



Job Title: Patient Food Service Assistant

Department: Dietary Patient Food Service

Shift: 4th (Rotating)

Full/Part: Type 4 (Temporary)

Job Number: 2014-0124

Job Description:

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

Position Qualifications Include:

H. S. Diploma or GED required.

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

Foodservice and customer service experience preferred

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

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

Enjoys working with people/patients

Good interpersonal skills, outgoing personality, positive and pleasant demeanor at all times

Able to demonstrate basic math and computer skills

Able to work independently without direct supervision

Exhibit critical thinking and decision making skills.

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

Work demands 100% walking and/or standing.

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

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

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140204120409&

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Supervisor/Dispatcher

Location: Markham

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Regional Manager, or designate, performs road supervisor and/or dispatcher duties. Supervision encompasses all field operations including but not limited to: investigating accidents; passenger incidents; detour routing; passenger relations; vehicle breakdowns; monitoring the performance of Bus Operators.

Dispatch functions encompass supervision and coordination of bus routes and Bus Operators. Maintains work assignment board on daily basis.

Operates base radio coordinating detours and notifies proper authorities in emergencies, breakdowns or upon Bus Operator's request.

Monitors, answers and generates reports off Intelligent Bus System (IBS) including operator violations. Maintains appropriate dispatch paperwork. Answers phones and fields calls. Answer ADA calls and assist ADA as needed. Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least 5 years experience in transportation. Must be at least 21 years of age and have, or be able to obtain a valid Class "B" Commercial Driver's License. Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions.

Must possess a general knowledge of computer systems with an emphasis on Microsoft Windows applications. The performance of these duties may be required at any time of the day and night, any day and night of the week. Management experience preferred. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=85

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Supervisor, Technical Support

Location: South Holland
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Regional Manager, or designate, responsible for supervising the daily activities of the Technical Services Department. This is a hands-on supervisory position which requires knowledge and expertise in the repair and maintenance of electronic and mechanical equipment.

Responsible for scheduling daily assignments, training technicians, developing procedures, planning projects and overseeing the projects which involve Technical Services.

Participate in project meetings, contract preparation, writing the scope of work for contracts, and review contract adherence of contractors work. Other duties as assigned.

Qualifications:

Qualified candidate must have at least 10 years experience in the repair and maintenance of electronic and electro-mechanical equipment with proven instructional performance. Candidate should be well versed in all areas of equipment repair, and have a sound knowledge of test equipment development and fabrication.

Must possess; good written and verbal communication skills, have extensive knowledge of electronics across all platforms with strong mechanical aptitude and abilities, supervisory ability, excellent interpersonal skills, ability to make sound, accurate decisions when diagnosing problems.

Must possess excellent knowledge of computers, networking, and be proficient in Microsoft Windows applications. The performance of these duties may be required at any time of the day and night, any day and night of the week. Previous supervisory experience preferred. Qualified candidate must have a good work history. Must possess a valid Class "D" Driver's License.

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Experienced Bellman - Crowne Plaza

Crowne Plaza Chicago Metro Downtown

JOB OVERVIEW:

Be the first point of contact for our guests and meeting attendees and offer a warm welcome to anyone who enters the hotel. In the role you will assist guests with any luggage needs including deliver to guest rooms and storage of luggage or other items upon check-out. The bellman also is tasked with showing our guests the features of our beautiful guest rooms. In this role you will be given the tools to deliver a guest experience that is unique and brings the brand to life.

At Crowne Plaza®, we want our guests to feel successful and energized, which means we need you need to:

- Create energy by being upbeat, fun loving and surprising and delighting our guests
- Act and look the part by being clever, professional and setting a positive example
- Know your guests by being thoughtful, adaptable and building connections for them
- Make it happen by being perceptive, finding a way to say 'yes' and taking ownership

DUTIES AND RESPONSIBILITIES

People: •Ensure our guests receive a genuine, warm welcome upon arrival, offering any assistance that may be deemed necessary •Take ownership of fulfilling guest's needs as it pertains to luggage or other guest items needing delivery to guest rooms

Guest Experience: •Ensure each guests feels special and taken care of by deliver quick, efficient and friendly service. Perform other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

A minimum of 6 months of customer service experience is required. Previous Hotel experience will be highly preferred. Must speak fluent English. Other languages preferred. Must be able to lift up to 75 lbs and push/pull up to 250 lbs.

A flexible schedule is required for this role, weekends and holidays included.

