



Job Title: Maintenance Worker/Custodian

Hours: Part time

Parish: St. Columba

13323 So. Green Bay Ave.

Chicago, IL

Description:

Part-time position approximately 20-24 hours per week; not benefits-eligible.

Sweep, dust, mop and vacuum floors/carpet using usual standard equipment; remove trash from Offices and all work areas; clean restrooms, replenish soap, towels, and tissues; complete minor repairs in designated areas of the campus; may paint interior/exterior spaces around campus; operate snow removal equipment and shovel snow when necessary; various other assignments and projects consistent with the responsibility level as noted prior.

Please submit a resume by email or FAX. Position will be available beginning March 23. A personal interview will be required; please be prepared to provide work related references.

Requirements:

High School Graduate, GED or equivalent; 2-3 years experience in institutional maintenance or a related area.

Knowledgeable in procedures and safety measures of facilities and grounds management; lift, push/pull 50lbs.; climb ladders and stairs as necessary; valid Driver's License; Ability to work extra hours if needed; ability to speak and read/comprehend written instructions.

Contact:

Charles Watkins

Pastor

cwatkins@archchicago.org

<http://www.archchicago.org/Employment/Parishes.aspx?id=491>

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Job Title: Cashier

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2015-0166

Position Highlights: Operates cash register during meal service; reconciles bank at start of shift and bank, cash, meal tickets and register receipts at end of shift.

Position Responsibilities:

Counts and reconciles bank at start of shift

Operates cash register during meal services; informs customers of total charge; completes transaction, issues receipt to customer. Counts and reconciles bank, cash, credit card & freedom pay transactions, meal tickets and register receipts at end of shift. Completes deposits of cash, meal tickets per department procedure. Programs register for daily menu and prices. Maintains clean and organized work area. Restocks food and supplies as directed. Complies with all regulatory agency standards and all department policies and procedures. Orients dietetic interns to work areas as assigned.

Position Qualifications Include:

High School diploma is required

Ability to read, write, speak English

Bilingual preferred

Strong math skills

Illinois Department of Public Health & City of Chicago Sanitation Certification required within three months of hire.

Minimum of one year experience as cashier in a high volume foodservice operation

Interpersonal skills, customer service oriented, problem solving

Ability to exert 25 pounds of effort to push or pull a cart,

Ability to lift and carry 40 pounds minimum,

Stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils, cash register keyboard,

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=20150310121946&

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Job Title: Unit Clerk

Department: 7 No Atrium

Shift: 4th (Rotating)

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2015-0320

Position Highlights:

The Unit Clerk performs clerical duties associated with customer service, the patient care record and electronic health record on the inpatient units. The Unit Clerk is directly responsible for the maintenance of the patient care record and its contents as well as coordinating patient activities, services and supplies from ancillary and support areas that directly relate to patient care. The Unit Clerk is also directly responsible for communication equipment. The Unit Clerk exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures. This is a part-time 20 hours per week position ROTATING between the day/evening/night and weekend shifts.

Position Responsibilities: Greet customers and answer incoming telephone calls promptly and courteously. Collaborate with Patient Placement, Patient Access, Unit Clerical Manager, and Environmental Services to ensure room readiness for patient admits or transfers. Assume accountability for the maintenance of medical records. Utilize complex telecommunication systems and trouble shoot all unit based communication equipment; ability to navigate systems to obtain equipment and supplies for patients, staff, and internal customers.

Position Qualifications Include: High school diploma or equivalent required. Must have knowledge of basic computer and Windows programs. Strong problem solving and communication skills required. Able to write legibly and perform basic mathematical calculations. Able to type 25 words/minute or greater. Able to handle internal and external customer interaction with courtesy, diplomacy and discretion. Work requires the ability to move throughout the Medical Center. Work requires lifting or carrying objects up to 25 lbs. Shifts include providing 7 days a week, 24 hours/day, coverage as necessary. Able to respond to and prioritize multiple requests and variable degrees of unpredictability.

