



**Associate Lunchroom Mgr II (Lunchroom Services)(Job Number: P023264)**  
West Side-3444 West Wabansia Avenue (Harriet Beecher Stowe School)

CLASS TITLE: Associate Lunchroom Manager II

CHARACTERISTICS OF THE CLASS: Under general Lunchroom Manager, manages the operations of the elementary school lunchroom serving 501 to 1,000 meals per day, in compliance with departmental guidelines and performs related duties as required.

ESSENTIAL FUNCTIONS OF ASSOCIATE LUNCHROOM MANAGER II AND ASSOCIATE

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from high school or GED equivalent with at least one year of proven supervisory/food preparation experience in an institutional setting or an Associate Lunchroom Manager II equivalent combination of related training and experience. Must possess and maintain a valid Chicago Department of Public Health Certified Foodservice Manager Certificate.

Knowledge, Skills, and Abilities:

Thorough knowledge of HACCP methods used in preparing a variety of foods in large quantities, basic sanitation principles and practices and meal accountability. Ability to plan, assign and review the work of others. Must have the ability to work in a school setting and demonstrate a caring attitude towards students. Must be able to serve the students in a polite and professional manner and possess proficient oral and communication skills to interact with staff, students, faculty, administrators and supervisors. Must have basic math skills, including the ability to add, subtract, multiply, divide and use fractions.

Physical Requirements/Physical Demands:

Required to lift or exert force of twenty-five (25) lbs. frequently and forty (40) lbs. occasionally, or ten (10) to twenty-five (25) lbs. frequently, or up to ten (10) lbs. constantly to move objects. Must be able to stand for long periods of time, stoop, crouch, climb, bend, reach, handle and finger objects. Must be able to taste and smell in order to identify flavors and odors and exercise frequent use of near visual acuity with the ability to identify and distinguish colors. Must be able to work in environments with some temperature extremes.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

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**Cook II (Lunchroom Services) (Job Number: P023245)**  
West Side-3301 West Franklin Blvd (George Westinghouse HS)

Description

CLASS TITLE: Cook II

CHARACTERISTICS OF THE CLASS: Under supervision, prepares foods using a variety of cooking methods for 500 to 1,000 meals per day at a Chicago Public Schools' facility; and performs related duties as required.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from high school (or G.E.D. equivalent) supplemented by eighteen months of previous work experience as a cook with large volume cooking responsibility in an institutional setting; or an equivalent combination of training and experience.

Certificate Requirement.

Must possess a valid State Sanitation Certificate within twelve months from date of hire.

Knowledge, Abilities, and Skill.

Good knowledge of methods used in cooking a variety of foods in large quantities, good knowledge of the cooking characteristics of various food items, good knowledge of basic nutrition principles.

Ability to follow written and oral instructions and to work from recipes, ability to work in a school setting, ability to stand for long periods of time.

Good skill in the application of the principles and techniques of cooking in large quantities, good skill in the care and use of cooking utensils and equipment.

Physical Requirements. Medium Work:

Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects.

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**Porter (Lunchroom Services)(Job Number: P023267)**

West Side-2245 West Jackson Blvd (Richard T Crane Tch Prp Comm H)

Description

CLASS TITLE: Porter

CHARACTERISTICS OF THE CLASS: Under immediate supervision, performs manual work duties in and around a Chicago Public Schools lunchroom; and performs related duties as required.

ESSENTIAL FUNCTIONS:

Assembles and transports soiled dishes, trays and utensils from dining areas; operates dishwashing machine and replenishes dinnerware items; assists in serving food to customers; fills storeroom requisitions and maintains storeroom in an orderly fashion; rotates stock and lifts and carries bulk commodities to designated areas; sweeps and mops kitchen, serving areas, storerooms, lunchrooms, and lunchroom restrooms and locker areas; washes pots, pans, shelves, tables, and walls; cleans and sanitizes counter tops, work areas, storage areas, and various food service equipment; scrapes dishes and trays; de-limes dishwashing machines as necessary; empties wastes; follows departmental personal hygiene requirements.