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

Apply online at <http://ihg.jobs.net/job/experienced-bellman-crowne-plaza/J3F70G6VYZT8Y2HW7P0/>

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Part-Time Busser

Job Description:

At Crowne Plaza®, we want our guests to feel successful and energized, which means we need you to:

- Create energy by being upbeat, fun loving and surprising and delighting our guests
- Act and look the part by being clever, professional and setting a positive example
- Know your guests by being thoughtful, adaptable and building connections for them
- Make it happen by being perceptive, finding a way to say 'yes' and taking ownership

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Clean and set tables to restaurant standards.
- Deposit dishes appropriately in the dish room or specified area.
- Pull dirty plates from tables while guests are still seated.
- Be knowledgeable and able to describe (bread, butter, water, coffee, & restroom location)
- If asked by a guest for menu items please notify server immediately
- Always ask guest if they would like their menu item wrapped to go when removing plates
- Complete daily and weekly side work as required.
- Pressure wash patio daily (weather permitting)
- Notify manager if leaving the floor for an extended period of time, or taking a break.
- Punches in/out for breaks daily, report back to work on time, and fills out appropriate payroll sheets
- Follow uniform requirements
- Set-up, breakdown, and maintenance of patio and buffet
- Crumb table after each course
- Maintain bread, butter & water levels for guests
- Notify the kitchen when needing more butter, before it runs out. (2 hour notice)
- Inform guest of area to hang coats (if necessary)
- Immediately notify management if they feel a server cannot get to a table or perform their tasks in a timely fashion
- Notify a manager if a guest is becoming intoxicated or rude to other guests
- Perform other restaurant and customer service related requests to guests
- Serve beverages promptly
- Stock bussing stations
- Clean stations, including sweeping the floor and patio using the tools provided
- Perform buffet set-up and refill if necessary
- Assist other restaurant personnel with tasks when necessary

Apply online at <http://ihg.jobs.net/job/part-time-busser/J3F4PW71VW9QCCW927W/>

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Head Maintenance

Duties and Responsibilities

Financial Returns:

- Participate in the preparation of the annual departmental operating budget and financial plans. Monitor budget and control expenses with a focus on energy management, preventive maintenance and capital planning.
- Lead hotel renovations and other projects, negotiate contracts and ensure timely completion of projects within budget.

Guest Experience:

- Understand and respond to customers' needs and ensure a high level of guest satisfaction.
- Carryout preventive maintenance program to ensure facility is maintained and in service for our guests (example: lighting, refrigeration, heating, air-conditioning, water treatment systems and pools).

Responsible Business:

- Maintain and order parts and supplies in a timely and efficient manner while minimizing waste and maintaining "green" initiatives.
- May be responsible for hotel security to minimize risk of theft, crime and other hazards.

Perform other duties as assigned. May also serve as manager on duty.

ACCOUNTABILITY

This is the lead maintenance job in a small limited-service hotel with a limited range of facilities. May supervise a small maintenance staff.

Job Requirements:

Advanced vocational training plus two years of experience in general building maintenance or construction or equivalent combination of education and experience. Hotel experience preferred. Must be able to speak local language(s).

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

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Housekeepers

Employee Type: Part-Time

Job Type: General Labor

Hospitality – Hotel

Required Education: High School

Required Experience: 1 to 2 years

Reference ID: GPP3YM5U4RVYH

Location: US-IL-Gurnee

Job Description:

The Room Attendant is responsible for maintaining clean and attractive guestrooms while providing attentive, courteous and efficient service to all guests.

- Thoroughly clean guestrooms according to standards.
- Complete all pre-cleaning duties, including but not limited to, guest supplies, cleaning supplies, and linen for housekeeping cart set-up.
- Remove all trash and dirty linen from guestrooms and hallways.
- Keep all hallways, public areas and closets clean, neat and vacuumed (if applicable).
- Restock housekeeping cleaning cart for next day's use.
- Replenish chemical bottles.
- Clean room with the door closed according to standards, unless requested to do otherwise by the guest.
- Report all missing items from room (i.e., irons/boards, hair dryers, etc.) to Housekeeping Supervisor/Manager.
- Report any maintenance repairs immediately to Housekeeping Supervisor/Manager.
- Handle items for "Lost and Found" according to the standards.

Job Requirements:

Education & Experience: •High School diploma or equivalent and/or experience in a hotel or a related field preferred.

Physical Requirements:

- Flexible and long hours sometimes required.
- Medium work – Exerting up to 50 pounds of force occasionally, and/or 20 pounds of force frequently or up to 20 pounds of force constantly to lift, carry, push, pull or otherwise move objects.
- Ability to stand during entire shift.