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=20150310122242&

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Job Title Claims Representative

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Claims

SALARY TARGET: \$24.26 - \$38.38 PER HOUR

EDUCATION/EXPERIENCE REQUIREMENTS

Must be proficient in identifying CTA liability and assessing the reasonableness of property damage and personal injury claims against the CTA. Required to have experience and be competent in the performance of functions related to conducting interviews, taking telephone reports and statements from CTA personnel and/or the general public relative to accidents and claims involving catastrophic loss, personal injury and property damage. Must be competent in the collection, organization and recording of data. Required to possess a college degree or a combination education, training and experience appropriate to this position. Must possess experience in the processing, investigation, evaluation, negotiation and settlement of vehicle physical damage claims, non-auto property damage claims and personal injury claims. Must have experience in negotiating settlements with attorneys and claimants in catastrophic loss personal injury and property damage claims. Required to possess experience in conducting and coordinating comprehensive confidential investigations in catastrophic loss personal injury and property damage. Must possess experience in the review and interpretation of medical records, reports and data in catastrophic loss personal injury claims. On call 24 hours a day, seven days a week.

This is a bargained for position and is not subject to CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

Apply online at

https://irecruitment.transitchicago.com/OA_HTML/OA.jsp?akRegionCode=IRC_VIS_VAC_DISPLAY_PAGE&akRegionApplicationId=800&OASF=IRC_VIS_VAC_DISPLAY&OAHP=IRC_EXT_SITE_VISITOR_APPL&transactionid=223783227&retainAM=N&addBreadCrumbs=RP&p_svid=6444&p_spid=416064

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Inventory Control Assistant for Coca-Cola Refreshments in Chicago, IL

Job Description

Responsible for warehouse inventory maintenance and reconciliation on a daily basis.

- * Count all full goods and raw materials in the warehouse on a daily basis, manually or using a handheld scanner.
- * Research and reconcile daily inventory variances.
- * Reconcile the daily, monthly, and annual inventory to the SAP computer system.
- * Identify and report close dated product.
- * High school diploma or GED required.
- * Associate's degree preferred.
- * 0-3 years warehouse/inventory experience required.
- * Prior auditing experience preferred.
- * Strong computer and database skills.
- * Strong math skills.
- * Ability to read and follow directions.
- * Ability to work with minimal supervision.
- * Forklift certification is preferred. We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Talent Area: Warehouse Operations

Location: Chicago, IL, USA

Requisition Number: 00030953

Full or Part Time: Regular Employee FT

Apply online at

<http://www.job.com/my.job/jobdisplay/page=jobview/pt=2/exl=1/key=284587419/#>

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Position: Warehouse Worker-H

Company: Reyes Beverage Group

Location: 441 N. Kilbourn Avenue, Chicago , IL, 60624, US

Job category: Warehouse

Department: Warehouse

Req #: 219220

Status: Full Time Shift: Third / Night

Warehouse workers pick and select products, palletize products, shrink wrap and load trailers utilizing powered equipment such as pallet jacks and forklifts. While performing the duties of this job, warehouse workers frequently stand, walk, bend, squat, twist reach with hands and arms, frequently lift and/or move up to 50 pounds, and occasionally lift and or move up to 175 pounds in multi-temperature environments ranging from 32F to 100F.

You must be able to work any day or shift. A candidate must be 18 years of age. You must have at least 6 months related experience (ie. working in a distribution warehouse environment, roofer, farmhand, grocery dock, construction, manipulating patients in a hospital/nursing home or physical therapy environment, or other positions which require continuous heavy lifting which deals with multi-temperature). This position must pass post offer drug test, Pre-Work Screen, and background check.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Due to the nature of our business in regard to such things as delivery schedules, order inputs, selection, and Department of Transportation Hours of Service, overtime, attendance and punctuality are essential job functions. Should an individual in this classification not be able to adhere to this requirement due to a disability, they should contact their Human Resources department to see what, if any, reasonable accommodation may be made.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status. Drug Free Workplace.

Apply online at https://secure.jobappnetwork.com/apply/c_rbg/en/Warehouse-WorkerH-job-Chicago-IL-US-219220.html?src=indeed&dt=0315

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Part-Time Clerk

All times are in Central Daylight Time.