MINIMUM QUALIFICATIONS:

Training and Experience.

Willingness and ability to perform the duties of the position.

Knowledge, Abilities, and Skill. Knowledge of basic sanitation principles and practices.

Ability to follow oral and written instructions.

Basic skill in performing sanitation duties.

Physical Requirements.

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

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**School Community Representative (Temporary Pass program)  
(Job Number: 140002CW)**

West Side-3250 West Adams Street (John Marshall Metro High School)

**CHARACTERISTICS OF THE CLASS:** Under the immediate supervision of the school principal, performs liaison functions between the school and the community in which the school is located; and performs related duties as required.

**ESSENTIAL FUNCTIONS:** Meets with community organizations and individuals to explain and respond to inquiries concerning various school programs and activities; consults with educational staff to obtain information concerning teachers' interests and concerns and communicates this information to community members; becomes acquainted with community organizations and social service agencies and their programs and policies; attends and participates in community meetings, workshops, and activities related to educational matters; meets with community leaders and business representatives to solicit their support for school programs; communicates in person and on the telephone with parents to encourage their children's regular attendance at school and parent's participation in school activities; recruits school staff and community representatives to provide specialized information to groups of parents; prepares activity reports for submission to the school principal; may send school newsletters to parents and guardians.

**MINIMUM QUALIFICATIONS:**

**Training and Experience.** Graduation from high school (or G.E.D equivalent). Previous general work experience is highly desirable.

**Knowledge, Abilities, and Skill.** Good knowledge of community organizations and social service agencies, knowledge of Chicago Public Schools rules and regulations.

Ability to work with various and diverse community organizations and members, ability to prepare routine written reports, ability to recognize and respond to community and parents' concerns and educational interests.

Good human relations skills, excellent oral communication skills, good writing skills.

**Physical Requirements.** Sedentary Work: Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. A position is classified as Sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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## **Veterinary Technician I**

Location: Chicago, IL

Salary: Unspecified

FLSA Status: Non-Exempt Hours: FULL-TIME

Responsibilities and Duties: Assist with surgical and anesthetic procedures

- Setup and possibly participate in surgical procedures following aseptic protocols

- Maintain anesthesia by monitoring vital signs and using diagnostic equipment:

Doppler, Pulse Ox, EKG, Capnograph, Stethoscope

- Cleaning and sterilization of instruments via gas and steam techniques

- Packing surgical instruments, gowns and other tools

Setup, position, take and develop digital radiographs

Assist veterinarians in managing daily schedule by setting up treatments and exams

Responsible for daily hygiene of the hospital

- Clean and maintain hospital treatment room, surgery suite, kitchen area and ICU

- Maintain and stock treatment room, ER boxes, and mobile procedure cart

Fill and administer medication to collection and quarantine animals

- SQ, IM, IV, IO, PO, IC - Assist feed when necessary - Bandage, clean and dress wounds

Perform basic in house laboratory clinical pathology

- Scrapes and gill clip analysis - Capable of working in-house Abaxis chemistry machine

and ISTAT - Hematology: Manual WBC counts, Differentials, PCV, TS, banking of

serum/plasma. - Cytology: Direct, Gram Stains, Acid Fast Staining, and Romanowsky

Staining - Fecal analysis - Urinalysis - Basic Microbiology

Prepare samples for outside laboratories

Perform and/or assist with necropsies

Maintain animal healthcare records in coordination with the Veterinary Services management team

Other duties assigned by veterinarians and/or Veterinary Services manager

Education: Associate Degree in Applied Science in Veterinary Technology and graduation from an accredited AVMA Veterinary Technology Program or equivalent combination of experience or training required. Certified, Licensed or Registered Veterinary Technician preferred. Licensure in the state of Illinois within the first year of hire.