EOE

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Rental Sales Associate in Chicago Illinois United States

As a Rental Sales Associate, you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

Compensation & Benefits:

We provide a flexible full-time or part-time schedule, hourly base pay PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D and 401K Savings Plan.

Some of the programs and services we provide include:

- * Free tobacco cessation courses (including nicotine replacement supplies)
- * Customized nutritional coaching
- * Fitness center discount program
- * Healthy weight loss nutrition solutions
- * One-on-one active lifestyle coaching
- * Trusted, on-line health information available 24/7
- * Free flu shots

Excellence is rewarded at every level. From our "best in class" recognition for top sales performance to our CEO acknowledgements for outstanding customer service, Avis Budget Group is committed to acknowledging and rewarding you for a job well done.

Rental Sales Associate Requirements: * At least 6 months of experience in a role where sales and/or customer service were key elements of your duties * Ability to handle high-pressure sales and service situations in a calm and collected manner * Willing to work various shifts including nights, weekends, and holidays * Basic computer skills in order to enter information into our database * Willing to complete pre-employment testing, drug screen, and background check

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays.

Avis Budget Group is an equal opportunity employer, and is committed to ensuring diversity in our workforce.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-associate/23304438/job/>

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Pastry Cook I (Job Number: KIC013BM)

Work Locations: Hilton Chicago and Towers 720 South Michigan Ave Chicago 60605

A Cook with Hilton Hotels and Resorts is responsible for preparing food items in accordance with recipes and established standards in the hotels continuing effort to deliver outstanding service and financial profitability.

Hilton Hotels & Resorts is one of Hilton Worldwides ten market-leading brands. For more information visit www.hiltonworldwide.com.

If you understand the importance of upholding a brands reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Cook, you would be responsible for preparing food items in accordance with recipes and established standards in the hotels continuing effort to deliver outstanding service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Prepare food items according to designated recipes and quality standards
- Maintain cleanliness and comply with food sanitation standards at all times
- Manage guest orders in a friendly, timely and efficient manner
- Ensure knowledge of menu and all food products
- Stock and maintain designated food station(s)
- Visually inspect all food sent from the kitchen
- Practice correct food handling and food storage procedures according to federal, state, local and company regulations
- Prepare requisitions for supplies and food items, as needed

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Houseperson Banquet (Part- Time) (Job Number: F00019RS)

Work Locations: Hilton Chicago and Towers 720 South Michigan Ave Chicago 60605

A Banquet Set-Up Attendant with Hilton Hotels and Resorts is responsible for setting and cleaning banquet facilities for functions in the hotelÆs continuing effort to deliver outstanding guest service and financial profitability.

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

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences. Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

Hilton Hotels & Resorts is one of Hilton WorldwideÆs ten market-leading brands. For more information visit www.hiltonworldwide.com.

If you understand the importance of upholding a brandÆs reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Banquet Set-Up Attendant, you would be responsible setting and cleaning banquet facilities for functions in the hotelÆs continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Set tables and chairs to meet function specifications.
- Clean meeting space including, but not limited to, vacuuming, sweeping, mopping, polishing, wiping areas and washing walls before and after events

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Assistant Restaurant Manager- Kitty O'Sheas (Job Number: F00019ZV)

Work Locations: Hilton Chicago and Towers 720 South Michigan Ave Chicago 60605

An Assistant Restaurant Manager with Hilton Hotels and Resorts is responsible for assisting the manager in directing and organizing the activities and services of a hotel food and beverage outlet (restaurant, lounge, room service, coffee shop, etc.) in the hotel's continuing effort to deliver outstanding guest service.

What will I be doing?

As an Assistant Restaurant Manager, you would be responsible for assisting the manager in directing and organizing the activities and services of a hotel food and beverage outlet (restaurant, lounge, room service, coffee shop, etc.) to deliver an excellent guest experience. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Assist in the management of operations to include, but not limited to, guest service standards and initiatives, product quality, cost controls and overall profitability, marketing initiatives, systems use and management, budgeting and forecasting, department management, policy and procedure implementation and enforcement and meeting participation and facilitation
- Assist in monitoring and developing team member performance to include, but not limited to, providing supervision, conducting counseling and evaluations and delivering recognition and reward
- Assist in monitoring and assessing product quality and service and satisfaction trends, evaluate and address issues and make improvements accordingly
- Ensure compliance with health, safety, sanitation and alcohol awareness standards
- Assist in initiating and implementing marketing and up-selling techniques to promote restaurant food and beverage and services and to maximize overall revenue
- Assist in recruiting, interviewing and training team members
- Act in the absence of the manager, as needed