Requisition Number 2015-17648

Location US-IL-Chicago Heights

Posted Date 3/5/2015

Category Administrative/Clerical

This position performs a variety of clerical duties supporting the local operating facility.

Responsibilities:

Perform routine clerical assignments in accordance with established procedures and under specific instructions.

Perform money-related functions including preparation of bank deposits and driver collect bills to assure positive cash flow for the facility and corporation. OS&D (Overages, Shortages, and Damages) including yard and dock checks, claims assistance, cashiering and customer service duties as required.

Ensure incoming and outgoing shipments are correct, including paperwork, tracking and expediting shipments.

Handle hazardous material breakouts, bills of lading, manifests and all other related shipping and receiving documents to ensure accuracy, and government compliance. Compile data for routing reports, as directed.

Operate routine office equipment such as calculators, copy machines, fax machines, PC, etc. Post information to records, prepare invoices, and sort and distribute mail.

Demonstrate regular and predictable attendance.

Other duties as assigned (imaging, code desk, appointment setting, driver check-in, strip desk, etc.).

REQUIREMENTS

High School Diploma or equivalent. Typing: minimum 25 WPM.

Basic PC knowledge. Effective verbal, interpersonal and written communication skills for handling phone inquiries, composing correspondence, working with customers and assisting management. Ability and willingness to work all scheduled hours, including overtime. Ability and willingness to perform some duties outside in all weather conditions.

ESSENTIAL PHYSICAL REQUIREMENTS

The OS&D part of the position requires lifting or exerting up to 10 lbs of force constantly (67-100% of time) and up to 25 lbs frequently (34-66% of time).

Apply online at <https://yrcfreight-yrcw.icims.com/jobs/17648/part-time-clerk/job?mode=job&iis=Indeed.com&iisn=Indeed.com&mobile=false&width=708&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300>

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Coordinator-Part-Time (Grant-Funded) - MAL0000511

Duties and Responsibilities

Malcolm X College is currently seeking a Part Time Coordinator in the Office of Instruction. This position is responsible for the overall direction, day-to-day operation and growth of a specific program at the College. Provide direction in the development, management, coordination and operation of the program.

Works closely with the administrative staff at the college to determine the goals and objectives of the program. Recruits, interviews and recommends the hire of additional staff in support of the program. Performs calculations and compiles pertinent data required for budgetary and fiscal reports. Prepares mandatory reports related to program funding. Retains a compilation of statistics, written reports and correspondence related to program activities. Prepares monthly mandatory reports for management review. Participates in program assessment and review to ensure the viability of the program. Attends monthly staff meetings and serves as liaison to community and state agencies for the purpose of receiving appropriate students services and maintaining good public relations. Markets the program and recruits students for the program at Chicago Public Schools and other supporting agencies. Adheres to CCC Customer Service Excellence. Performs other duties as assigned.

Qualifications

Completion of a Bachelor's Degree from an accredited college or university in the field most appropriate for the assigned program or certification in a field associated with the assigned program. A minimum of three year's previous work experience in providing services to special populations. Previous experience in the organization and execution of daily operations of a department. Must be self-directed, innovative and able to assess current operations in an effort to develop practical action programs to improve the functioning of the department. Must maintain an effective liaison among agencies, staff, administrators and the community to promote overall responsiveness to the program. Excellent verbal and written skills required with the ability to communicate persuasively with tact and diplomacy.

Job: Office/Administrative Support
Primary Location: Malcolm X College
Employee Type: Part Time | Regular
Union Code: 1600PTPROF
Job Posting: Mar 3, 2015, 11:53:22 AM

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

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Security Officer (Part Time) 2 Positions - HUM0000126

Humboldt Park Vocational Educational Center

DUTIES & RESPONSIBILITIES:

This is a sworn position that supports the activities in a security department. This position does have the authority to make arrests or perform any functions related to the enforcement of applicable laws or regulations.

- Patrols and monitors assigned area, including building, dock area and parking lot.
- Protect and assist staff, students and visitors.
- Enforce state and municipal laws and the rules of the Board of Trustees and make arrests as required under such laws.
- Make appearances as required when officer is complainant, witness or arresting officer.
- Informs Security Director and/or Officers of disturbances and/or irregularities.
- Enforces parking regulations.
- May perform clerical functions within the security office.
- Performs other duties as assigned.
- Adheres to CCC Customer Service Excellence standards.

