



### **Kitchen Manager**

As an AMC® kitchen manager you'll ensure the best possible in-theatre dining and entertainment experience available. That's what we do. We're AMC, and we're one of the largest entertainment companies in the world. Right now we're expanding our in-theatre dining locations and need kitchen managers to help run the show. You'll help make sure our in-theatre dining kitchens run smoothly so that guests enjoy their food, beverages and movies. Sound hands on? Here's what we're cooking up:

Assist with daily kitchen operations by focusing on the fundamentals:

Ensure all menu items are fresh, appetizing and properly prepared

Provide service that is friendly, helpful and fast

Maintaining facilities that are clean, safe and in good repair

Follow recipes to ensure consistent food quality and presentation

Conduct line checks twice per day to ensure food-safe temperatures and ingredient quality. Update prep lists to ensure proper amounts of products are always available

Communicate with cooks to ensure proper assembly of orders within average ticket time. Monitor portions and presentation on the line while meeting or exceeding production times

Pretty straightforward, huh? We think so. But we're not looking for just anyone. You'll need one year of kitchen experience in a line capacity at a high-volume, high-quality establishment. You'll also have to demonstrate proficiency in kitchen operations and execution. And be ServSafe certified. Possessing relevant knowledge and trends of the food service industry, a culinary degree and H.A.C.C.P. certification would be nice too.

So, think you can follow our recipe? Are you receptive to training and personal development? Do you have effective written and oral communication skills along with strong analytical skills? Are you equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors? Do you possess computer skills and applicable cooking experience? If you're nodding your head "yes," then apply now!

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

Apply online at <https://www.amctheatres.com/careers/theatre-management/kitchen-manager>

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### **Cashier Team Member**

Date: 03/19/2014

Location: Chicago, IL

Job Number: 3490211

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 payment1.

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

Apply online at <http://jobs.target.com/us/illinois/store-hourly/jobid5098222-cashier-team-member?apstr=26src%3DJB-10182>

### **Front Desk Sales Associate**

Job Classification: Sales/Customer Service

Job Location: Chicago, IL

Duties include: • Providing excellent service to members/ guests by answering phone calls, setting appointments, greeting members/ guests upon arrival and selling memberships. • Assists in maintaining professional front desk and reception area. • Assists in administrative tasks including filing, member folder maintenance, and data entry of client records and surveys. • Assists in maintaining cleanliness of therapy rooms, common areas and store room. • Various duties as assigned by Clinic Management.

Experience: • Customer service and sales experience preferred. • Ability to effectively communicate with members/ guests on membership benefits, and clinic policies and procedures. • Ability to work cohesively with others in a fun and fast paced environment. • Must be customer service oriented and able to communicate effectively with clients, clinic management and sales staff. • Able to work flexible days and hours

For additional information on Massage Envy Spa, please visit our web site at [www.MassageEnvy.com](http://www.MassageEnvy.com)

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**Job Title: Administrative Assistant I - Opt D1**

Agency: Children & Family Services

Closing Date/Time: Thu. 04/03/14 5:00 PM Central Time

Salary: \$3,020.00 - \$6,096.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: CF028

Bid ID#: 1403005-032422

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the General Counsel, performs a variety of important staff and administrative functions; serves as liaison by representing the office in working with Agency divisions, sections, and other administrators; develops data and gathers materials; oversees the compilation of monthly activity reports and maintenance of appropriate electronic and paper based records and files; assists the General Counsel and other professional staff in various administrative tasks and special projects; provides assistance to the division's personnel liaison.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in public or business administration; requires one year of professional experience in a public or private organization.

