

**Job Title: Licensing Investigator III**

Agency: Financial & Professional Regulation

Closing Date/Time: Wed. 03/26/14 5:00 PM Central Time

Salary: \$4,063.00 - \$5,915.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC029

Bid ID#: DFPR 8868

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of four years of high school. Requires three years investigative experience in law enforcement or 3 years experience as a licensed private detective in Illinois. Requires extensive knowledge of the State's professional and vocational licensing laws, in particular the Illinois Private Detective Act and Collection Agency Act; of the law enforcement provision of all laws administered by the Department; and of Judicial Rules of evidence for the collecting and accrual of evidence. Requires ability to prepare detailed written investigative reports of findings to be filed with State's Attorney for prosecution, or for use as a basis for a license revocation proceeding; to understand, interpret and explain statutory requirements, rules, regulations and procedures; to develop and maintain satisfactory working relationships and to conduct tactful interrogations and investigations; to provide leadership, work guidance and on-the-job training to lower level investigators. Requires the ability to travel and to travel state-wide on short notice. Requires possession of valid driver's license.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Financial and Professional Regulation

Professional Regulation/State-wide Enforcement/Investigations/General Investigations
9511 W. Harrison St Des Plaines, IL (Cook)

Agency Contact: A & R Shared Services Center

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

217-782-9993 217-782-9925 Fax

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



Dental Clinic Front Desk Coordinator

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic.

The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary. The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls. .

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling.

Knowledgeable of Microsoft software products.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department
St. Bernard Hospital
326 West 64th Street
Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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In-Patient Coder

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Responsible for the analysis of in-patient and out-patient medical records to identify principle, secondary, and subsequent diagnosis and/or procedures, and sequencing to optimize reimbursement.

Also responsible for coding of medical charts using ICD and CPT classification systems; the abstracting of medical records into computerized database; performing audits for correct coding; and compile reports for department and Hospital Committee meetings.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Only candidates having at least 5 years of hospital experience with in-patient coding and abstracting experience will be considered.

Must have at least five years of in-patient hospital coding and abstracting experience. High school diploma or GED. RHIT or RHIA certification.

Experience with 3m software

Knowledge of medical terminology, anatomy, physiology, and disease process required. Knowledge of LMRP, ICD-9-CM and CPT-4 coding systems are required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

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Job Title: Public Service Administrator - Opt 6

Agency: Human Services

Closing Date/Time: Tue. 03/25/14 5:00 PM Central Time

Salary: \$6,021.00 - \$9,286.00 monthly

\$72,252.00 - \$111,432.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-91-79905

Description of Duties/Essential Functions Benefits Supplemental Questions

Under administrative direction, performs highly responsible administrative duties as assistant to the Local Office Administrator; supervises subordinate staff engaged in Income Maintenance, Intake and/or professional operations. Serves as liaison to other State and Local government agencies; provides leadership and administrative direction to other administrative staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in a social or human services field. Requires three years progressively responsible administrative experience in a health or human services organization.

Work Hours & Location/Agency Contact: 8:30 a.m. - 5:00 p.m., Monday - Friday

IL Dept of Human Services / Office of Family & Community Services

Calumet Park FCRC 831 W. 119th Street Chicago, IL 60643

BIDDING CONTACT: DHS, BUREAU OF EMPLOYEE SERVICES ATTN: JILL PATTERSON

100 S. GRAND AVE. EAST, 3RD FL. SPRINGFIELD, IL 62762

FAX: (217) 524-3826

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 6 - Health & Human Services

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**Job Title: Registered Nurse I**

Agency: Veterans Affairs

Closing Date/Time: Continuous

Salary: \$4,527.00 - \$6,141.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: 34-50-13-Cont. 2

Minimum Requirements: Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing.

Requires licensure as Registered Nurse in the State of Illinois. Requires knowledge of diversified professional nursing principles, concepts and practices; of application and use and care of specialized medical equipment; of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions.

Requires ability to provide professional nursing care based on orders of the physician and the specific needs of the patient; to set up and use specialized medical equipment; to evaluate patient condition and behavior and prepare accurate detailed records of such observations.

Work Hours & Location/Agency Contact: Varying Shifts on rotating schedules

IL Veterans' Home #1 Veterans' Drive Manteno, Illinois

Contact: Jeri Gulli 815/468-6581 ext 328

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Warehouse Supervisor (3rd Shift)-1401963

Description

The Warehouse Supervisor is responsible for supervising and coordinating activities of workers that involve ordering, receiving, storing, inventorying, issuing, and shipping materials.

Shift and Schedule

This is a full-time position that will be on our 3rd shift which typically begins at 8:00pm and works until finished. Warehouse Supervisors can expect to work an average of 45 to 50 hours per week. Flexibility to work variable shifts as well as weekends is required based on business needs.