Experience: Minimum of 2 years of veterinary technical experience within a clinical setting required. Experience in zoo/exotic/aquatic animals preferred.

Designations/Certifications: CVT, RVT, LVT, AMT, or equivalent with appropriate experience preferred.

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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## **Coordinator, Individual Giving, Member and Donor Relations**

Location: Chicago, IL

Salary: Unspecified

FLSA Status: Exempt      Hours: FULL-TIME

### Position Summary:

As an integral part of the Individual Giving team, the Coordinator will support the daily operations of the aquarium's programs via our membership program and individual fundraising efforts. They will also direct activities involved in promoting and marketing alternative giving programs, while also providing support to the Development in the strategic development of a robust Individual Giving and membership program.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The candidate will be an intelligent, articulate and highly organized self-starter who maintains high standards for their work and can work effectively with the Aquarium's diverse constituencies. They will welcome the opportunity to build collaborative relationships with their team and other aquarium-wide staff; will enjoy the challenges of managing and meeting deadlines in a fast-paced environment. An awareness and interest in the conservation of aquatic environments and their inhabitants is also important. Must be a great team player!

Education: Bachelors' Degree

### Experience:

- 2+ Years of experience in development, marketing, sales -- preferably at a major institution.
- Tessitura experience a significant plus.
- Cold calling and phone solicitation a must.
- Excellent verbal and interpersonal communication skills.
- Computer literate in Microsoft Office Suite Experience with fundraising/CRM software and advanced Microsoft Excel skills are highly desirable.

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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## Scene Shop Apprentice

Posted: March 3, 2015

The Goodman Theatre seeks a Scene Shop Apprentice to work under the supervision of the Technical Director. The position provides an individual the ability to develop scenic carpentry skills and gain experience working in a professional scene shop. As part of this experience he/she will be given projects on a per show basis, and will work on all load-in and load-out crews. Also, he/she will assist the Technical Director and Scene Shop Foreman with tasks and do routine maintenance.

Duties and Responsibilities include, but are not limited to:

- Pick up supplies and materials from various vendors
- Driving staff and materials to and from theatre & scene shop
- Driving and maintaining a 15 passenger van in a safe & legal manner
- Assist in maintaining a clean and safe work area
- Maintaining the expendables and materials inventories for the scene shop;
- Keep bins on shop floor stocked, report any items that are low
- Sort and store incoming supplies, and maintain a clean overstock storage area
- Bring needed paperwork to vendor, and return receipts, credit cards, and purchase orders to appropriate supervisor
- Maintain the loading dock area in the scene shop
- Assist in maintaining a stock scenery inventory
- Work with the Scene Shop Foreman on maintenance of the Scene Shop and power tools
- Collect and properly store all portable power tools during clean up

Qualifications:

- Experience working in a professional scene shop beneficial
  - Ability to repeatedly lift, push or maneuver 50-70lbs, either alone or with assistance from others as well as climb ladders and work in high places
  - Work as a team member, and maintain a positive attitude at all times
  - Working knowledge of theatrical construction techniques and practices
  - Have a clean driving record and have/or be willing to obtain an IL Driver's license.
- The job is a full-time, union position under the Goodman's collective bargaining agreement with I.A.T.S.E. Local 2, with a full benefits package.

The Goodman Theatre is an Equal Opportunity Employer, women and minorities are encouraged to apply. This position is available immediately.

Interested candidates should email a cover letter, resume, and 3 references to: [ProductionJobs@GoodmanTheatre.org](mailto:ProductionJobs@GoodmanTheatre.org) No Calls Please.

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## Usher

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct
- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

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

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

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

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

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## Concessionist

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items
- Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change
- Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock
- Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms
- Perform daily concession maintenance duties
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

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

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Capability to communicate and work effectively with guests in a high-volume setting
- Good verbal communication skills as well as math and cash-handling skills
- Ability to meet tight deadlines under minimal supervision

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

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

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## **Dishwasher**

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

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

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

Maintain dishwashing equipment by following manufactures' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

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

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

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

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

Possess good verbal communication skills.

