobs/130172/part-time-service-agent-st.-charles%2c-il/job>

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## **Computer Lab Assistant - Part-Time - OLI0000349**

### Duties and Responsibilities

This position is primarily responsible for providing assistance to faculty and students who have tasks to be completed in the Computer Lab.

Demonstrate software applications, and keyboarding and computer techniques to students.

Assists teachers by maintaining order and discipline among students, recommending selection of appropriate software for class use, instructing teachers in the use of computers and software, and providing general assistance as needed.

Assist in giving instructions in the use of standard software applications, in context and as required by the teacher.

Maintains computers and peripheral equipment in clean and working condition.

Maintains various records such as weekly class schedules, software and computer check-out records, maintenance records, etc.

Operates computer lab and office equipment such as a computer, printer, and copier; uses various types of software.

Performs other related duties as required.

### Qualifications

High school graduate or equivalent with Vocational/Technical School training in PC/micro computer system use, and one to two years of experience in a teaching environment coupled with computer use or instruction; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Must be a team player with good communication skills.

Ability to work independently with minimal supervision.

Ability to relate well with students, faculty and staff.

Ability to follow written and verbal instructions.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Job: Information Technology

Primary Location: Olive-Harvey College

Employee Type: Part Time | Regular

Union Code: 1600PTPROF

Job Posting: Feb 23, 2015, 5:13:04 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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### **Executive Receptionist - DIS0000549**

The District Office is searching for an Executive Receptionist.

#### Perks of this Role:

Excellent Benefits at a low cost; Investment plans 403(b) & 457(b); SURS Retirement Plan; Generous vacation, holidays, personal and sick days; Tuition Reimbursement. For a more detailed overview of benefits please visit our benefits page.

#### Qualifications

Bachelor's degree or equivalent combination of education and/or experience required. Five years progressive business/office experience which includes administrative duties; researching and writing reports and other correspondence; and verbally disseminating information.

Extensive computer and software skills, including MS Office suite. Must be able to adapt to computer and software changes as the District continues to upgrade automation. Demonstrated ability to coordinate a high volume of diverse assignments, effectively handling competing priorities, maintaining a high level of confidentiality, and maintaining attention to detail.

Must be able to work well with employees at all levels of the organization, in addition to individuals working outside of the District. Must be able to handle all situations with tact and diplomacy. Must possess flexibility to adjust to a dynamic work environment.

Must be self-directed and able to prioritize assignments. Must be able to meet assignment deadlines.

High-level of human relations skills, maturity and considerable discretion in handling confidential matters required.

Chicago residency is required for all full-time employees within six months of hire. We are an equal opportunity and affirmative action employer.

Job: Office/Administrative Support

Primary Location: District Office

Employee Type: Full Time | Regular

Union Code: N/A

Job Posting: Feb 24, 2015, 9:29:51 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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## **Writing Center Tutor - (Part Time) - WIL0000450**

### Primary Objective

The Writing Center Tutor coaches students through the writing process as relevant to a variety of academic disciplines with the objective of helping students become better academic writers, develop critical thinking skills, and understand academic research and documentation of sources across the curriculum.

Works with students to help them become adept with the techniques that successful writers use to plan, draft, revise, and edit written documents.

Attends periodic training sessions given by management to increase competency in working with students.

Assesses each assigned student's attitude about writing and sets goals for tutoring sessions.

Provides evaluations and other reports to faculty and administration as required.

Helps students develop self-confidence as academic writers.

Helps students develop a high level of motivation in academic areas.

Assists students in achieving a better understanding of specific subject material and in improving critical thinking strategies in a variety of academic disciplines.

Helps students develop the study skills necessary for academic success.

Establishes and maintains rapport with the assigned student(s).

Serves as an academic role model for students being served.

Performs other duties as assigned.

### Qualifications

Completion of a master's degree in a subject area taught at the college supplemented by one year of experience as a part-time Lecturer at an accredited college or university. Must possess excellent communication skills, and the ability to work with a diverse student body. Must be appropriately certified as a tutor or commit to obtaining certification within the first 6 months of employment.