Work Hours & Location/Agency Contact: Monday - Friday 8:30AM - 5:00PM

State of Illinois Building 160 N. LaSalle, 6th Floor Chicago, Illinois

Lorne Garrett 2245 W. Ogden Avenue, 3rd Floor Chicago, Illinois

Fax 312-633-3965 Phone 312-633-3406

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option D1 - Dept Child & Family Serv

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**Job Title: Child Protection Specialist**

Agency: Children & Family Services

Closing Date/Time: Thu. 04/03/14 5:00 PM Central Time

Salary: \$4,715.00 - \$6,452.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1447016-479500

**Minimum Requirements:**

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual and auditory ability to carry out assigned duties. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

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

Work hours: Monday through Friday 8:30 AM to 5:00 PM

Location: DCFS 1911 S Indiana Chicago, IL

SUBMIT BIDS TO: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60601 FAX: (312)814-7134

**How to Apply:** This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Actuarial Examiner Trainee**

Agency: Insurance

Closing Date/Time: Fri. 03/28/14 5:00 PM Central Time

Salary: \$3,429.00 - \$4,964.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 2

Plan/BU: RC062 Bid ID#: DOI 8996

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

Under direct supervision of the Life & Health Examination Actuary, for a period from six to twelve months, receives training and performs assignments to develop knowledge, understanding and practical skills requisite for the conduct of actuarial analysis and examination of policy and contract assets and liabilities that are developed through the application of actuarial science; receives training to develop knowledge of the Illinois Insurance Code, rules and regulations and industry guidance in the determination of life, accident and health company compliance. Duties of this position are conducted at the insurance company site which requires extensive travel by the position incumbent.

**Minimum Requirements:** Requires a bachelor's degree with a minimum of 21 semester hours course work in mathematics and/or actuarial science. Requires ability to successfully perform on-the-job training assignments as related to actuarial examinations; learn and retain knowledge of applicable Illinois laws, department regulations and actuarial science practices governing the insurance industry; acquire requisite skills and knowledge needed to conduct actuarial computations and analyze those made by insurance companies; establish and maintain effective working relationships with both coworkers and insurance company officials and employees; communicate effectively in oral and written form. Requires the ability to travel.

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

Work Location: Illinois Department of Insurance

Financial/Corporate Regulatory/LAH Actuarial/Examination

122 S. Michigan Ave Chicago, IL Cook County

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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Chicago Loop-Part Time Teller-201 S State St Banking Center-Chicago, IL**

Chicago, IL, United States

Job number: 1400009735

Location: US-IL-Chicago

Travel: No

Full / Part-time: Part-time

Hours Per Week: 20.00

Shift: 1st Shift

Weekly Schedule: M, W 8:30-5:30, F 8:30-6:30

**Job description**

Tellers primary responsibilities include, processing transactions accurately and efficiently in accordance with established policies and procedures and engaging our customers .

Connecting customers through referrals to teammates and specialists making the financial lives of our customers better. Tellers are the face of Bank of America and therefore demonstrate core values in all actions and provide an excellent experience for the customer. May be required to work weekends and/or extended hours and regular, reliable attendance is critical.

**Qualifications**

**Required Skills:**

Minimum of six months customer service experience.

Ability to work effectively as a team member.

Strong oral and written communication skills.

Ability to respond and assist customers with inquiries and/or problem resolution.

Careful attention to detail and time management.

Pass teller pre-employment assessment

**Desired Skills/Assets:**

Minimum of six months cash handling experience.

Previous experience with cross-selling, upselling, and/or referring products.

Ability to identify customer financial needs, goals and objectives.

Proficiency in basic computer skills.

Previous banking/financial services/teller experience.

Apply online at

<http://careers.bankofamerica.com/job.aspx?n=14572&c=United%20States&r=us&src=JB-11684>

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**Job Title: Part-Time Administrative Assistant - Behavioral Science (8 hrs/wk)**

Department: Behavioral Sciences

Shift: 1st

Full/Part: Type 3 (8-32 Hrs/PP)

Job Number: 2013-0569

The core responsibilities of this role are:

Manages payroll system and tracking and supplemental comp forms

Prepares, tracks and obtains all appropriate signatures for employee status changes notices, travel forms, LEAP forms, reimbursements and other activities associated with research project, and ensures accurate and timely employee status.

