



College Clerical Assistant II-Mathematics - HAR0000354

Job: Clerical/Secretaries

Primary Location: Harold Washington College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Mar 10, 2015, 9:16:21 AM

Duties and Responsibilities

College Clerical Assistant II Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

- Transcript request processing, enrollment verification processing, mid-term grade entry, front counter services, archived record services, transfer credit posting, degree audit processing, grade administrative and no-show withdrawals.
- Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail.
- Assists in reviewing time sheets and prepares attendance reports for payroll processing. Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items.
- Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies.
- Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information.
- Adheres to CCC Customer Service Excellence standards.
- Performs related duties as required.

Qualifications •Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience. •Proficient in PC desktop and related software programs. Ability to operate a personal computer. •Ability to keyboard 45 words per minute. Ability to follow verbal and written instructions. •Skill in basic filing, record keeping and operation of a variety of office machines.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer. Thank you for your interest in CCC!

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

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College Clerical Assistant II-Part Time - DAL0000538

Job: Office/Administrative Support

Primary Location: Daley College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Mar 9, 2015, 3:48:29 PM

Duties and Responsibilities

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

- Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files.
- Assists in reviewing time sheets and prepares attendance reports for payroll processing. Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail.
- Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items.
- Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies.
- Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information.
- Performs related duties as required.

Qualifications

- Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience.
- Proficient in PC desktop and related software programs. Ability to operate a personal computer.
- Ability to keyboard 45 words per minute. Ability to follow verbal and written instructions.
- Skill in basic filing, record keeping and operation of a variety of office machines.

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Barista at Starbucks in Chicago

636 S Michigan Ave Chicago, IL

Job Type: Full Time

Shift: Morning, Afternoon

Neighborhood: South Loop, Printer's Row

POSITION FOCUS

The Barista is the foundation of the cafe. The Barista is responsible for honoring each and every customer by providing excellent customer service and a high quality product. The Barista is a true professional that displays a positive attitude at all times to ensure the return of our customers who are the reason for our business.

SUPERVISORY DUTIES - 1-8 Barista, Cashier, Host

Knowledge/Skills

- * Must have excellent customer service skills.
- * Must have minimal hearing to hear timers; coordinate with other baristas.
- * Must have moderate vision to check food quality.
- * Must have speech communication skills to read production charts/recipes.
- * Prefer one year experience as a shift lead.

Abilities

- * Ability to interact with guests in a positive, hospitable manner.
- * Ability to read, understand and follow written instructions.
- * Numerical ability to use the cash register/collect money with accuracy.
- * Ability to work independently and prioritize tasks.
- * Ability to read, write, and communicate in English.
- * Position regularly involves lifting product cases weighing up to 70 lbs. Pushing and pulling carts is required.
- * Regular bending to lift items and supplies. No kneeling.
- * Mobility - regularly moves all around the coffee shop.
- * Continuous standing

Education/Formal Training: High school education or equivalent experience.

Experience: Previous experience in a customer service role strongly preferred.

We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing and criminal background checks.

Only qualified applicants that have previous barista experience are encouraged submit a web based application by clicking on the following link: <https://www1.apply2jobs.com>

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Sportswear Associate

Location: Chicago, IL
Requisition ID: 762-890930
Posting Date: 3/13/2015
Shift: Flexible
Status: Regular

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

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

RESPONSIBILITIES:

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

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/sportswear-associate-chicago-illinois-job-5000953>

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Cashiers Associate

Location: Chicago, IL
Requisition ID: 890936
Posting Date: 3/11/2015
Shift: Flexible
Status: Regular

GENERAL PURPOSE OF POSITION:

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

FOCUS OF POSITION:

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

RESPONSIBILITIES:

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service. Maintain an awareness of all promotions and advertisements
Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers
Communicate customer requests to management
Enter all media from register into the tally program
Maintain orderly appearance of register area and supplies stocked
Any other tasks as assigned from time to time by any manager

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/cashiers-associate-chicago-illinois-job-4999316>

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Markdown Associate

Location: Chicago, IL
Requisition ID: 890929
Posting Date: 3/9/2015
Shift: Flexible
Status: Regular

General Purpose of Position:

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

Focus of Position:

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

Skills and Competencies:

Ability to provide outstanding customer service
Ability to follow through on projects in a timely manner with minimal supervision
Ability to adjust priorities and manage time wisely in a fast-paced environment
Ability to function effectively in a team environment
Ability to communicate in a clear, concise, understandable manner, and listen attentively to others
Ability to read, count, and write

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/markdown-associate-chicago-illinois-job-4997842>

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Delivery Driver-1502197

Description

Driver Combination

The Driver Combination is responsible for delivering product to both large and small format accounts on a route for advance product sales. In addition, maintaining strong customer rapport, ensuring quality service and effective merchandising of Dr Pepper Snapple Group brands.