We are an equal opportunity and affirmative action employer.

### Job: Tutoring

Primary Location: Wilbur Wright College

Employee Type: Part Time | Regular

Union Code: 1600PTPROF

Job Posting: Feb 24, 2015, 11:46:44 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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### **Community Affairs Liaison - WIL0000451**

Wilbur Wright College is seeking a Community Affairs Liaison

The Community Affairs Liaison serves as a community presence to meet City Colleges of Chicago strategic goals and objectives. Fosters an environment in which community support objectives are viewed as a high business priority affecting the reputation and success of the District.

#### Qualifications

A Bachelor's degree in Community Relations or related field required. Master's degree or advanced degree preferred.

One to three years demonstrated experience in a college or university setting, non-profit service organization or the private sector related to community relations.

One to three years of experience developing community relationships.

Progressive management experience in Community Relations in higher education preferred. A high level of personal skills is required to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community.

Ability to initiate, develop and maintain mission-productive relationships with internal and external constituents.

Thorough knowledge of principals, practices, and policies of education and public administrations.

Experience working collaboratively in a team environment with diverse constituencies.

Strong verbal and written communication skills to communicate with individuals from diverse socioeconomic backgrounds both within the organization and with external funding agencies.

Demonstrated sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.

Computer proficiency.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Job: Communications/Marketing

Primary Location: Wilbur Wright College

Employee Type: Full Time | Regular

Union Code: N/A

Job Posting: Feb 24, 2015, 8:54:30 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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## **Reprographic Tech - Part-Time - WIL0000448**

### Duties and Responsibilities

*Part Time Reprographics Technician*  
4300 N. Narragansett Ave, Chicago, IL 60634

### OVERVIEW OF THE POSITION

This position maintains equipment in the pressroom, prepares documents for printing, and assists students in the press and pre-press lab.

### Qualifications

1. Completion of an Associate's Degree from an accredited college in Graphic Communication supplemented by two years of directly related work experience; or four years of directly related work experience. Completion of a basic certificate or training in printing technology is also acceptable.
2. Thorough knowledge of the lithographic process; knowledge of the pre-press process; knowledge of high speed reprographic equipment.
3. Must be self-directed, innovative and able to assess current operations in an effort to develop practical action programs to improve the functioning of the department.
4. Must be able to follow directives and accomplish tasks in a timely manner.
5. Good verbal and written skills required with the ability to communicate with tact and diplomacy.

We are an equal opportunity and affirmative action employer.

Job: Reprographics  
Primary Location: Wilbur Wright College  
Employee Type: Part Time | Regular  
Union Code: 1600PTPROF  
Job Posting: Feb 20, 2015, 6:59:58 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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**Part Time: Driver/Food Handler**

Catholic Charities - Chicago, IL

Delivery of daily meals to homebound frail elderly clients assigned to the Lunch-n-More Program, adult day Care sites, and/or senior center dining sites. Assists in packaging of meal components, pack meal carrier bags to route requirements, Assist with loading and unloading, and other duties as required. Must have own transportation, a valid driver's license and auto insurance per agency requirements. Ability to lift 30-50 pounds in a continuous motion. Must be flexible to deliver and pick up other items (food, equipment, etc.) and able to work in inclement weather. Pre-employment and other drug and alcohol testing as explained under the CDOS Drug and Alcohol Testing Policy.

Required experience:

Experience and A.A degree. Minimum: H.S. diploma or GED . 1 year : 2 years

Apply online at <http://www.indeed.com/cmp/Catholic-Charities/jobs/Part-Time-b82109b00181e9a9>

**Receiving/Stock Associate**

REQ ID 17919

JOB TYPE Short Hour - Less than 20hrs/week

JOB CATEGORY Customer Service/Support

MALL NAME Chicago Ridge Mall

NAME PLATE Carson's

Job Description: Join our team of associates responsible for unloading trailers and processing new merchandise. Receiving/Stock Associates are also required to process outgoing packages, do some heavy lifting, light maintenance and support the selling floor associates. Our Receiving/Stock Associates demonstrate the desire to deliver customer service by the execution of store support tasks.