Completes hire request through iGreentree, communicates with HR on the processing of new hires

Preparing and managing check request, purchase orders, standing orders, independent contractors, and works with other medical center department to address needs of the grant and employee on grants on timely matter. (HR Department, Accounts Payable, Purchasing, Fund Accounting, Behavioral Sciences)

Manages the research library, gets requested articles from Rush library, inputs articles into Endnote and accurately organizes and maintain reprints in research library.

Research PMID numbers and makes updates biosketches for NIH grant submission and progress reports. Manage and prepares fund reports, keeps paperwork on orders, checks monthly fund reports for charges initiating and follows through on any problems with reports. Manages and evaluates the accuracy and effectiveness of the budget.

Processes transfer fund reports. Prepares reports: Termination report, employee percentages, detailed percentage, quarterly report with department, indirect accounts.

Initiates and follows through on parking garage for subject parking and Rush man garage. Tracks, processes payments and submits standing order for external accounts

Orders general laboratory supplies

Maintains laboratory phone directory

Knowledge, Skills and Abilities:

High School Diploma required; bachelor's degree or some college coursework preferred Accounting and/or billing background very helpful

Ability to coordinate and prioritize multiple tasks, projects and schedules and work independently. Must possess strong project and time management skills.

The expectation is that the candidate would be proactive and resourceful.

Must be customer-focused and interact effectively and efficiently, having excellent written and verbal communication skills with all levels of personnel.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140324095555&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140324095555&)

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**Job Title: Supply Chain Tech 1**

Department: General Stores

Shift: 2nd

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

Specialty: Supply Chain

Job Number: 2014-0412

**Job Description:**

Rush University Medical Center presents an opportunity for a Supply Chain Tech I. The Supply Chain Tech I is responsible for the day to day receipt and distribution of supplies to the medical center units and affiliates. This individual will promote and be support of the institutional ICARE values (Innovation, Collaboration, Accountability, Respect, and Excellence), the IConnect service behaviors, and exemplify Supply Chain's mission and vision, while acting in accordance with Rush policies and procedures. This is a second shift position.

**Knowledge, Skills, and Abilities**

One year of working experience in a service industry position or equivalent job experience.

High school diploma/GED required.

Must have basic math, reading, and writing skills.

Physical strength, resilience, and endurance are three key bodily traits that are required due to the vigorous work pace of daily repetitive tasks and the weight of the merchandise.

Majority of work day is spent on feet lifting, pushing, pulling, and walking distances on a daily repetitive basis.

Must be able to operate powered equipment appropriately and safely as required by varying environmental conditions.

Familiarity with personal computers preferred.

Ability to coordinate and prioritize multiple tasks with deadlines to meet changing workload demands.

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=20140324095754&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140324095754&)

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**Job Title: Temporary Support Associate - HR Technical Assistant\***

Department: TASC/Administrative Assistant

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Customer Service

Job Number: 2014-0249

**Job Description:**

Rush University Medical Center seeks a Temporary Associate - HR Technical Support Assistant to provide customer support for our talent and performance management systems. The ideal individual will have technical support, problem solving, data collection and data analysis experience along with the ability to manage high volumes and provide service via an enterprise-wide system.

**Position Responsibilities:**

Monitor Rush's performance management system (PERFORM) mailbox and respond to technical issues or inquiries including: password issues, managers' questions, staff change processes, performance data, and inquiries pertaining to the annual performance cycle process. Responsible for system upgrade activities; including hierarchy clean-up, testing, communication support

Perform intranet, job aid and content updates

Assist with annual performance cycle set-up activities inclusive of the following:

Support system set-up for 6 different appraisal processes, including competency edits for the 276 position-specific forms. Weekly one-hour meetings with our team and Halogen resource to set up the system (e.g. forms, structure, etc.)

