



ADULT LEARNING SPECIALIST

YMCA: YMCA of Metropolitan Chicago

Location: Chicago, IL

Job Summary: The Adult Learning Specialist position will report to the Director of Quality and Training and is responsible for assessing training needs and providing assistance in the development, delivery and evaluation of competency based training content and learning experiences to increase staff effectiveness within their role. The Adult Learning Specialist will work closely with Learning & Evaluation Advisors to develop the necessary supports to pilot and sustain high quality childhood, youth and family programs that promote "holistic learning". The Adult Learning Specialist will assist in the design of an interdisciplinary coaching structure and provide coordination and consultation expertise to program operational leadership on adult learning theories and best practices.

Requirements:

Masters degree in Education, Curriculum and Instruction, Instructional Design, Youth and Adolescent Development, Social Work, Human Services, or related field.

Significant knowledge and experience developing and implementing competency based training content utilizing adult learning, instructional design, technology-mediated learning and adult learning theory. Ability to develop adult learning curricula and measureable learning objectives. Experience working with e-learning, web based training and blended learning programs. Experience working with adult learners from various backgrounds and levels of youth development expertise preferred.

Minimum of 5 years experience in management/leadership positions, involving supervision, staff development and training, program development administration.

Extensive knowledge of current trends and issues in youth and adolescent development and in parent and family support services. Working knowledge of program development and design, consultation, training and adult learning methods.

Working knowledge of the use of research and evaluation in program development, ongoing program improvement, and planning for schools, children and families.

Proficiency with Internet usage and computer applications, including a thorough understanding of Microsoft Outlook, Microsoft Office (Word, Excel, and Power Point), use of databases, and the ability to learn and master other computer technology /software programs as needed.

Salary: \$65,000 - \$75,000

HOW TO APPLY

Apply Online: <https://careers-ymcachicago.icims.com/jobs/5936/adult-learning-specialist/job> Resumes until: 4/30/2014

Contact: Brandi Frattini bfrattini@ymcachicago.org

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Intern (Seasonal) - Summer Food Program Job ID: 1271

Closing Date: 03/01/2014

Administrative/Intern (H)

Date Posted: 2/2/2014

Location: Central Administration

PROGRAM DESCRIPTION: This program provides nutritious meals to children who participate in park programs during the summer. Staff will ensure that parks are complying with city and state regulations regarding safe food handling. Will collect and enter data regarding meal counts for reporting to CPD and ISBE for the Summer Food Program

CHARACTERISTICS OF THE CLASS: Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

EXAMPLE OF DUTIES: Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities: Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills. Salary: \$15.31 - \$18.00 per hour

Apply online at

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

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Intern (Seasonal) Monitor Job ID: 1272

Closing Date: 03/01/2014

Administrative/Intern (H)

Date Posted: 2/2/2014

Location: Central Administration

CHARACTERISTICS OF THE CLASS:

Will visit park locations to ensure parks are compliance with State regulations and the Dept of Health regulations for the Summer Food Program. Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

EXAMPLE OF DUTIES: Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities: Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Salary: \$12.15 - 15.00 per hour

Apply online at

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Lifeguard (Seasonal- Summer) Job ID: 1293

Closing Date: 4/24/14

Aquatics/Lifeguard

Date Posted: 2/3/2014

Location: COMMUNITY RECREATION - AQUATICS

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, ensures the safety and supervision of swimmers at Park District aquatic locations. Assists in swimming instructions and other organized aquatic activities. Performs related duties as required.

EXAMPLES OF DUTIES:

Guards beaches and/or pool area to protect swimmers from accidents or drowning. Responds to emergency situations in accordance with established methods and procedures. Administers first aid, CPR as necessary. Enforces park rules and regulations regarding pool and beach activities. Maintains aquatic safety equipment by inspecting and reporting repairs needed to buoys, floats, ropes or other equipment installed as safety measures. Performs maintenance duties in keeping pool and beach areas clean, safe and attractive. Assists and/or leads aquatic instruction and recreational activities including swimming lessons, hydro-aerobics, water polo and swim team.

DESIRABLE MINIMUM QUALIFICATIONS: Training and Experience: Completion of at least two years of High School is recommended.