We'll value your:

Great organizational skills; Ability to do heavy lifting as needed

Exceptional time management skills; Ability to work a flexible schedule - early mornings and late evenings as needed; At Bon-Ton, we want to give back to our associates. We offer competitive pay, great associate discount, 401k plan (once eligible) – including potential company match and great volunteer opportunities.

Apply online at [http://careers.bonton.com/jobsearch/job-details/receivingstock-associate/17919/?utm\\_campaign=indeed](http://careers.bonton.com/jobsearch/job-details/receivingstock-associate/17919/?utm_campaign=indeed)

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## **Prepared Foods Receiver (122067)**

Req ID 122067

Posted 02/20/2015

Store - Midwest - IL, Evanston - Chicago Ave (10369)

Team/Department

(1) -Full-Time - Store - Team Member - United States

### **SUMMARY:**

Maintain a positive company image by providing courteous, friendly, and efficient customer service. Supports the Prepared Foods Team Leader, Associate Team Leader, Supervisor and Regional Prepared Foods Team in maintaining regional standards. Responsibilities include, but are not limited to, receiving and preparing product and stocking the Prepared Foods area.

**REQUIREMENTS:** - Must have working knowledge of IRMA. - Ability to follow instructions and established uniform procedures related to duties and responsibilities. - Ability to perform simple math operations (addition, subtraction, multiplication, and division). - Excellent interpersonal skills and ability to communicate effectively with other Team Members and leadership. - Ability to understand and complete departmental transfers. - Ability to maintain professional and appropriate conduct. Able to work a flexible schedule based on the needs of the store, including nights and weekends as required.

**Essential Job Functions:** - Stand and walk for extended periods of time. - Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat. - Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds. - Repetitive use of hands for grasping, pushing, pulling, and fine manipulation. - Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

At Whole Foods Market we provide a fair and equal employment opportunity for all team members and candidates regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Whole Foods Market hires and promotes individuals solely on the basis of their qualifications for the position to be filled.

Close Date: 03/04/2015

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**Cook (Full-Time and Part-Time) (122863)**

Req ID 122863

Posted 02/23/2015

Store - Midwest - IL, Chicago - South Loop (10171)

Team/Department (1)

Full-Time and/or Part-Time - Store - Team Member - United States

As a Prepared Foods Production Team Member you will perform all functions relating to the maintenance and proper food preparation of the cold case, fresh pack, and salad bar. Additionally you will maintain attractive Prepared Foods displays and support the regional Prepared Foods vision. You will ensure a positive company image by providing courteous, friendly, and efficient service to customers and team members.

REQUIREMENTS: - Previous kitchen experience focusing on hotel/banquet and/or catering a plus, able to execute large batch production recipes -Excellent understanding of quality, scratch food production and fundamental cooking techniques - Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers and team members. - Ability to work with a sense of urgency and meet timelines - Ability to follow instructions and procedures. - Ability to learn basic knowledge of all products carried in the department. - Understand and communicate quality goals and ingredient information to customers. - Ability to visually examine products for quality and freshness. - Effective time management skills. - Strong work ethic and integrity. - Proper handling of knives and other cutting equipment. - Available for flexible scheduling to meet the needs of the department.

Essential Job Functions: - Stand and walk for extended periods of time. - Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat. - Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds. - Repetitive use of hands for grasping, pushing, pulling, and fine manipulation. - Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

At Whole Foods Market we provide a fair and equal employment opportunity for all team members and candidates regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Whole Foods Market hires and promotes individuals solely on the basis of their qualifications for the position to be filled. Close Date: 03/23/2015

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## **Dishwasher (Part-Time) (122868)**

Req ID 122868

Posted 02/23/2015

Store - Midwest - IL, Chicago - South Loop (10171)

Team/Department (1) - Part-Time - Store - Team Member - United States

[Return to List](#)

**SUMMARY:** As a Dishwasher you will be responsible for ensuring that our production teams have sanitary tools and workspaces. This includes all duties related to dishwashing: unloading kitchen deliveries and cleaning all of the dishes, utensils, pots and pans. Other areas of responsibility include food prep work and maintaining food quality and sanitation in kitchen.