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Account Executive

Location: CHICAGO

Department: GPX

Application Deadline: Friday, February 14, 2014

Key Duties:

Maintain and increase revenue opportunities from the top charge account customers in an assigned territory. Definition of territory: one or a combination of towns or cities where GPX operates a terminal or agency operation

Solicit new revenue opportunities from new and existing users (exclusive of top assigned customers). Heavy emphasis on new business development

Make regularly scheduled appointments (at least one visit per top assigned accounts every 60 days) and develop affinity between GPX and customer

Meet and exceed monthly revenue quota (assigned as by National Sales Manager)

Submit accurate daily, weekly and monthly reports

Set up and maintain a current Regional Competitive Information File of GPX competitors

Work closely with regional sales and operational teams, ensuring all sales leads increase revenue opportunities

Required to attend trade shows and provide sales support within the Agency network

Comply with all corporate policies and procedures

Qualifications:

A four year degree preferred

Five years direct sales experience in freight transportation preferred

Proficiency in Microsoft Office Software preferred (Word, Excel, PowerPoint)

Experience with sales/customer management software preferred (Access, Act, Goldmine, Salesforce.com etc.)

Must have strong analytical, interpersonal, and decision making skills

Must have strong listening, customer satisfaction, written, verbal and presentation skills

Must have strong sales cycle management skills and ability to sell new business with a high degree of success

Must have strong organization and follow-up skills

Additional Information:

PURPOSE: Sell and promote GPX products to both existing and potential commercial customers Act as liaison between the customer and GPX Departments when required Work closely with the GPX operating group to ensure all customer expectations are being met.

Apply online at <http://www.greyhound.com/en/careers/details.aspx>

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Maintenance Supervisor

Location: CHICAGO

Department: Maintenance

Application Deadline: Friday, February 14, 2014

Key Duties:

Determine and prioritize repair orders and other operational demands as well as ensure that operational schedules are met and facility/shift productivity is maintained

Assign maintenance and contract personnel to ensure maintenance resources are used economically, meet maintenance workload needs and meet other objectives (i.e. training, special projects, etc.)

Identify and resolve quality issues and productivity bottlenecks such as training, improper procedures, tool/equipment requirements, etc.

Ensure that the garage provides a safe and pleasant work environment

Communicate effectively with internal customers regarding equipment availability

Ensure that the use of parts, vendors, consumable products, etc. is at the lowest possible cost

Give direction, coach and discipline employees when appropriate

Implement corporate policies and practices

Qualifications:

3+ years of supervisory or management experience in ground transportation maintenance or related field required

Bachelor degree in transportation or related field preferred

Ability to solve problems and make real-time decisions

Strong written and verbal communication skills required

Must understand and be able to operate all bus models

Driving experience and CDL preferred

Need attention to detail

Ability to take discipline where required

Must be motivated and possess strong interpersonal skills

Union knowledge and experience preferred

Experience interviewing and training preferred

Additional Information:

Basic Summary: The Maintenance Supervisor is responsible for the overall efficient supervision of maintenance employees and the quality of workmanship at the garage. This position will interface with MRD, Driver Operations, Customer Service, Safety, Operations Support Center and various corporate key interfaces to ensure a pleasant customer experience.

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Operations Supervisor

Location: CHICAGO

Department: Operations

Application Deadline: Friday, February 14, 2014

Key Duties:

Identifies and prepares Terminal Trainers to conduct departmental training. Ensures new employees receive training all aspects of the position. Maintains terminal training records. Assists in the performance evaluation process.

Ensures accurate and timely communication regarding day-to-day operations, including the completion of a weekly status report. Assists with answering phones, responding to faxes and other communications.

Ensures that End-of-shift counts are accurate. Assists in resolution of any financial discrepancies. Ensures terminal is within compliance for audit purposes.

Ensures terminal & incoming buses are clean & within safety requirements. Performs daily GLI-804 inspections.

Assigns driver's work and equipment and adjusts capacity plan.

Monitors customer service levels provided by all employees.