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

Ability to work with minimal supervision.

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

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

Ability to ascend and descend stairs.

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

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

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

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

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

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## Cashier

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

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

- Make certain guest service is friendly, helpful and fast
- Complete ticket purchase transactions by:
  - Greeting each guest and identifying tickets requested
  - Reading a computer screen, operating a keyboard or dispensing manual tickets
  - Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change
  - Thanking the guest
- Ensure the security of all box office cash and tickets
- Keep box office clean and well organized and update box office signage
- Distribute and understand how to operate assisted moviegoing equipment
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Perform daily box office maintenance duties and complete various reports as needed
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

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

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Ability to communicate and work effectively with guests in high-volume setting
- Good verbal communication skills as well as math and cash handling skills
- Ability to meet tight deadlines under minimal supervision

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

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## **Security Officer 3rd Shift- (Full-Time)**

Posted March 6, 2015

Palmer House a Hilton Hotel

Chicago, IL

### Description

Perform protective and enforcement functions in courteous and restrained manner in coping with emergencies, undesired conduct, disturbances and threats to life and property. Maintain a safe and secure environment for guests, visitors, and team members.

If you understand the importance of upholding a brand's 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?

Specifically, you would be responsible for performing the following tasks to the highest standards:

Foot patrol of the interior and perimeter of the hotel to observe and identify potential security and safety risks or undesirable conditions. Evaluate situations and make logical decisions on how to proceed and direct work.

Maintain order in the hotel, dealing with the welfare of guests, assisting with door lock problems, coordinate expedient response to emergency conditions such as fire, fire or safety hazards and threats to life and/or property in a calm, rational and persuasive manner.

Handle undesired conduct, violations of hotel policy and civil laws as warranted for the security and safety of hotel guests, employees, patrons and property.

Answer security telephone and safety hotline calls and respond in a timely manner based on priority. Prepare schedules and relate relevant information on house count, conventions, arrivals and departures from each shift.

Apply online at <http://www.hospitalityonline.com/jobs/664618-security-officer-3rd-shift-full-time>

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**Job Title: Secretary III-Rush University Division of Student Affairs**

Department: RUO Student Affairs

Shift: 1st

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

Job Number: 2015-0168

**Job Description:**

The Rush University Division of Student Affairs is looking for a Secretary III!

If you are a customer service/administrative professional with a strong attention to detail and has excellent MS Office experience you may be the ideal candidate for this position!

**Position Highlights:**

Under the general supervision of the Department Manager, the Secretary III provides complex secretarial skills in a fast-paced university environment.

The Secretary III handles a variety of office details including receiving visitors, filing, record keeping, processing requisitions, supply orders, routing correspondence, and carrying out special projects as assigned.

The Secretary III must possess excellent organization and communication skills.

The Secretary III will interact regularly with other employees across departments within the University on behalf of the Division and must be courteous, outgoing, and professional.

The individual who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High school diploma or GED required.

Two or more years of secretarial/office experience in a university setting.

Excellent computer skills for word processing, data input, and emailing.

Knowledge of Family Education Rights and Privacy Act (FERPA).

Occasional weekend and evening work required.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150306103254&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150306103254&)

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### **Dietary Aide**

Job Code: 145511

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: None

Job Type: Per Diem

Minimum Education Required: High School or equivalent

Category: Food and Nutritional Services

FTE: 0.01

#### Position Summary:

Hartgrove is a Joint Commission approved and state licensed facility focused on short-term crisis stabilization programs. We provide fully accredited educational programs, comprehensive Activity Therapy, Pet Assisted Therapy, Art Therapy, Horticultural Therapy and Dance Movement while utilizing a holistic treatment approach.