Qualifications

- High school diploma or general equivalency diploma (GED)
- 3 years of demonstrated leadership experience in a fast paced food manufacturing / packaged beverage or similar warehouse/distribution center operation
- 2 years of experience with Microsoft Office Suite, including Excel
- 2 years of experience with RF Technology and SAP or similar Warehouse Management System
- 2 years analyzing data associated with processes, identifying opportunities, and providing recommendations for improvement
- 2 years of experience with Occupational Safety Regulations
- Training in Lean Six Sigma and experience working in a 5S environment
- Prior leadership experience in a unionized environment

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. Equal Opportunity Employer. M/F/D/V

Job: Operations

Primary Location: United States-Illinois-Northlake

Organization: Supply Chain

Schedule: Full-time

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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Social Worker

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Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

This position provides quality services to patients through coordination of all discharge services; submission of reports of neglect and abuse to state regulatory agencies as mandated; coordination of meetings with families to ensure that all discharge needs are addressed; and patient follow-up of discharge plans after discharge.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Social Worker

Licensed Clinical Social Worker (LCSW)

Minimum of 2 years of clinical social work experience in acute care setting.

Working knowledge of DSMIV-R

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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Job Title: Social Services Career Trainee

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,447.00 - \$4,491.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD

100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Utility Person

Location: Bridgeview
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels, interior cleaning and fueling Company vehicles while accurately recording both.

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment as directed.

Responsible for completing all required documents and reports for work performed.
May make service calls.

Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and possess or be able to obtain a valid Class "B" Illinois Commercial Driver's License with Passenger and Airbrake Endorsements.

Must have a good work history and a record of safe driving (5 years). Must have knowledge of the service area and the ability to operate all Pace equipment.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

This is a safety sensitive position. Qualified candidate must be capable of heavy lifting.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=429

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Customer Data and Reporting Associate

Location: Chicago, IL Education: College Graduate

Experience: Salary: Unspecified

FLSA Status: Non-Exempt Hours: PART-TIME

Position Summary: As an integral part of the Aquarium's central information hub, this individual will provide an elite level of service teams within the Aquarium. This position will facilitate the creation and delivery of data lists and reports to meet Aquarium needs. The Constituent Care Data and Reporting Associate will help facilitate organization-wide data integrity and will ensure Aquarium reporting deadlines are met with accurate and thorough list production. This is a part-time, hourly position. The Constituent Services team is a 7-day operation. All members of the team will be cross-trained to assist in all functions. Hours may vary, and the individual must be willing to work weekends and holidays regularly.

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

- Demonstrate commitment to Shedd's vision, mission and values.
- Data Management and Reporting
- Model best practices in constituent data management and provide training and support to other departments. Utilize Shedd's database, Tessitura, as well as Microsoft Excel, T-Tables, and other reporting methods to present data in an accurate and concise manner.
- Work closely with all departments throughout the Aquarium to understand reporting and list pull needs.
- Assist with quality control for data entry.
- Attend and participate in bi-weekly meetings. Other duties as assigned in support of other areas of the department when needed, including cross-training throughout the department including Customer Service on the phone and in person.

Qualifications: Excellent written and verbal communication, organization and interpersonal skills. Experience with Tessitura strongly preferred. Computer literate in Microsoft Office suite. Flexibility to react quickly to changing priorities and tasks. Ability to work with people in all stations of life (including civic/corporate leaders, major donors, members, support staff etc.). Detail oriented. Ability to make decisions under pressure and independently. Ability to multi-task and adhere to deadlines. Must be a great team player. Experience: Minimum of 1-2 years in reporting and analytics required with a demonstrated ability to be proactive, work independently and accomplish results in a high-level service environment. Similar experience in a museum or cultural institution is desirable

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

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Part-Time Facilities Maintenance Assistant

Location: Arlington Heights

Office: Internal Services

Department: Administration

Job Description:

Under the direction of the Department Manager of Administration, performs in-house internal and external building maintenance and service tasks requested at Headquarters.

In addition, performs various duties as assigned or required. Serves as assistant to Pace's Senior Building Engineer.

Performs in-house internal maintenance tasks including supervision of contractor work on equipment, minor plumbing and electrical repairs, carpeting repair, painting and monitoring the building automation system, etc.

Responsible for external building maintenance and service tasks requested at Headquarters including snow plowing, landscaping between contractor visits and enforcing parking lot procedures.

Maintains inventory of fax and copier supplies. Monitors footprints service tickets and performs minor equipment repairs when necessary.

Qualifications:

Must have a valid Driver's license and have a high school diploma. Associate's Degree preferred. 1 to 2 years in facilities maintenance desired.