QUALIFICATIONS:

- High school diploma or equivalent required, Associates Degree or higher preferred.
- Two years or more experience on a state or municipal police force required.
- Working knowledge of applicable state and local criminal and civil statutes.
- No past criminal activities.
- Excellent communication skills - both verbal and written.
- Physical ability to perform the assigned duties and responsibilities of the position.
- Must be able to work well with staff and students. Must be able to handle situations with tact, diplomacy, and persuasiveness.
- Working knowledge of personal computers and the applicable software used on them helpful.
- Must be self-directed and able to prioritize assignments.
- Preference will be given to off-duty Police Officers, Correctional Officers, Cook County Sheriff's Police, Retired Police Officers and any officers with power to arrest.

We are an equal opportunity and affirmative action employer.
Thank you for your interest in CCC!

Job: Security Officers

Primary Location: Humboldt Park V E C

Employee Type: Part Time | Regular

Union Code: Local 1600

Job Posting: Mar 10, 2015, 11:09:18 AM

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

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School Clerk Assistant (School Office Services)(Job Number: 150000FH)

CHARACTERISTICS OF THE CLASS: Under the supervision of the school principal, performs a variety of clerical functions of average difficulty in a Chicago Public Schools facility; and performs related duties as required.

ESSENTIAL FUNCTIONS: Types a variety of original correspondence, using either a personal computer or typewriter, as directed by the school principal and/or the principal's designee; opens, sorts, and distributes incoming mail and school correspondence; serves as a receptionist and greets and directs visitors to appropriate staff; schedules appointments for school administrators; receives and places telephone calls for school personnel; responds to general inquiries from students, parents and guardians and the general public concerning school operations; completes student transfer, registration, and other forms and form letters; files a variety of correspondence, reports, and records; operates basic office machines, such as photocopiers, duplicators, fax machines, and adding machines; operates intercom system; maintains office bulletin boards; may assist in maintaining and monitoring the school's petty cash and internal account ledgers; may assist with the preparation and processing of unit payrolls; may operate personal computers and word processing equipment.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from high school (or G.E.D. equivalent), and the ability to type 35 words per minute with fewer than 10 errors; or an equivalent combination of training and experience. General clerical work experience is highly desirable.

Knowledge, Abilities, and Skill. Good knowledge of general clerical office methods, procedures, and practices; good knowledge of basic office machines and equipment. Ability to follow oral and written instructions, ability to communicate effectively and tactfully with school personnel, students, parents and guardians, and the general public. Good skill in basic arithmetic, good typing skills, oral and written communication skills, good personal computer skills are desirable.

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.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl?job=71681>

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Account Payable Clerk

Dunkin Donuts - Chicago, IL

Essential Responsibilities:

- Accounts Payable Processing - Receive and review invoices and vendor statements ensure proper invoice coding and approvals - Enter all invoices into the ACCOUNTING system, including amounts due, payment terms and discounts, applicable information for 1099 reporting, sales/use TAX - Reconciles processed work by verifying entries and comparing system reports to balances - Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries - Maintains ACCOUNTING ledgers by verifying and posting account transactions - Issue checks from the accounting system - Prepare checks, including all invoice documentation, for final review and signature - Mail the checks to the appropriate vendor - Process check runs timely and issue payments to vendors - Payment process may include checks, wire transfers, and inter-company netting. - Organize and file receipts, invoices, spreadsheets orderly and promptly - Establishing courses of action for self to ensure that work is completed efficiently - Input data from invoices for processing - Code financial information to the appropriate accounts - Maintain records - Assist in various areas of the accounting department - Compile, sort and review documents for accuracy
- General Office Duties, including copying and mailing

Qualifications:

- Outstanding interpersonal communication skills
- Demonstrated skills with MICROSOFT Word, Excel, and Outlook
- Ability to analyze/solve problems and work in a fast paced environment
- Organization and attention to detail and a positive attitude
- Ability to multi-task and meet deadlines - Flexible / Team Player

Education and/or Experience:

- 1-2 years applicable accounting experience, preferably in the hospitality or retail industries - High School DIPLOMA required, Associates in Accounting preferred

We strive to have the BEST team in the business and offer an amazing work environment with unlimited growth opportunities, competitive benefits, great pay and incredible BONUS opportunities!