\*\*\*Hartgrove Behavioral Health System is first hospital in the nation to receive the Joint Commission Gold Seal of Approval for Trauma-Informed Care and Neuropsychiatry!\*\*\*

The Hospital is seeking a Per Diem Dietary Aide to work approx. 20 hours per week. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

#### Job Duties include the following:

- Assures that quality food services are rendered to patients, employees, visitors, Medical Staff and other allied health professionals in accordance with the standards, rules and regulations of all regulatory agencies and established Hospital and departmental policies and procedures and appropriate to children, adolescents and adults.
- Assures the maintenance of a safe and sanitary environment.
- Prepares patient snacks, sets patient trays, serves staff meals, assists in preparation and service of beverages, vegetables, salads and desserts as assigned.

#### Requirements include the following:

- High School Diploma preferred
- Training and experience in quantity food preparation in a hospital
- Ability to follow orders and properly perform assigned tasks.

This is a Per Diem, non-benefited position within the Hospital's Dietary department.

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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## Manager

As an AMC theatre manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll be in charge of making sure the theatre runs smoothly so that every single guest enjoys the show, managing theatre associates and maintaining an environment that provides superior customer service. Sound hands on? It is.

Ensure successful daily theatre operations by executing the following fundamentals:

- Providing service that is friendly, helpful and fast
- Maintaining facilities that are clean, safe and in good repair
- Providing an experience that is comfortable, distraction-free and picture-perfect
- Serving fresh, appetizing and properly prepared food and beverages
- Encourage associates to maximize their personal growth and development by:

- Guaranteeing associates meet and exceed guest-service standards
- Ensuring proper staffing in each area of the theatre
- Performing daily opening and closing operational duties
- Reviewing financial numbers on a regular basis and make operations adjustments, as necessary
- Overseeing an individual theatre department, as assigned by theatre General Manager

Pretty straightforward, huh? We think so. But we're not looking for just anyone. Do you have what it takes?

- Receptive to training and personal development
- Effective written and oral communication skills along with strong analytical skills
- Equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors
- Possess computer skills and applicable work experience

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

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**Job Title: Carpenter**

Agency: Central Management Services

Closing Date/Time: Thu. 03/19/15 5:00 PM Central Time

Salary: \$43.35 - \$45.08 hourly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: PR000 Bid ID#: CMS 10260

**Description of Duties/Essential Functions Benefits Supplemental Questions**

Under direct supervision, performs journeyman carpentry work in the maintenance and repair of structural woodwork, furniture and other wooden articles; supervises helpers assisting with similar tasks; determines material needs and procedures to be used in repairing existing facilities.

**Minimum Requirements:** Requires knowledge, skill and mental development equivalent to eight years of elementary school. Requires experience necessary to qualify as a skilled carpenter. Requires working knowledge of the tools, material, methods and standard practices of the trade. Requires ability to instruct and direct unskilled workers. Requires skill in the use of tools and machines of the trade. Requires ability to read, interpret and work from plans, simple drawings or sketches. Requires ability to make simple arithmetical computations and bulk estimates of material needed.

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

Work Hours: 7:00 am-3:30 pm; ½ Hour Unpaid Lunch

Work Location: Central Management Services

BOPM/Facilities Management/Ann Kiley Developmental Center

Ann Kiley Developmental Center 1401 W. Dugdale Road Waukegan, IL (Lake County)

Agency Contact: A & R Shared Services Center

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

217-782-6239 217-782-9925 Fax

You will be contacted by mail if chosen for an interview.

**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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**Job Title: Plant & Pesticide Specialist I**

Agency: Agriculture

Closing Date/Time: Fri. 03/20/15 5:00 PM Central Time

Salary: \$4,144.00 - \$6,033.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC029

Bid ID#: IDOA 1581

**MUST RESIDE IN WILL COUNTY.**

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in entomology, horticulture, botany agronomy or related fields and requires 6 months professional experience in a related field or successful completion of an approved training program; requires working knowledge of the effects of pesticides on plants and the environment and of federal and state laws and regulations governing the use and application of pesticides. Requires ability to climb, lift and carry a minimum of 50 lbs. of weight, work in environments with dust, work outside during all seasons. Requires ability to travel and be on travel status when instructed. Requires ability to drive for long periods of time. Requires a valid drivers license. Requires ability to establish and maintain harmonious working relationships with associates and general public. Requires ability to compile reports and maintain records. Requires an appropriate valid driver's license.