Position Information

- This position requires a Class A CDL.
- Local delivery driving experience, beverage Industry preferred.
- This is a Full Time Position

Salary Information: The salary for this position is a daily rate of \$51.04 plus a (per case upon delivery of \$0.23 cents) commission.

Schedule and Shift: Full-Time averaging 50 hours per week.

This is a day (1st) shift that will start at 5:00am, Tuesday through Saturday.

Assigned Territory: This position will deliver to stores located in and around the Rantoul, Hoopston, Watseka, and Gibson City area.

Qualifications

High school diploma or general equivalency diploma (GED)

21 years of age or older

Lift, push, and pull a minimum of 50 pounds repeatedly

Valid Commercial Driver's License (CDL) Class A and driver's license

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-Champaign

Organization: Packaged Beverages

Schedule: Full-time

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Route Auditor-1502956

Description: The Route Auditor is responsible for the accurate settlement of delivery route case sales, route cash deposits and validation of route variances. Make exception corrections as needed.

Position Pay Rate: The starting rate of pay for this position starts at \$11.00 an hour
Position Shift and Schedule: This position will be working Monday through Friday starting at 10am and working anywhere from 8 to 10 hours depending on the needs of the business.

Position Responsibilities

Track driver over/shorts and report both cash and inventory shortages to the branch.
Research and resolve route related items on a daily basis.
Count Cash deposits, both from Delivery Drivers, as well as from Full Service Vending Drivers. Reconcile delivery routes. Validate driver paperwork compliance
Correct error sales orders due for delivery in SAP.
Prepare all incoming cash and check deposits for armored transport pickup.
Assist with office clerical duties. Box route paperwork for off-site storage.

Qualifications

High school diploma or general equivalency diploma (GED)
1 year of prior cash handling experience including balancing cash drawers
1 year of Microsoft Office Suite in a work setting (Outlook, Excel, Word)
Dr Pepper Snapple Group, Inc. (NYSE: DPS) is one of North America's leading refreshment beverage companies, manufacturing, bottling and distributing more than 50 brands of carbonated soft drinks, juices, teas, mixers, waters and other premium beverages.

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Job: Logistics and Supply
Primary Location: United States-Illinois-Northlake
Organization: Packaged Beverages
Schedule: Full-time

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Merchandiser-1502446

Description

The Merchandiser is responsible for providing high-quality merchandising support for Dr Pepper Snapple Group brands to retail stores within an assigned territory.

Salary Information: The salary for this position is \$11.30 per hour plus reimbursement for usage of your personal vehicle.

Schedule and Shift: This is a Part Timed, day (1st) shift that typically starts at 6:00am. Must be available to work both weekend days, including Saturday and Sunday. Additional hours will be scheduled during the week.

Assigned Territory: This position will merchandise stores located in and around Northbrook, Glenview, and Des Plaines.

Position Responsibilities: Merchandise store shelving, coolers and displays with Dr Pepper Snapple Group brands in retail stores. Partner with Sales Representatives/Managers to coordinate delivery and merchandising schedule. Build effective relationships with store personnel to assure superior customer satisfaction. Identify incremental sales opportunities for Sales Representative to pursue. Provide feedback on competitor activities and best practices. Cover routes and provide sales and/or merchandising services as assigned. Available to work weekends and holidays.

Qualifications

High school diploma or general equivalency diploma (GED)

Lift up to 50 lbs repeatedly

Push and pull up to 100 lbs repeatedly

Valid driver's license

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Job: Operations

Primary Location: United States-Illinois-Glenview

Other Locations: United States-Illinois-Wilmette

Organization: Packaged Beverages

Schedule: Part-time

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Merchandising Supervisor-1502542

Description: The Merchandising Supervisor is responsible for recruiting, selecting, training and developing merchandisers, among point-of-sale and pricing activities.