Gives direction to operations team by coaching employees, monitoring grooming and dress code compliance, and direct discipline of employees from counseling to

Recommends improvement to City Manager. Other duties as assigned

Qualifications:

2-5 years of Customer Service supervisory/management experience in transportation, retail, or fast food operations

Bachelor's degree preferred in General Business or Transportation

Working knowledge of state and local highway laws and regulations

Ability to exercise considerable diplomacy, judgment, and discretion in establishing and maintaining good working relationships with Company and other governing agencies

Safety and WC experience a must

Must be able to prepare comprehensive reports

Motivational focus and demonstrated leadership and interpersonal skills

Good organizational skills

Solid verbal/written communication skills

Empathetic, with good listening skills

Ability to make a quick decision

Training experience required

Excellent personal appearance

CDL desired or ability to obtain

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A Greyhound Professional Motorcoach Operator

Greyhound Driver Benefits

Offering major medical plans, dental, vision, free travel, 401K with company match and more.

Qualifications

To qualify, you must:

- Be at least 22 years of age
- Pass a DOT physical, criminal background check and drug screening
- Have a valid driver's license
- Have an good driving record
- Must be able to obtain a passport to cross the Canadian border
- Successfully complete Greyhound's driver training program

Standards are high at Greyhound and safety is our number one value. If you cannot do it safely, don't do it!

Professional Driver Training Program

Greyhound training is an intense 6-week program targeting energetic and motivated students with a safety first mind set. There are three phases of training.

Phase One - Qualification School (1 Week)

Candidates must successfully complete 20-hours of self-directed computer based training, pass a DOT physical exam, pass a drug screen, and obtain a CDL permit with the proper endorsements. Our hiring managers are flexible and will work with you to schedule training at your convenience. For instance, you can complete your training in 5 days (4 hours a day) or 2 ½ days (8 hours a day).

Phase Two - Driving School (2 Weeks)

If selected, you will attend two weeks of behind-the-wheel training at one of our centrally located driver-training schools. Greyhound will provide lodging, meals and a student per diem allowance during phase two.

Phase Three - Finishing School (3 Weeks)

You will continue to receive your per diem allowance as you train at your home location. You will complete the required 120-hours of behind the wheel practice with your driving mentor while learning the routes and polishing your customer service skills.

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Job Title Manager, Signal Maintenance

Location Chicago, IL, US

Job Type Full-Time Permanent

Department Power and Way Maintenance

Position Summary

SALARY RANGE: \$90,000 - \$110,000

Plans, manages, and supervises personnel involved in the installation, repair and maintenance of the Authority's Wayside Signal and Carborne Automatic Train Control Systems. Provides engineering and technical assistance to CTA engineering forces and outside consultants.

Primary duties and Responsibilities

Engineers, plans, manages, and monitors preventive maintenance programs, inspections, repairs, and equipment installation on over 272 miles of CTA's railway, 1190 railcars and 26 grade crossings. Engineers circuit modifications relating to the upgrade or replacement of signal equipment. Reads, interprets and when necessary, modifies technical drawings including schematics and blueprint drawings. Approves requests and designs for signal and other electrical equipment modifications and new installations. Develops plans, technical aspects, designs, specifications and cost estimates relating to carborne and wayside signal programs. Determines capital equipment and infrastructure needs, maintenance programs and construction activities. Reviews, comments and recommends approval on all related capital project submittals. Provides engineering assistance and technical advice. Assesses infrastructure conditions and recommends replacement or upgrade to the signal system, coordinate annual operating budget and equipment needs.

Education and Experience Requirements

Bachelor's Degree in Electrical Engineering or a combination of education and approximately 10 years experience relating to this position. Must have extensive knowledge and experience in the design, operation and maintenance of signal systems and associated equipment. Must have comprehensive knowledge of electrical, mechanical and pneumatic equipment along with the associated circuitry utilizing a spectrum of electrical components and devices ranging from obsolete electromechanical and pneumatic equipment to state-of-the-art microprocessor equipment and fiber optic networks.

Applicants, if hired, must comply with CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

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Job Title Project Consultant - Vehicle Engineering

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Bus and Rail Maintenance

SALARY TARGET : \$68,000 - \$95,000

Provides project oversight and technical support for CTA Bus and/or Rail capital vehicle programs.