Work is performed in normal office environment. Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=667

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Room Service Food Server (Job Number: FOO01AS1)

Work Locations: The Drake Hotel 140 E. Walton Place Chicago 60611

A Room Service Server with Hilton Hotels and Resorts is responsible for delivering and serving food and beverage items to guests in a timely, friendly and efficient manner in the hotelÆs continuing effort to deliver outstanding guest service and financial profitability.

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

What will I be doing?

As a Room Service Server, you would be responsible for delivering and serving food and beverage items to guests in a timely, friendly and efficient manner in the hotelÆs continuing effort to deliver outstanding guest service and financial profitability.

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

- Set up room service trays and tables to prepare for incoming orders
- Retrieve checks, set tables according to specifications, retrieve food and beverage orders from the kitchen and bar and deliver food to guest rooms and meeting rooms
- Serve meals to guests, collect guest trays and respond to guest requests in a timely, friendly and efficient manner
- Present checks to guests and obtain payment
- Return payments/signed checks to order taker
- Perform order taker duties and answer room service telephone, as needed
- Serve alcoholic/non-alcoholic beverages in accordance with federal, state, local and company regulations

Apply online at https://hilton.taleo.net/careersection/us_external/jobdetail.ftl

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Room Service Assistant Server- Part time (Job Number: FOO01B00)

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

A Busperson with Hilton Hotels and Resorts is responsible for setting and clearing dining tables and stocking service stations in the hotelÆs continuing effort to deliver outstanding guest service and financial profitability.

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

What will I be doing?

As a Busperson, you would be responsible for setting and clearing dining tables and stocking service stations in the hotelÆs continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Set and prepare tables for dining, including, but not limited to, folding napkins, cleaning and placing tableware, serving water, etc.
- Ensure tableware is in good and working condition and report any defects for repair
- Stock, maintain and clean designated food station(s)
- Assist food server(s) with table service, including, but not limited to, serving beverages, breads, etc.
- Retrieve and transport dirty tableware to dishwashing area
- Respond to guest inquiries and requests and resolve issues in a timely, friendly and efficient manner

Apply online at https://hilton.taleo.net/careersection/us_external/jobdetail.ftl

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Room Attendant (Job Number: HOU014Z3)

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

A Room Attendant with Hilton Hotels and Resorts is responsible for cleaning guest rooms and responding to guest requests in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

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?

As a Room Attendant, you would be responsible for cleaning guest rooms and responding to guest requests in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Clean guest rooms as assigned, including, but not limited to, making beds, cleaning bathrooms, dusting and vacuuming
- Change and replenish bed linens, towels and guest amenities, as needed
- Perform deep cleaning tasks, as needed
- Stock, maintain and transport housekeeping supply cart on a daily basis
- Dispose of trash and recyclables
- Respond to special guest requests in a timely, friendly and efficient manner
- Perform guest turn down service, as needed

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Potter's Server (Full-Time) (Job Number: FOO01ARJ)

Work Locations: The Palmer House Hilton 17 East Monroe Street Chicago 60603

A Food Server with Hilton Hotels and Resorts is responsible for serving food and/or beverages to guests in the hotelÆs continuing effort to deliver outstanding guest service and financial profitability.

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

What will I be doing?

As a Food Server, you would be responsible for serving food and/or beverages to guests in the hotelÆs continuing effort to deliver outstanding guest service and financial profitability.

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

- Respond to guest requests in a timely, friendly and efficient manner
- Ensure knowledge of menu and restaurant promotions and specials
- Take guest food and/or beverage orders and input orders in appropriate point-of-sale system
- Retrieve and deliver food and beverage orders in a timely manner
- Ensure guest satisfaction throughout the meal service
- Serve alcoholic/non-alcoholic beverages in accordance with federal, state, local and company regulations
- Ensure serving station is well-stocked at all times

Apply online at https://hilton.taleo.net/careersection/us_external/jobdetail.ftl

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Pastry Cook II (Job Number: KIC013QE)

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

A Cook II with Hilton Hotels and Resorts is responsible for preparing cold food items in the hotelÆs continuing effort to deliver outstanding guest service and financial profitability.

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

What will I be doing?

As a Cook II, you would be responsible for preparing cold food items in the hotelÆs continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Prepare cold food items including, but not limited to, salads, fruits, dressings, fish items and appetizers, according to designated recipes and quality standards
- Maintain cleanliness and comply with food sanitation standards at all times
- Manage guest orders in a friendly, timely and efficient manner
- Ensure knowledge of menu and food products
- Stock and maintain designated food stations(s)
- Visually inspect all food sent from the kitchen
- Practice correct food handling and food storage procedures according to federal, state, local and company regulations

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Office Cleaner (Part-Time) (Job Number: HOU014WQ)

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

A Houseperson with Hilton Hotels and Resorts is responsible for cleaning and maintaining designated areas of the hotel and responding to guest requests in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

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?