Certification Requirements at time of hire:

American Red Cross Lifeguarding certificate, or equivalent to include:

American Red Cross CPR for Professional Rescuer, or equivalent

American Red Cross First Aid, or equivalent

American Red Cross AED, or equivalent

American Red Cross Oxygen Administration, or equivalent

American Red Cross Bloodborne Pathogens Training or equivalent

Chicago Park District Lifeguarding Card

Knowledge, Skills and Abilities: Knowledge of lifesaving and life guarding methods and techniques. Ability to meet and deal with the public. Ability to swim and dive proficiently. Ability to administer first aid and CPR to victims needing such attention.

SEIU-Local 73 Career Service EEO: Protective Service FLSA: Non-Exempt

SALARY: \$13.38 PER HOUR

Apply online at

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Attendant Part-time (Central Region) -YEAR ROUND Job ID: 1315

Closing Date: 02/12/2014

Custodial/Attendant (H)

Date Posted: 1/29/2014

Location: CENTRAL REGION - SHEDD PARK

THIS POSITION IS BUDGETED FOR UP TO 30 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.

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: \$13.61 per hour

Apply online at

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Attendant Part-time (Central Region) -YEAR ROUND Job ID: 1318

Closing Date: 02/12/2014

Custodial/Attendant (H)

Date Posted: 1/29/2014

Location: CENTRAL REGION - LAKESHORE PARK

THIS POSITION IS BUDGETED FOR UP 35 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.

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: \$13.61 per hour

Apply online at

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Attendant Part-time (Central Region) -YEAR ROUND Job ID: 1320

Closing Date: 02/12/2014

Custodial/Attendant (H)

Date Posted: 1/29/2014

Location: CENTRAL REGION - FOSCO PARK

THIS POSITION IS BUDGETED FOR UP 30 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.

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: \$13.61 per hour

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Macy's Water Tower Place, Chicago, IL: Retail Sales Associate, Part Time

Flexible Scheduling Option!

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71223016

The Part Time "Option 5" schedule selection allows the maximum amount of scheduling flexibility in a retail schedule.

"Option 5" Sales Associates are:

Scheduled for one to two shifts per week, based on their availability

Able to pick up additional shifts each week using our self-select tool

Able to maintain work-life balance by designating three non-event selling days per month as "unavailable" to work; Enjoy a retail discount of up to 20% on their purchases; Eligible for paid time off and other benefits if minimum hours requirements are met; Typically available to work when our business needs are the greatest, including Friday nights, weekends, holidays, and big events

Details on My Schedule Plus and "Option 5" are described during the interview process.

Key Accountabilities:

While all positions within Macy's require working as part of a team to meet department and store objectives, your individual responsibilities as a Retail Sales Associate may include: Greet and make a connection with each customer; actively listen to determine his/her needs and present options to meet those needs; Utilize product knowledge and selling skills to build repeat business and create a lasting positive impression of you, your store, and Macy's; Maintain selling floor, stock areas, and fitting rooms where applicable to present a clean, neat, and easy to shop environment; Follow all Loss Prevention and safety procedures; Perform other duties as required

Skills Summary:

Previous retail sales experience preferred, but not required

Goal-oriented, with a desire to meet and exceed sales, customer service, and loyalty program standards; Ability to work as a team player in a fast-paced environment, handling multiple priorities and quickly learning new procedures; Ability to communicate effectively with customers, peers, and management; Ability to work a flexible retail schedule including evening, weekend and key shopping events

Macy's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71223016>

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Macy's Oakbrook Center, Oakbrook, IL: Retail Cosmetics Sales Hiring Event - Beauty Advisor, Full Time/Part Time

Location: Oak Brook, Illinois

Job Category: Stores

Requisition ID: 71222884

In order to present our customers with the best possible shopping experience, Retail Cosmetic Beauty Advisors may arrive prior to store opening or remain after closing to ensure we are always ready to make Macy's magic. All Macy's associates have the opportunity to work a flexible retail schedule, which may include early mornings, evenings, weekends and busy events such as Gift with Purchase or other product-related promotions. While some benefits depend on the number of hours worked, Macy's offers competitive wages, comprehensive cosmetic training, and a generous employee discount of up to 20% to all Cosmetic associates.

Learn more about a career in cosmetics at Macy's by visiting www.beauty.macysJOBS.com!

Key Accountabilities:

Inspire the customer by making a connection and demonstrating products and techniques to create a lasting positive impression of you, Macy's, and your line. Demonstrate commitment and ability to build customer relationships and loyalty through initiating service consultations, regular purchase follow-up and replenishment calls, and the maintenance of a client file. Utilize customer service techniques and professional selling skills to achieve personal and team productivity goals. Attend and actively participate in vendor meetings, seminars, schools, and other product knowledge and business-driving opportunities. Maintain counter stock, cleanliness, and hygiene standards. Perform other duties as needed.