Annual Performance Cycle Set-up Activities

Support system set-up for 6 different appraisal processes, including competency edits for the 276 position-specific forms

Provide efficient customer/technical support service to Rush employees and managers

**Position Requirements:**

Bachelor's degree in Information Technology, Information Systems, or related field preferred. Technical (customer) support, problem solving, data collection and data analysis experience required. Experience working with HRIS and/or performance management system highly desired. Proficient in the use of Excel (candidates will be tested). Ability to provide excellent and efficient customer service delivery is a must. Prior experience in a healthcare environment is a plus

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140324095845&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140324095845&)

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**Job Title: Food Service House Attendant - Room 500**

Department: Room500 Dining Room

Shift: 1st

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

Job Number: 2014-0329

**Position Responsibilities:**

Set up and breakdown, including moving of furniture, in conference and dining rooms  
Set up and performs dish room and pot and pan room tasks required for the proper sanitation of service ware and equipment. Executes quality control monitoring and cleans work areas at completion of task. Set up and breakdown of breakfast and lunch buffet. Executes quality control monitoring and cleans work area at completion of task  
Set up and execute Rush catering deliveries. Completes quality improvement monitoring and cleans work area at completion of task. Set up and breakdown of service stations with supplies, ice and water. Puts away food and supply deliveries and restock areas with supplies. Pre busses, clears and resets tables in dining room and conference rooms. Delivers food and assists servers with food orders and beverages  
Transports dishes to and from dishwashing and service areas  
Sweeps, mops, scrubs floors in all service and production areas; washes walls and windows as needed. Disposes of waste and trash in proper manner, cleaning and replenishing bags. Cleans and sanitizes all equipment, service and production areas including, but not limited to, storeroom, refrigerator, freezer, dining room, mop room and hand sinks. Performs other cleaning duties as assigned including power washing and carpet cleaning. Cleans all public areas, including restrooms and offices, replenishing supplies. Assists in linen quality controls, monitoring usage and limiting loss or damage. Trains new personnel as assigned  
Orients dietetic interns to work areas as assigned  
Performs related duties as assigned by supervisors  
Complies with all regulatory agency standards and all departmental policies and procedures.

**Position Qualifications Include:**

Ability to read, write, speak English. H. S. Diploma or GED required. Interpersonal skills, customer service oriented. Ability to exert 40 pounds of effort to push or pull, ability to lift and carry 65 pounds minimum, stooping, kneeling, reaching, able to communicate using a variety of audio-technology, able to see, 100% of time standing or walking.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140324100004&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140324100004&)

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**Job Title: Cook I - Room 500**

Department: Room500 Dining Room

Shift: 1st

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

Job Number: 2014-0297

**Job Description:**

Are you interested in joining a leading health care organization? Do you have at least three years cooking experience?

If this describes you, then this is the job for you! We are seeking a dynamic Cook II who exemplifies professionalism to join our Food & Nutrition-Room 500 team-

**Position Qualifications Include:**

High School Diploma or GED equivalent required.

Certificate of Completion in Culinary Arts and/or Associates Degree in Culinary Arts preferred.

Illinois Department of Public Health and City of Chicago Sanitation Certification required within three months of hire and maintain thereafter.

Minimum three years cooking experience required.

Ability to read, write and speak English required.

Basic math skills to calculate recipe ingredient and quantity adjustments, calculate weight and measures required.

Critical thinking skills, organizational skills required.

Knowledgeable and can operate with minimal instruction the following:

Hot preparation equipment such as convection/combi ovens, steamers, broiler's, grills, etc.

Culinary hand tools (knives, etc.)

Small processing equipment (vegetable choppers & processors)

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

Ability to lift and carry 50 pounds minimum, stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils required.

Ability to communicate using a variety of audio-technology required.

Ability to transport hot/cold items for service and production using recognized safety equipment in a safe manner that does not endanger self or others.