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

Bureau of Medicinal Plants 8:00 a.m. - 5:00 p.m. Will County Residency Required

Contact: IDOA/Bureau of Human Resources

PO Box 19281 - IL State Fairgrounds Springfield, IL 62794-9281

217-785-5099

**How to Apply:**

Submit bid form, copy of CMS-100 or 100B, copy of most recent evaluation to IDOA's HR Office by the close of business on final date to apply. It is the applicant's responsibility to determine eligibility w/ CMS prior to final date to apply.

If you do not have a current grade, you must submit a CMS-100 to CMS where they will grade your application based on training/experience indicated on the application. To ensure timely grading, it is recommended that you include a copy of this posting when submitting your application.

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**Job Title: Public Service Administrator - Opt 8N**

Agency: Juvenile Justice

Closing Date/Time: Tue. 03/17/15 4:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: GB063

Bid ID#: IDJJ-27-42-2015-0137

Minimum Requirements: Requires licensure as a Registered Nurse in the State of Illinois; requires a Bachelor's Degree in nursing and three years of professional nursing experience preferably including one year of supervisory experience; requires thorough knowledge of staff utilization and employee motivation; requires extensive knowledge of agency policies and procedures; requires ability to analyze administrative programs and adopt an effective course of action; requires ability to develop, install and evaluate new and revised methods, procedures and performance standards; requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures; requires ability to develop and maintain cooperative working relationships.

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

IYC Warrenville

30 W 200 Ferry Road

Warrenville, IL 60555

(630) 983-6213 Fax

Contact: Kelly Meeks

Work Hours: 8AM - 4PM Monday - Friday

Off Days: Saturday and Sunday

**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).

**Option 8N - Nurse Registered II**

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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.

#### **Basic Qualifications/Minimum Requirements:**

Minimum of 6 months of experience in a role where sales and/or customer service were key elements of your duties Valid drivers license and a good driving record Must be willing and able to work a flexible schedule including nights, weekends and holidays Basic computer skills in order to enter information into our database

#### **Compensation & Benefits:**

We provide a 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.

HealthWorks@ABG, is the brand through which we offer our wellness-related programs to ensure that we are our healthiest selves. Most of the services offered are free of charge and open to all employees and their family members. 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.

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. Candidates must meet all basic qualifications and submit a complete application to be considered for this position. Successful completion of interviews, pre-employment drug screen and background check will be required.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-associate/F38C4ED879DE4328B486A69219B47309/job/>

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## **Vehicle Return Associate in Chicago Illinois United States**

Are you driven to help people?  
Are you looking to accelerate your career into the fast lane?  
Then, Avis Budget Group is the place for you!

Our goal is to provide "Best in Class" customer care and to foster life-long customer relationships. That's why we strive to make every customer experience one that leaves a lasting impression. We handle each customer interaction with the utmost professionalism, courtesy and responsiveness.

Your passion for helping customers with their needs - whether it's directing customers as they return their rental car ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the rental vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait - makes you an important part of our Avis Budget Group Team.

In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

To begin, you'll need the following: High school diploma or equivalent At least 1 year of prior Customer Service experience Good communication skills Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must! Willingness to learn and help others Motivation and dependability

Compensation & Benefits: \* We provide you: \* Competitive pay \* Medical, Dental, Vision & 401K \* Full training to learn the business and enhance your professional skills \* Paid vacations, car rental discounts & much more!

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process. Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-return-associate/E09B85FB90A84DC5988D2782034ED7FE/job/>

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