Required experience: Accounting: 1 year

Apply online at <http://www.indeed.com/cmp/Dunkin-Donuts/jobs/Account-Payable-Clerk-0d6efa7af55023a4>

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JOB TITLE: Cashier/Barista

Cheesecake Factory

LOCATION: 600 North Michigan Avenue
Chicago, IL 60611

DESCRIPTION

A Grand Career Is Awaiting You

From the creators of The Cheesecake Factory, Grand Lux Cafe blends the grandeur and luxury of European cafes with the sensibilities and spirit of an All-American restaurant.

Every sumptuous menu item is prepared fresh-to-order in our exhibition style kitchen.

Guests enjoy delectable, freshly baked desserts from our in-house pastry kitchen.

There are 11 restaurant locations across the U.S. from New York to Los Angeles.

We have many exciting and rewarding career opportunities for leaders who share the belief that innovation, commitment to excellence and uncompromising quality is critical to success. If you're seeking grand inspiration, come join our dynamic team.

We offer flexible full & part-time scheduling, benefits, top pay and more!

REQUIREMENTS

Please apply online today. Qualified candidates will be contacted for an interview.

Grand Lux Cafe is an Equal Opportunity and E-Verify Employer.

Apply online at <http://ww3.cakecareers.com/job-detail/870/2015-02-06?src=215259>

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Business Development - Administrative Assistant

Immediate opening for an energetic service-oriented professional to provide administrative support in our Business development function.

QUALIFICATIONS:

- Detail-oriented self-starter who can work independently & follow instructions
- Excellent communication and organizational skills.
- High School diploma or GED required.
- Minimum 1 -2 years administrative experience ideally within an employment and/or business development organization/department.
- Excellent communication and organization abilities.
- High attention to detail, ability to follow directions meet deadlines and consistent, reliable follow- through.
- Proficient with Microsoft Office applications (Word, Outlook, Excel); familiarity with sharepoint databases a plus.
- Strong internet abilities to research employment opportunities utilizing external job databases, websites and social media sites.
- Creative self-starter who will take initiative and work independently to achieve results, but can also collaborate and contribute positively to team efforts.
- Strong service-orientation and interpersonal skills to develop rapport and work successfully with a diverse population of clients, co-workers, potential employers, and other external agencies.

TO APPLY:

Please submit resume, cover letter and salary history to:

careers@nationalable.org

NOTE: BE SURE TO NAME THIS SPECIFIC POSITION IN THE SUBJECT LINE OF YOUR EMAIL EOE AA M/F/Vet/Disability

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Sales Floor Team Leader

Date: 03/09/2015

Location: Chicago, IL

Job Number: 4453254

Description: Lead a fast, fun and friendly sales floor team. | Provide excellent guest service. | Coach and evaluate team member performance. | Deliver a great-looking sales floor through signs, labels and training. |

Requirements: Lift 40 pounds. | Use technology to read instructions and enter information. | Move merchandise using proper equipment. | Read labels and other product information. | Cross train and work in other areas of store as needed. | Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. | Competitive pay. | Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid7183244-sales-floor-team-leader-jobs>

Target Protection Specialist

Date: 03/09/2015

Location: Chicago, IL

Job Number: 4453215

Description: Maintain a clean, safe store. | Prevent and report theft and fraud. | Provide crisis support. | Help develop a fast, fun and friendly team. |

Requirements: Must be at least 18 with a high school diploma or equivalent. | Use good interpersonal skills. | Use good judgment. | Respond to safety issues quickly and professionally. | Read product information and receipts. | Communicate effectively with team members and guests. |

Benefits: Target merchandise discount. | Competitive pay. | Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid7183222-target-protection-specialist-jobs>

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Merchandise Flow Team Member