Apply online at

[http://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140324100115&](http://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140324100115&)

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### **Front Desk Receptionist**

Posted by: Hektoen Institute, LLC

Posted date: Mar-21-14

Position will work 22 hours a week - part-time

Hourly Wage Range minimum wage - \$12 per hour

City Chicago

State IL

Deadline Apr-04-14

The Front Desk Receptionist will be responsible for receiving and screening incoming calls, determining the nature of business calls, and directing calls to the appropriate staff member. This position will identify all incoming visitors which include staff, customers, clients and guests and directing them to their destination.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Obtains caller's name and forwards calls or takes messages for staff member called upon.
- Open the door to all incoming visitors, clients and employees.
- Directs calls to destination and records name, time of call, nature of business, and staff member called upon.
- Operates telephone console to receive incoming messages.
- Types minor memos, correspondences, reports, and other documents.
- Proof read documents, letters and memos
- Collects and distributes messages
- Performs variety of clerical duties
- Distributes in-coming mail and faxes
- Provides support for office personnel
- Greets walk-in clients and notifies appropriate personnel
- Other duties may be assigned

#### **Mandatory Job Qualifications**

To perform this job successfully, the applicant must be able to perform each essential duty satisfactorily. *Typing speed must be 40-55 wpm*, with an ability to organize and prioritize work. High school diploma or equivalent with at least two years of experience and/or training; or equivalent combination of education and experience is recommended. An applicant must have strong communication, organizational and interpersonal skills, a positive attitude and professional telephone etiquette. As part of the job, the applicant must have proficient skills using Word, Excel, and Windows 2000.

#### **How to Apply**

Please e-mail resume and cover letter to Alvaro Espino at:

[alvaro.espino@hektoen.org](mailto:alvaro.espino@hektoen.org)

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**Title Clerk/Cashier**

Req ID 1274BR

Business Area CVS Caremark

Job Category Hourly Retail

Required Qualifications: Must be at least 16 years of age

Ability to complete the following tasks:

Operate a cash register including cash transactions, checks, charges

Follow company policies and procedures regarding cash register performance

Request additional help when needed to increase customer satisfaction

Greet each customer using the eye's, hi's and help at all times and assist customers with their questions, problems and complaints; Price merchandise utilizing price guns;

Store cleanliness: break area and rest rooms; vacuum; dust/face; clean windows;

rubbish removal; exterior maintenance; sweeping; Stock shelves; Complete price

changes: document counts, utilize price guns

Answer the telephone using the appropriate greeting; Process photofinishing orders

Maintain check-out area: fill register supplies, bags; wipe counter tops; fill cigarettes

Issue rainchecks when requested; React to potential shoplifters following company

guidelines; Maintain customer/patient confidentiality

Maintain card department: order, stock, inventory, signing

Maintain cosmetic department/units: clean, stock, set displays, sign, prepare returns

(UPP system); Reset departments/end caps following POGs

Display and sign weekly, promotional and seasonal merchandise

Prepare damages: document counts and item numbers, seal trays

In-store signing, including: shelves, displays, dump baskets, windows, ceiling

Assist Pharmacy personnel when needed

Complete minor in-store repairs i.e., carriage poles, change light bulbs

Work out reserve stock; Assist customers with large purchases (taking out to vehicle)

Unload and load trays/cases - 35 pound maximum to a height of 4 feet

Move trays/cases from one location to another

Preferred Qualifications

Previous retail experience

Education: High school diploma or equivalent preferred

Street Address 2634 S Pulaski, Chicago, IL. 60623

Work Environment Retail Store - Sales Floor

Apply online at

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=6677&PartnerId=25545&SiteId=5086>

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**Title: Registration Representative**

Lawndale Christian Health Center

ID: 154

Department: Patient Accounting

Location: 3860 Ogden Ave, Chicago, IL

Status: Full-Time

**Position Summary**

The Registration Representative position is responsible for a variety of administrative tasks essential for the efficient care of patients at Lawndale Christian Health Center, including handling incoming calls, scheduling appointments, and registering patients. Upon completion of training, the Registration Representative will be assigned to a Care Team to assist in taking care of that Care Team's population of patients. Staff are required to document their work in the practice management system, attend to patients in a timely and professional manner, and keep their work areas in good order. This position reports to the Site Manager.