Skills Summary:

Previous retail cosmetic sales experience a plus, but not required. Goal-driven, with an ability to multi-task. Demonstrated ability to meet or exceed sales, customer service, and loyalty program standards. Strong interpersonal, organizational, and communication skills. Ability to work as part of a team in a fast-paced environment, handling multiple priorities and quickly learning new procedures. Available to work a flexible retail schedule, which may include mornings, evenings, weekends, and extended hours.

Macy's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

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Attendant -DISTRICTWIDE (SEASONAL) Job ID: 1338

Closing Date: 3/3/14

Custodial/Attendant (S)

Date Posted: 2/3/2014

Location: DISTRICTWIDE

Along with new applicants, this posting is also intended for returning Attendants (from 2013).

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.

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: \$13.14 per hour

Apply online at

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Forestry Worker (Seasonal) Job ID: 1336

Closing Date: 03/03/2014

Forestry/Forestry Worker (S)

Date Posted: 2/3/2014

Location: NATURAL RESOURCES - NATURAL RESOURCES

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs forestry shrubbery care activities for the Chicago Park District's Forestry Division.

EXAMPLES OF DUTIES:

Assists forestry crews. Drags and chips brush. Loads logs. Cultivates weeds. Mulches trees and shrubs. Plants trees and shrubs. Waters plant material. Tills soil. Edges trees and shrub beds. Moves soil. Sods areas. Assists in working in the Chicago Park District nursery. Removes debris from tree trimming activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from High School or the equivalent is recommended.

License Requirement: A valid State of Illinois drivers license is required at the time of hire.

Knowledge, Skills and Abilities:

Knowledge in the use of landscape tools, equipment and machinery.
Skill in the use of landscape tools, equipment and machinery.

Union: 703 Career Service
Exempt

EEO: Service-Maintenance

FLSA: Non-

Salary: \$18.75 per hour

Apply online at

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Floricultural Worker (Seasonal) Job ID: 1335

Closing Date: 03/03/2014

Landscape/Floricultural Worker (S)

Date Posted: 2/3/2014

Location: NATURAL RESOURCES

EXAMPLES OF DUTIES:

Loads and mixes soil for use in planting show crops, background plants and other foliage. Follows specific instructions in the routine maintenance of plant life, including spacing, potting, pinching, watering and weeding. Assists in preparing, transplanting and caring for floral displays. Assists in the installation and removal of floral shows at Park District conservatories. Assists in applying fertilizers and other growth enhancement agents to the soil.

Uses hand tools and operates push mowers, rototillers, weed eaters, riding mowers, pick up truck, fork lifts, mini front end loaders and other equipment and machinery used in lawn and floral maintenance. Performs routine maintenance on equipment. Assists in the preparation and care of Park District gardens and other outdoor floral displays. Assists in planting, fertilizing, weeding and watering activities conducted at outdoor flowerbeds. Performs plant care and maintenance at Park District nurseries including, loading and unloading stock and materials, trimming trees and shrubs and crop cultivation.

Performs general maintenance at assigned facility including loading trash and brush, raking leaves, sweeping walkways, shoveling snow, cleaning showrooms and moving grass. Follows detailed instructions and regulates the temperature of greenhouse facilities. May apply pesticides if appropriately licensed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from High School or the equivalent (GED) is recommended. Experience performing floral or nursery duties is desirable.

Knowledge, Skills and Abilities:

Skill in the safe operation of equipment and machinery used in landscape maintenance and floriculture. Ability to follow written and oral instructions. Willingness and ability to learn how to maintain and cultivate floral plant life. Ability to perform manual labor.

Union: 703 Career Service

EEO: Service/Maintenance

FLSA: Non-Exempt

SALARY: \$17.44 PER HOUR

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Markdown Associate

Location: Chicago, IL
Requisition ID: 838-773139
Posting Date: 1/24/2014
Shift: Flexible
Status: Part Time

Bring your passion for fashion to today's Burlington Coat Factory. If you are interested in a career in retail, consider joining one of the largest off price retailers of apparel and home furnishings in the nation. We always have a large selection of quality name brand merchandise at huge savings; coats, clothing and shoes for the whole family, fashionable accessories, home decor, and everything for baby. Burlington means one-stop shopping for labels you love at prices you love even more. With more than 450 stores, we're always looking for good talent that can drive results.