Position Shift and Schedule: This is a full time permanent position working 5 days a week. This role is required to work every Saturday as well as 2 Sundays each month. Days off will occur during the week. The shift will typically start at 6:00am and work until 4:00pm. Flexibility to work beyond a standard 40 hour week is required based on business needs.

Position Salary: This is a salaried position determined based on experience.

Position Territory: The territory for this position covers the West Side of Chicago from North Avenue to 47th.

Position Responsibilities

Recruit, select and develop new hires; manage a team of merchandisers. Adhere to DPS merchandising standards, inspecting the execution and implementation of point-of-sale (POS) initiatives. Route merchandisers for sales and deliveries. Ensure cost-effectiveness and maintaining high levels of customer service. Ensure that company pricing is properly displayed. Provide merchandising coverage for vacation routes. Identify sales opportunities for Sales Representatives to pursue.

Qualifications

High school diploma or general equivalency diploma (GED)

Lift up to 50 lbs repeatedly

Push and pull up to 100 lbs repeatedly

3 years of merchandising experience

Valid driver's license

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Job: Operations

Primary Location: United States-Illinois-Chicago

Organization: Packaged Beverages

Schedule: Full-time

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Relief Driver-1502027

Description: The Relief Driver is responsible for filling in for a variety of driver roles which may include delivering pre-sold product to either large or small format accounts, delivering and servicing cooler/vending equipment to customers, or operating as a merchandiser or loader as assigned. Salary Information: The salary for this position is \$103.00 per day. Schedule and Shift: Full-Time averaging 40 hours per week. This is a day (1st) shift that typically starts at 5:30 a.m. You can expect to work 5 days per week. Must be available to work Saturdays as business needs require.

Position Responsibilities: Deliver product to scheduled accounts in good condition and within scheduled delivery time. Assure brands and packages are rotated properly, safeguarding against past-dated products available to consumers. Accountable for cash/credit proceeds and products removed from inventories. Compute and record transactions to convey all related cash, checks and documents to Route Auditor. Provide shelf merchandise to stores upon request by manager or customer. Service vending machines with products, collects monies and records meter reading for each vendor, places point of sales material, fills change dispenser, adjusts and cleans mechanism as needed. Assure that each vendor is maintained with proper brands, maximizing productivity for space to sales ratio. Maintain assigned vehicle in accordance to applicable safety regulations. Cover routes and provide sales and / or merchandising services as assigned. Stack and store merchandise in the appropriate area of the warehouse according to established sequences and procedures and load trucks with propane or battery-operated forklift and/or pallet jack as assigned.

Qualifications: High school diploma or general equivalency diploma (GED)
21 years of age or older. Lift, push, and pull a minimum of 50 pounds repeatedly
Valid CDL and driver's license

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Job: Operations

Primary Location: United States-Illinois-Harvey

Organization: Packaged Beverages

Schedule: Full-time

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Transport Driver-1502159

Description

The Transport Driver is responsible for providing unfailing support to Sales and Operations by assuring that the Distribution Centers always have the merchandise to support the Company's ability to meet or exceed our customers' needs.

Position Shift and Schedule: This is a unionized facility and shift assignments are based on seniority as well as business needs. This is a full-time permanent position that will most likely work on our 2nd shift which typically begins at 2:00pm. Flexibility to work overtime as well as the ability to adapt to changing schedules is required.

Position Pay Rate

The starting rate of pay for this position is \$20.45 per hour plus a shift differential.

Position Responsibilities: Operates vehicle in a safe and efficient manner. Perform daily routine vehicle inspections and address any concerns immediately. Deliver full Dr Pepper Snapple Group brands to assigned warehouses and pick up empty product transport containers, pallets, supplies, or raw materials from assigned vendors. Maintain DOT time log and other required transport documentation. Proactively work to assist others in achieving the organization's objectives. Exhibit thorough communication with the dispatch team and Transportation Supervisor.