**Required Skills or Abilities**

Good interpersonal skills are a necessity, including an ability to work well with the variety of ages, cultures, and temperaments represented among LCHC staff and patients, treating others with kindness and professionalism in all they do.

Some computer skills required (Windows based, experience with Microsoft Office a plus) and telephone operator experience preferred.

*Typing speed of 45 wpm.* Knowledge of insurance a plus.

Commitment to demonstrating personal integrity through punctuality, honesty, an ability to follow instructions, proper attention to detail in all work matters, and a willingness learn from others.

An ability to work independently, take initiative, set priorities in accordance with the needs and mission of the clinic, multi-task, and problem solve in a fast-paced work environment. Flexibility to adapt to changing or stressful conditions, including unanticipated changes to working schedules or locations.

Adequate written and verbal communication skills for communicating coherently and professionally with patients and co-workers.

Conscientious of departmental and organizational policies and procedures, and able to embrace and personify the mission of the Lawndale Christian Health Center.

**Required Knowledge, Experience, or Licensure/Registration**

\*Required Bilingual in Spanish and English. High School Diploma or its equivalent.

Experience in customer service, office work, or a clinical setting.

Apply online at <http://lchc.applicantstack.com/x/detail/a2at5zrqejyf/aadl>

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**Position: Package Handler - Part-Time / UPS**

Job Group: Manual Operations

Location: CHICAGO, IL 60607 - Chicago (Downtown)

Sunrise (3:00 AM - 9:00 AM)

Twilight (5:00 PM - 9:00 PM)

Night (12:00 AM - 5:00 AM)

**JOB DESCRIPTION:**

UPS is hiring individuals to work as part-time Package Handlers.

This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Package Handlers receive a competitive hourly rate and also an attractive benefits package.

Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week.

Employees can expect to take home between \$110.00 and \$150.00 each week after deductions have been taken for taxes, etc.

UPS provides an excellent employment opportunity for students. Through the UPS Earn & Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to \$1,500 per semester / \$3,000 per year with a maximum lifetime benefit of \$15,000.

This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school. You will be eligible for the Earn & Learn program on your first day of work.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability

Apply online at

<https://ups.managehr.com/screening/hourly/apply.aspx?l=ILJEF&p=1&src=P2216&ref=40074481>

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**Title Team Member**

Requisition Number 14-0254

Post Date 3/21/2014

City Chicago

State IL

Description Join One Amazing Company!

Goodwill Retail Services, one of the fastest growing retailers in the area, is seeking individuals who have a desire to grow with us. Join us today to get started on your own Goodwill Career Path.

Our part-time associates are dedicated to providing fast, friendly service to our customers and donors.

In addition, they work diligently to keep the store clean, safe, and welcoming.

Team Members have the opportunity to provide quality customer service through many unique positions including cashier, donation attendant, merchandise pricer, and stocker.

Successful candidates will demonstrate the following competencies:

- Action Oriented
- Approachability
- Customer Focus
- Integrity & Trust

Working at Goodwill is more than a job. You will be supporting our mission to provide training, employment and supportive services for people with disabilities or disadvantages who seek greater independence.

Requirements: One year of retail or production experience is preferred.

Goodwill is an Equal Opportunity/Affirmative Action Employer. Minorities, women, vets and individuals with disabilities are encouraged to apply.

Apply online at

[https://rn21.ultipro.com/GOO1011/JobBoard/JobDetails.aspx? ID=\\*45BE6173C8456953](https://rn21.ultipro.com/GOO1011/JobBoard/JobDetails.aspx? ID=*45BE6173C8456953)

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**Job Title Cashier**

Requisition ID 310641BR

Business Stores - Sears Hourly

Job Function Cashier

Employment Category Regular, Part-time

Sears Req Type Hourly

Job Description: Responsible for providing excellent customer service, efficiently and accurately completing sales and service transactions at the cash wraps, as well as handle customer issues that may arise on the sales floor.