Date: 03/09/2015

Location: Chicago, IL

Job Number: 4447584

Description: Deliver a great-looking, fully-stocked sales floor. | Offer a fast, fun and friendly guest experience. | Maintain a clean, clutter-free work area. | Quickly respond to all team member requests. |

Requirements: Lift 40 pounds repetitively and assist with heavy merchandise lifts. | Move merchandise safely using the proper equipment. | Use technology to read instructions and enter information. | Work independently. | Drive sales by quickly and accurately placing items on store shelves. | Use excellent planning, organizational and numerical skills. |

Benefits: Target merchandise discount. | Competitive pay. | Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid7183151-merchandise-flow-team-member-jobs>

Cashier Team Member

Date: 03/09/2015

Location: Chicago, IL

Job Number: 4453013

Description: Provide fast, fun and friendly checkout service. | Resolve guest concerns in a positive, helpful manner. | Work as part of a team. | Know REDcardSM messaging and solicit guest registrations. |

Requirements: Use excellent guest service skills. | Handle money, refunds and exchanges. | Learn new technology. | Read labels and other product information. | Cross train and work in other areas of store as needed. | Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. | Competitive pay. | Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid7178849-cashier-team-member-jobs>

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Pharmacy Technician

Date: 03/06/2015

Location: Chicago, IL

Job Number: 4144011

Description: Deliver fast, fun and friendly pharmacy service. | Handle guest information with accuracy, security and confidentiality. | Help pharmacists fill prescriptions. | Resolve insurance issues to provide guest prescriptions on time. |

Requirements: Read product information, receipts and check/charge documents. | Must have high school diploma or equivalent. | Scan and bag merchandise when needed. | Use excellent guest service and phone skills. | Handle money, refunds and exchanges. | Keep Pharmacy area clean and organized. |

Benefits: Target merchandise discount. | Competitive pay. | Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid6423233-pharmacy-technician-jobs>

Human Resource Team Member

Date: 03/05/2015

Location: Chicago, IL

Job Number: 4439797

Description: Develop a fast, fun and friendly team. | Support and train team members. | Handle applicant information with accuracy, security and confidentiality. | Maintain a clean, great-looking work environment. |

Requirements: Work independently. | Use good organizational skills. | Multi-task regularly. | Show experience with computers and technology. | Cross train and work in other areas of store as needed. | Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. | Competitive pay. | Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid7161259-human-resource-team-member-jobs>

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Food Service Team Member

Date: 03/05/2015

Location: Chicago, IL

Job Number: 4444016

Description: Deliver a fast, fun and friendly Food Service experience. | Prepare a fresh, quality product every day. | Follow Food Safety standards and maintain a clean dining area. | Offer guests great-looking food presentation. |

Requirements: Maximize sales by producing the right menu items at the right time. | Partner with Food Team members to keep menu items stocked. | Rotate menu items as necessary for maximum freshness. | Read and follow directions on labels, menus and recipes | Cross train and work in other areas of store as needed. | Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. | Competitive pay. | Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid7164819-food-service-team-member-jobs>

Brand Attendant

Date: 03/04/2015

Location: Chicago, IL

Job Number: 4439711

Description: Deliver great-looking stores, restrooms and outside areas. | Respond to hourly restroom cleanups, and keep stores trash-free. | Be part of a fast, fun and friendly team. | Resolve guest concerns quickly and accurately. |

Requirements: Use "walkie-talkie". | Quickly respond to clean-up requests. | Use excellent guest service skills. | Lift 40 pounds. | Cross train and work in other areas of store as needed. | Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. | Competitive pay. | Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid7156754-brand-attendant-jobs>

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Assets Protection Specialist

Date: 03/04/2015

Location: Chicago, IL

Job Number: 4441395

Description: Coach and evaluate team members. | Help your team maintain a clean, safe store. | Resolve immediate safety concerns and maintain security equipment. | Minimize theft and fraud. |

Requirements: Must be at least 18 with a high school diploma or equivalent. | Use strong interviewing and interpersonal skills. | Confront guests or team members calmly and respectfully. | Handle information with accuracy, security and confidentiality. | Move around all areas of the store quickly and discretely. | Make sure critical equipment is functioning properly. |