Qualifications

High school diploma or general equivalency diploma (GED)
21 years of age or older
2 years tractor trailer driving experience
Valid Commercial Driver's License (CDL A) and driver's license

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Job: Operations

Primary Location: United States-Illinois-Northlake

Organization: Supply Chain

Schedule: Full-time

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Route Helper II-1501562

Description: The Route Helper II delivers product and assists a CDL Driver with activities such as loading and unloading beverages and merchandising while training to obtain a Permit and Class A or B Commercial Driver's License (CDL) within a specified period of time. Other responsibilities will include the use of a personal vehicle to perform merchandising duties when not assisting a CDL Driver.

Salary and Benefits Information

\$10.50 per hour, with an attractive bonus once you gain your CDL permit.

Schedule and Shift: Tuesday – Saturday & 5:00am until finished

Must be able to work overtime, weekends, and holidays as needed

Position Responsibilities: Assist the Driver and deliver product to scheduled accounts in good condition and within scheduled delivery time. Assure brands and packages are rotated properly, safeguarding against past-dated products available to consumers. Train to obtain a Commercial Driver's License (CDL) within a specified time frame established by management. Provide shelf merchandise to stores upon request by manager or customer. Maintain assigned vehicle in accordance to applicable safety regulations. Unload full cases of product, reloads truck with empty cases and returns. Merchandise store shelving, coolers and displays with Dr Pepper Snapple Group brands in retail stores. Build effective relationships with store personnel to assure superior customer satisfaction. Identify incremental sales opportunities for Sales Representative to pursue. Available to work weekends and holidays.

Qualifications - High school diploma or general equivalency diploma (GED)

- Lift up to 50 lbs repeatedly - Push and pull up to 100lbs repeatedly

- Valid driver's license - 21 years of age or older

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Job: Operations

Primary Location: United States-Illinois-Champaign

Organization: Packaged Beverages

Schedule: Full-time

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Clinical Dietitian

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:

Assess the patients' nutritional status for maintenance or intervention. Coordinates, plans, and counsels patients and their families in nutritional principals, food plans, and patterns of food selection that are tailored to the individual's lifestyle.

Develops patient educational material for distribution. Conducts meal rounds at meal time to assess acceptance of meals and to handle any problems with the meal service.

Full Time – 8 a.m.-4 p.m. Required to work every other weekend

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Nutrition or related field.

Registered and Licensed Illinois Dietitian.

Minimum 2 year hospital dietitian experience.

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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Cook

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 preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 1 year of food service experience

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

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Custodian

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:

The Custodian 1 is responsible for cleanliness and sanitation of assigned areas. S/he is responsible for the care and maintenance of equipment, furniture and fixtures.

S/he performs routine cleaning tasks of repetitive nature following established schedules and using prescribed methods.

The Custodian 1 works semi-independently under limited supervision.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED or combination of education, knowledge, skills, mental development, and relevant experience that enables performance of all aspects of the position.

Minimum of 2 years of hospital custodial experience is required.

Excellent verbal and interpersonal skills are essential.

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

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Dental Clinic Office Manager

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:

The Office Manager will be responsible for ensuring efficient and effective administrative and operational activities of the Dental Center. These activities include staff management, inventory control, regulatory compliance, quality control, patient management, policy and protocol development and data collection. S/he will assist the Director in identifying areas for improvement and developing the outcome measurement, analytics and improvement process. The Office Manager is responsible for collecting and reporting metrics required by regulatory agencies and/or internal management. The individual in this position will organize, facilitate and/or coach employees in conducting performance improvement. The Office Manager will be knowledgeable and demonstrate strong skills in the use of performance improvement, quality assurance and change management techniques.

EOE "A Tradition of Caring" since 1904.

Requirements:

Bachelor's Degree in Business Administration or related field

Minimum of two (2) years of supervisory experience in a dental office with multiple clinics/programs

Minimum of one (1) year of accounting and insurance billing experience

Minimum of one (1) year experience in dental practice software

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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email job leads to workforce@lashawnford.com

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Food Service Worker

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Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day.

Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

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

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Security Officer

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Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions.

Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required.

(Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

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

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Patient Care Technician

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Description:

Perform various direct patient care activities under the supervision of a Registered Nurse. Collect and assist with blood specimens, weighing, bathing, toileting and feeding.

Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of experience in a hospital setting required.

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

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