Primary duties and Responsibilities

Reviews contract drawings and correspondence from the car builder, appraises the Chief Engineer of issues or concerns, and drafts response to the car builder. Establishes project schedules, workflows, and budgets for vehicle purchases and overhauls; and tracks progress to ensure deliverables are on schedule and within budget. Chairs meetings with project stakeholders, management, and vendors; maintains meeting minutes; and prepares status reports. Monitors manpower needs and schedules, identifies areas of deficiencies, and recommends changes to accomplish project deliverables as scheduled. Oversees the inspection and testing of new and overhauled vehicles for defects, performance, and compliance with specifications; and implements resolutions to ensure all problems are resolved. Manages the collection of parts information, oversees the assignment of CTA specific identification numbers to parts, and coordinates the input of parts data into the Oracle database. Initiates, tracks and expedites purchase requisitions for vehicles and services received. Keeps abreast of warranty status information and ensures that vehicles under warranty are not charged for covered repairs. Tracks the progress of new vehicle repair training for CTA personnel and makes adjustments as necessary to maintain schedules. Performs other duties as might be assigned.

Education and Experience Requirements

Bachelor's degree in Mechanical/Electrical Engineering. Must have project management experience. Knowledge of vehicle design, mechanical, electrical and maintenance systems and equipment. Knowledge of vehicle costing and procurement processes. Knowledge of industry quality control practices. Ability to develop workflow diagrams. Good organization and project management skills. Strong verbal and written communication skills to maintain effective working relationships with management, staff, and vendors.

Applicants, if hired, must comply with CTA's residency ordinance.

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Job Title Project Consultant - Heavy Maintenance

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Bus and Rail Maintenance

SALARY TARGET: \$68,000 - \$95,000

Provides project oversight and technical support for CTA Bus and/or Rail capital vehicle programs.

Primary duties and Responsibilities

Reviews contract drawings and correspondence from the car builder, appraises the Chief Engineer of issues or concerns, and drafts response to the car builder.

Establishes project schedules, workflows, and budgets for vehicle purchases and overhauls; and tracks progress to ensure deliverables are on schedule and within budget. Chairs meetings with project stakeholders, management, and vendors; maintains meeting minutes; and prepares status reports.

Monitors manpower needs and schedules, identifies areas of deficiencies, and recommends changes to accomplish project deliverables as scheduled.

Oversees the inspection and testing of new and overhauled vehicles for defects, performance, and compliance with specifications; and implements resolutions to ensure all problems are resolved. Manages the collection of parts information, oversees the assignment of CTA specific identification numbers to parts, and coordinates the input of parts data into the Oracle database. Initiates, tracks and expedites purchase requisitions for vehicles and services received. Keeps abreast of warranty status information and ensures that vehicles under warranty are not charged for covered repairs. Tracks the progress of new vehicle repair training for CTA personnel and makes adjustments as necessary to maintain schedules. Performs other duties as might be assigned.

Education and Experience Requirements

Bachelor's degree in Engineering. Mechanical/Electrical Engineering degree preferred. Must have project management experience, with experience managing large-scale vehicle procurement, maintenance and overhaul projects preferred. Knowledge of vehicle design, mechanical, electrical and maintenance systems and equipment. Knowledge of vehicle costing and procurement processes. Knowledge of industry quality control practices. Ability to develop workflow diagrams. Good organization and project management skills. Strong verbal and written communication skills to maintain effective working relationships with management, staff, and vendors.

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Program Facilitator - Summer Food Job ID: 1270

Closing Date: 03/01/2014

Date Posted: 2/2/2014

Location: Central Administration

CHARACTERISTICS OF THE CLASS:

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

EXAMPLES OF DUTIES:

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

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

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

Knowledge, Skills and Abilities:

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

SALARY: \$15.27 PER HOUR

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Recreation Leader (Seasonal Day Camp) DISTRICTWIDE Job ID: 1312

Closing Date: 03/04/2014

Seasonal Only/Recreation Leader (Daycamp)

Date Posted: 2/3/2014

Location: DISTRICTWIDE

Under direct supervision, provides recreational activities for children ages 3 years old and up during the operation of day camp activities. Performs related duties as assigned or required.

EXAMPLES OF DUTIES:

Accompany groups of children on field trips to educational institutions, public functions or recreational activities. Provide adult supervision to ensure the safety and well-being of children. Lead and participate in games, drills and agility exercises. Read to children and teach simple painting, drawing, songs and similar recreation activities.

DESIRABLE MINIMUM QUALIFICATIONS:

TRAINING AND EXPERIENCE:

Candidates for this position must be 16 years old birthday on June 15, 2014.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work with individuals or groups of children from ages 3 years old and older; Basic knowledge of children's games and recreation activities; Effective oral communication skills; Ability to enforce safety rules; Ability to lead physical, recreational and leisure activities; Ability to exercise good judgment.

Union: SEIU Local 73

FLSA: Nonexempt

Career Service

EEO: Paraprofessional

SALARY: \$ 11.77 per hour

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