Benefits: Target merchandise discount. | Competitive pay. | Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid7156564-assets-protection-specialist-jobs>

Starbucks Team Member

Date: 03/03/2015

Location: Chicago, IL

Job Number: 4439450

Description: Deliver a fast, fun and friendly Starbucks experience. | Prepare beverages according to Starbucks specifications. | Follow Food Safety standards and maintain a clean store. | Greet customers with a groomed appearance and full uniform. |

Requirements: Maximize sales by preparing the right menu items at the right times. | Follow Starbucks guidelines for presentation and display. | Read and follow directions on labels, menus and recipes. | Act quickly to resolve guest concerns. | Cross train and work in other areas of store as needed. | Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. | Competitive pay. | Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid7146796-starbucks-team-member-jobs>

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Posting Title Food Service Associate

Auto req ID 791BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Food Service Operations

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

This is a temporary position with a starting wage of \$8.55 per hour.

As a Food Service Associate you will be assisting our guests, welcoming them with a friendly smile—customer service is a number one priority. Along with exceptional customer service, you may be preparing and serving food product safely, operating the variety of food service equipment, such as deep fryers, ice cream machines, soda machines, grills, etc; operating the cash register to accurately ring up sales and balancing the cash draw at the end of the work day. Clean-up tasks, such as bussing and wiping tables, cleaning counter tops, sweeping, mopping, emptying trash, washing dishes/utensils, etc., are equally important to providing a high quality food experience at Brookfield Zoo.

Position Requirements and Specifications

The requirements for this position include: High School graduate or (GED) equivalent preferred. Basic math skills and willingness to learn. Strong customer service and interpersonal skills required with the ability to communicate effectively with the public and staff required. Demonstrated ability to work effectively under pressure, ability to handle multiple tasks and ability to meet deadlines required. Must project a neat, clean, professional appearance at all times. Must be able to work effectively and accurately and at a brisk pace during busy periods. Incumbent must work non-standard hours including evenings, holidays, and weekends. Work schedules are based on the needs of the operation and may be adjusted due to weather conditions or for other reasons. Food Service Associates may be assigned to work in restaurants, refreshment stands, mobile carts, or other outdoor sales locations (certain positions have minimum age requirements). Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability and Spanish fluency a plus.

Additional Information The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer – Minorities / Women / Veterans / Disabled.

Apply online at

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Posting Title Groundskeeper (lite duty)

Auto req ID 793BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Grounds

Union Status Union

Work Shift Any 5 out of 7 days/week

Schedule Details: As a groundskeeper, you will assist in creating Brookfield Zoo's beautiful picture perfect setting in every season by performing a variety of grounds duties and functions such as general park clean-up, paper picking, recyclables removal, raking, etc. Your friendly demeanor and pleasant smile will contribute to creating an extraordinary guest experience as Groundskeepers work in public areas and may interact with guests to provide general information on park schedules and activities.

Position Requirements and Specifications As Brookfield Zoo is open 365 days a year, this position highly prefers flexible availability to work any 5 days out of any 7 days each week with work shifts that are generally during the hours that Brookfield Zoo is open. From Memorial Day – Labor Day the Zoo is open 9:30 a.m. to 6:00 p.m. daily (Sundays until 7:30 p.m.). After Labor Day until Memorial Day the weekend weekday hours vary from 9:30/10:00 a.m. – 5:00/6:00 p.m. During special events, the Zoo may be open until 9:00/10:00 p.m. This position requires flexible availability to work non-standard hours including holidays and weekends. For this position, you must be at least 16 years of age. This is a temporary (seasonal) position. The union hourly wage for this position is \$10.15 per hour.

The requirements for this position include: Minimum two years of high school required. Previous groundskeeping or horticultural experience desirable. Good communication and interpersonal skills required. Minimum 16 years of age. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability and Spanish fluency a plus. Seasonal Groundskeepers must supply their own steel-toed work boots, which must be worn at all times when working. Must be able to work non-standard hours such as weekends and holidays.

Additional Information: This requisition is to recruit for temporary openings for 2015. The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer -Minorities / Women / Veterans / Disabled.

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