GENERAL PURPOSE OF POSITION:

As part of the sales team, the Markdown Associate will assist in the execution of merchandising and operational functions to Company Standards within a specific department. This individual will be responsible for ensuring markdowns are processed according to company policies and in a timely fashion, ensuring merchandise is properly priced, run markdown reports, provide outstanding customer service to our customers, drive the sales and profitability of the department, and safeguard company assets.

RESPONSIBILITIES: Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge. Ensure merchandise pricing is complete and accurate. Read, comprehend and generate all markdown reports for the store. Assist in conducting audits of assigned areas, mark out of stocks and locate merchandise that is not priced or damaged and report to upper management as needed. Maintain an awareness of all promotions and advertisements. Assist in floor moves, merchandising, display maintenance, and housekeeping. Assist in processing and replenishing merchandise and monitoring floor stock. Aid customers in locating merchandise. Communicate customer requests to management. Participate in year-end inventory and cycle counts. Assist in ringing up sales at registers and/or bagging merchandise. Any other tasks as assigned from time to time by any member of the management team

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Linens Associate/Clerk

Location: Chicago, IL
Requisition ID: 838-771499
Posting Date: 1/24/2014
Shift: Flexible
Status: Part Time

GENERAL PURPOSE OF POSITION:

As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard company assets.

FOCUS OF POSITION:

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks

Deliver excellent customer service and demonstrate a high degree of professionalism

RESPONSIBILITIES:

Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service

- Maintain an awareness of all promotions and advertisements
- Assist in floor moves, merchandising, display maintenance, and housekeeping
- Assist in processing and replenishing merchandise and monitoring floor stock
- Aid customers in locating merchandise
- Communicate customer requests to management
- Assist in completing price changes as a member of the mark-down team
- Participate in year-end inventory and cycle counts
- Assist in ringing up sales at registers and/or bagging merchandise
- Any other tasks as assigned from time to time by any manager

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Title: Custodian Chicago

ID: 1006

Department: Custodial

Description

Pangea is currently looking for a self-motivated Custodian that is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and will be able to work effectively in a dynamic, entrepreneurial environment

RESPONSIBILITIES:

- Provide janitorial service to assigned building(s).
- Adhere to established specifications and standards.
- Close out work orders in a timely manner.
- Provide pest control services.
- Properly track time with time keeping system.
- Must be able to lift materials up and down stairs.
- Operate industrial vacuum cleaners to remove scraps, dirt, heavy debris and other refuse.
- Wash windows, interior walls and ceilings.
- Empty trash cans and other waste containers.
- Sweep, mop, scrub and wax hallways, floors and stairs.
- Clean snow and ice from walkways and parking areas.
- Cut grass and tend grounds.
- Clean and disinfect washrooms and fixture.
- Perform other routine maintenance jobs and repair such as painting.
- Reset breakers for tenants when instructed.
- Open basement doors for utility companies when instructed.
- Ensure that security and safety measures are in place in the establishment.
- May advertise vacancies, show apartments and offices to prospective tenants.
- May supervise other workers.

REQUIREMENTS:

- 2-3 years of custodial experience required
- Only applicants with a resume will be considered

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkjc2i49>

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Title: Maintenance Manager Chicago

ID: 1002

Department: Maintenance

Description: Pangea is currently looking for an experienced Maintenance Manager who is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and able to work effectively in a dynamic, entrepreneurial environment. Candidate must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Qualifications:

- Access to reliable automobile/truck with valid driver's license and insurance
- Must have own tools
- Honest and able to work in a self-directed, fast-paced environment with minimal oversight
- Hard working and flexible on hours; willingness to work weekends if necessary
- Must commit to Pangea full time
- Must pass criminal and credit checks
- Moderate knowledge of all aspects of construction (electrical, plumbing, HVAC, carpentry, etc.)
- More than 2 years experience directly leading construction projects with over \$1 million budgets
- Experience working with City of Chicago zoning, permitting, licensing, and buildings departments
- Experience in large construction company (over 100 employees)
- Expertise in larger (200+ unit) residential apartment buildings

Other Skills:

- Boiler installation and troubleshooting (both steam and water) for 24+ unit buildings
- Low Voltage experience, including the installation and repair of commercial intercom systems for 24+ unit buildings
- Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections
- Management experience preferred
- Computer literacy a plus

Compensation and Benefits:

Base pay starts at \$45,000 in addition to a mileage allowance of up to \$3,600 per year
Benefits include health insurance, two weeks' vacation and five sick days per year

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkjzs1a3>

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Title: Maintenance Technician Chicago

ID: 1004

Department: Maintenance

Description

Pangea is currently looking for a self-motivated Maintenance Technician who is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and able to work effectively in a dynamic, entrepreneurial environment. Candidates must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to: (Job consists of minor repairs in.)
Plumbing: Electrical: Carpentry: Flooring: Concrete/Roofing:

Qualifications:

Must have own tools. Access to reliable automobile, cell phone, and valid driver's license with insurance. Honest and able to work in a self-directed, fast-paced environment with minimal oversight. Hard working and flexible on hours if necessary. Must commit to Pangea full time Criminal checks will be run. Computer literacy a plus.

Other Skills A plus: HVAC/Boiler Systems: Furnace installation and troubleshooting (both heat and AC); boiler installation and troubleshooting (both steam and water) for 24+ unit buildings. Low Voltage: Installation and repair of commercial intercom systems for 24+ unit buildings. Knowledge of 220V. Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections. Appliance repair.

Compensation and Benefits:

- Base pay starts at up to \$17/hour, depending on experience and skill.
- Benefits include health insurance, two weeks' vacation and five sick days per year.
- Bonus of up to \$1000 per year depending on performance.
- Potential for promotion from within the company.
- Periodic training and workshops provided.

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkj3hj07>

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Title: Office Administrator/Receptionist (River North)

ID: 1017

Department: Administrative

Description

Pangea Real Estate is a real estate management and acquisition company located in downtown Chicago. Our mission is to be the best property managers on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management. With over 8,000 units under management and working to acquire 5,000 more in the next year, we are one of the fastest growing Chicago real estate companies.

We are seeking a receptionist/back office administrator to manage the office at our River North headquarters. You will be meeting and providing customer service to an array of personalities and will be working on multiple tasks, so strong problem-solving skills are a must.

If you're friendly and welcoming, organized, punctual, and have exceptional customer service skills, then this could be the role for you.

Some specific tasks will include:

- Ensure office runs smoothly and employees have what's needed to work effectively
- Scan, file, and organize all documents
- Assist in the preparation of marketing documents
- Answer phones - Accept packages
- Reception and greeting of guests - Set up meetings
- Assist in problem resolution for guests, residents, and contractors
- Order supplies for multiple satellite offices as well as HQ
- Distribute food orders to multiple HQ kitchens
- Create IDs for new field workers
- Book travel as necessary
- Book meetings and appointments as necessary
- Make sure back office common areas are clean, well-appointed, and welcoming
- Send and receive mail, certified mail, and FedEx packages
- Provide administrative support for a variety of Human Resources tasks
- Take on additional projects and business responsibilities as opportunities and personal capabilities and interests arise.

Compensation: \$25,000 - \$28,000/year, depending on education and experience
Only candidates with resumes attached will be considered for this position.

Please look us up at www.pangeare.com.

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Men's Associate/Clerk

Location: Chicago, IL
Requisition ID: 838-771502
Posting Date: 1/24/2014
Shift: Flexible
Status: Part Time

GENERAL PURPOSE OF POSITION:

As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard company assets.

FOCUS OF POSITION:

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks
Deliver excellent customer service and demonstrate a high degree of professionalism

RESPONSIBILITIES:

Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service

- Maintain an awareness of all promotions and advertisements
- Assist in floor moves, merchandising, display maintenance, and housekeeping
- Assist in processing and replenishing merchandise and monitoring floor stock
- Aid customers in locating merchandise
- Communicate customer requests to management
- Assist in completing price changes as a member of the mark-down team
- Participate in year-end inventory and cycle counts
- Assist in ringing up sales at registers and/or bagging merchandise
- Any other tasks as assigned from time to time by any manager

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Accessory Associate/Clerk

Location: Chicago, IL
Requisition ID: 838-771503
Posting Date: 1/24/2014
Shift: Flexible
Status: Part Time

GENERAL PURPOSE OF POSITION:

As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard company assets.

FOCUS OF POSITION:

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks

Deliver excellent customer service and demonstrate a high degree of professionalism

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