As a Houseperson, you would be responsible for cleaning and maintaining designated areas of the hotel and responding to guest requests in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Clean designated areas including, but not limited to, restrooms, public areas, offices and banquet/meeting/conference rooms
- Perform tasks including, but not limited to, dusting and polishing furniture and fixtures, vacuuming, mopping, sweeping, shampooing carpets, washing windows, cleaning/waxing floors, removing and disposing of trash and emptying ashtrays
- Greet guests in a friendly manner
- Report maintenance deficiencies and items in need of repair
- Stock and maintain supply rooms, as needed
- Perform deep cleaning tasks and special projects (for example: mattress flipping, furniture moves, etc.), as needed
- Deliver guest requests and assist in cleaning guest rooms, as needed

Apply online at https://hilton.taleo.net/careersection/us_external/jobdetail.ftl

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Lockwood Back Server (Part-Time) (Job Number: FOO01ARC)

Work Locations: The Palmer House Hilton 17 East Monroe Street Chicago 60603

A Back Server with Hilton Hotels and Resorts is responsible for setting and clearing dining tables and stocking service stations in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

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

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

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?

As a Back Server, you would be responsible for setting and clearing dining tables and stocking service stations in the hotelÆs continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Set and prepare tables for dining, including, but not limited to, folding napkins, cleaning and placing tableware, serving water, etc.
- Ensure tableware is in good and working condition and report any defects for repair
- Stock, maintain and clean designated food station(s)
- Assist food server(s) with table service, including, but not limited to, serving beverages, breads, etc.
- Retrieve and transport dirty tableware to dishwashing area
- Respond to guest inquiries and requests and resolve issues in a timely, friendly and efficient manner

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Laundry/Valet Housekeeping Manager (Job Number: HOU01500)

Work Locations: The Palmer House Hilton 17 East Monroe Street Chicago 60603

A Laundry/Valet Housekeeping Manager with Hilton Hotels and Resorts is responsible for managing daily Housekeeping and Laundry Valet operations in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

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?

A Laundry/Valet Housekeeping Manager with Hilton Hotels and Resorts is responsible for managing daily Housekeeping and Laundry Valet operations in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Ensure the laundry facility and equipment are regularly inspected and maintained in optimum operating condition. Operate department/equipment within OSHA requirements and guidelines.
- Manage / maintain linen and uniform inventory on property.
- Coordinate with Housekeeping and Food & Beverage staff to ensure adequate linen supply.
- Attend various operational and industry related meetings and plan and conduct departmental staff meetings to obtain and disseminate pertinent information.
- Manage departmental finances, including budgeting, forecasting, payroll and inventory control. Analyze data and compile reports on expenditures, labor and supplies, etc.
- Manage daily Housekeeping operations to include, but not limited to, maintaining cleanliness, service and product quality standards of guest rooms, public spaces, restrooms, offices and banquet/meeting/conference rooms
- Ensure rooms are clean and available to guests in a timely and efficient manner
- Manage daily systems use and management, cost controls and overall profitability, systems use and management, budgeting and forecasting, department management, policy and procedure implementation and enforcement and meeting participation and facilitation
- Assist in monitoring and developing team member performance to include, but not limited to, providing supervision, conducting counseling and evaluations and delivering recognition and reward
- Oversee and conduct room inspections
- Recruit, interview and train team members
- Distribute, delegate and direct workload to ensure maximum productivity and customer satisfaction with minimum outlay of expenses in terms of labor and materials.
- Monitor and evaluate team member performance. Coach and counsel team members when needed.

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Laundry / Public Space Attendant (Job Number: HOU0150U)

Work Locations: DoubleTree Guest Suites & Conf Ctr Downers Grove
2111 Butterfield Rd Downers Grove 60515

A Laundry Attendant with Doubletree by Hilton is responsible for maintaining a constant supply of clean linens for the hotel in the hotels continuing effort to deliver outstanding guest service and financial profitability.

A Public Area Attendant is responsible for cleaning and maintaining all public areas (i.e. hotel lobby, restrooms) in impeccable condition in accordance with Hotel and Hilton Worldwide standards.

If you appreciate the little things and enjoy creating exceptional experiences, you may be just the person we are looking for to work as a Team Member with DoubleTree by Hilton.

What will I be doing?

As a Laundry Attendant, you would be responsible for maintaining a constant supply of clean linens for the hotel in the hotels continuing effort to deliver outstanding guest service and financial profitability.

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

- Perform all stages of linen processing, including, but not limited to, collecting, transporting, sorting, weighing, loading and unloading (washers, dryers and chutes), ironing, folding, storing and delivering
- Maintain cleanliness of laundry machinery and laundry area
- Maintain stock levels
- Respond to guest service issues in a timely, friendly and efficient manner
- Perform additional laundry services, as needed

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