### **REQUIREMENTS:**

- Ability to follow instructions and procedures. - Good interpersonal skills and willingness to work as part of a team. - Strong work ethic and integrity. - Available for flexible scheduling to meet the needs of the department.- Use of box cutters.

### **Essential Job Functions:**

- Stand and walk for extended periods of time. - Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat. - Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds. - Repetitive use of hands for grasping, pushing, pulling, and fine manipulation. - Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

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## Seafood Service Team Member (118458)

Req ID 118458

Posted 02/15/2015

Store - Midwest - IL, Chicago - South Loop (10171)

Team/Department (1) - Part-Time - Store - Team Member - United States

[Return to List](#)

### SUMMARY:

As a member of our Seafood Team, your role will include setting and maintaining attractive Seafood displays and supporting the regional Seafood vision. You will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members.

### REQUIREMENTS:

- Previous seafood retail and/or customer service experience preferred.
- Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers.
- Ability to follow instructions and procedures.
- Ability to sell proactively.
- Ability to learn basic knowledge of all products carried in the department and basic seafood cooking procedures.
- Willingness to taste and evaluate all products offered in department.
- Ability to visually examine products for quality and freshness.
- Effective time management skills.
- Strong work ethic and integrity.
- Proper handling of knives and other cutting equipment.
- Available for flexible scheduling to meet the needs of the department.

About Us: We offer great benefits beginning with a full complement of medical and other traditional group health plan coverage, 401k plan, and a 20% discount at our stores. To learn more, apply your passion today.

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**Prepared Foods Production Team Member (Part Time) (122865)**

Req ID 122865

Posted 02/23/2015

Store - Midwest - IL, Chicago - South Loop (10171)

Team/Department (1) - Part-Time - Store - Team Member - United States

**SUMMARY:**

As a Prepared Foods Production Team Member you will perform all functions relating to the maintenance and proper food preparation of the cold case, fresh pack, and salad bar. Additionally you will maintain attractive Prepared Foods displays and support the regional Prepared Foods vision. You will ensure a positive company image by providing courteous, friendly, and efficient service to customers and team members.

**REQUIREMENTS:** - Previous kitchen experience focusing on hotel/banquet and/or catering a plus, able to execute large batch production recipes - Excellent understanding of quality, scratch food - Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers and team members. - Excellent understanding of quality, scratch food production and fundamental cooking techniques - Ability to work with a sense of urgency and meet timelines - Ability to follow instructions and procedures. - Ability to learn basic knowledge of all products carried in the department. - Understand and communicate quality goals and ingredient information to customers. - Ability to visually examine products for quality and freshness. - Effective time management skills. - Strong work ethic and integrity. - Proper handling of knives and other cutting equipment. - Available for flexible scheduling to meet the needs of the department.

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**Customer Service Supervisor - West Loop (113464)**

Req ID 113464

Posted 02/20/2015

Store - Midwest - IL, Chicago - West Loop (10572)

Team/Department (1) - Full-Time - Store - Team Member - United States

**SUMMARY:** Work closely with the Front End Team Leader and Associate Team Leader(s) to ensure smooth operation of the Front End Team. Assist with personnel issues, supervision of Team Members and day-to-day flow of the department. Provide exemplary service to customers and support the team leadership in maintaining regional standards. Know all functions of the register system and all Whole Foods Market cash handling procedures and regulations

**REQUIREMENTS:**

- Previous Front End or Customer Service experience required.
- Knowledge of Front End Team procedures and policies.
- Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers.
- Ability to prioritize effectively and delegate responsibilities.
- Proactive in all aspects of the job.
- Capable of teaching others in a constructive and positive manner.
- Strong organizational skills and basic computer skills.
- Ability to work in a fast-paced environment, with a sense of urgency.
- Available for flexible scheduling to meet the needs of the department.
- Use of box cutters.

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