**Responsibilities/Skills/Experience Requirements**

- Takes ownership for enhancing the customer experience
- Partners with selling and sales support associates to provide superior customer service (i.e., assist customers, answer phones)
- Leverages technology in order to facilitate the customer experience
- Completes customer transactions accurately and efficiently at point-of-sale
- Executes consistent operational and selling processes (i.e., credit application process, ratchet repair program)
- Optimizes credit, gift card, Shop Your Way Rewards and multi-channel opportunities (and, where applicable, Protection Agreements, Merchandise Replacement Agreements, and other miscellaneous income opportunities)
- Educates customers on our Satisfaction Guaranteed return policy;
- Assists in resolving customer issues
- Assists with merchandise support tasks (i.e., fitting room maintenance, straightening merchandise) during non-peak hours
- Adheres to merchandise protection standards
- Uses basic internet navigation to access and print information/reports
- Performs other duties as assigned
- Basic reading, arithmetic, writing and oral communication skills
- Basic internet navigation

Location Address 1 4730 W IRVING PARK RD

Location Address 2 FLS- SEARS SIX CORNERS IL

Location City Chicago

Location State IL

Location Postal Code 60641-2701

Store/Unit 01380

Country United States

Apply online at

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=1131299&PartnerId=455&SiteId=185&codes=IND>

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**IL Customer Service Representative (Job Number: CUS03961)**

**General Summary:**

As a Family Dollar Customer Service Representative you will be responsible for providing exceptional service to our customers. Key priorities include greeting customers, assisting them with selection of merchandise, completing transactions, and answering questions regarding the store and merchandise.

**Position Requirements:**

**Education:** Prefer completion of high school or equivalent. Ability to follow directives and interpret retail operational documents as assigned.

**Experience:** Prefer experience working in retail, hotel, restaurant, grocery, or drug store environments.

**Physical Requirements:** Ability to regularly lift up to 40 lbs. (and occasionally, up to 55 lbs.) from floor level to above shoulder height; must be able to meet demands of frequent walking, standing, stooping, kneeling, climbing, pushing, pulling, and repetitive lifting, with or without reasonable accommodation.

**Availability:** Ability to work flexible, full-time schedule to include days, evenings, weekends and holidays.

**Skills & Competencies:** Customer Focus, Developing Potential, Results Driven, Strong Organizational Skills, Communication Skills, Problem Solving/Decision Making, Job Knowledge and Relationship Management.

**Job:** Customer Service Team Members

**Primary Location:** IL-Chicago-10224/W IL CHICAGO

10224/W IL CHICAGO 4824 N SHERIDAN RD Chicago 60640

**Job Level:** Entry Level

**Education Level:** High School Diploma/GED (±11 years)

**Shift:** Variable

**Travel:** No

**Background Check Required:** Yes

**Drug Screen Required:** Yes

Apply online at

<https://familydollar.taleo.net/careersection/9/jobdetail.ftl?job=360925&src=JB-10960>

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## **Janitor-Temporary - HAR0000214**

### Duties and Responsibilities

Perform all traditional janitorial work in and around the buildings.  
Dust all ledges, counter tops, files, office equipment, desk and walls.  
Dust mop all hard surfaces.  
Spot cleaning or complete washing of all walls, files, desk tops, office glass, partitions, doors, chairs, blackboards, mirrors, waste baskets and garbage cans, office machines and ash trays.  
Thorough cleaning of all bathroom fixtures and partitions.  
Polishing furniture. Metal polishing.  
Hosing and sweeping of sidewalks. Trash removal.  
Dismantling and cleaning of light fixtures.  
Operation of vacuum cleaners.  
Cleaning of Venetian blinds (washing & vacuuming).  
Policing of facility and grounds (inside & outside).  
Washing of exterior walls.  
Scraping of gum and other objects form hard surfaces and carpet.  
Spot cleaning furniture or carpet, but not more than 2 hours per day.  
Setting up and /or take down of chairs and tables.  
Wet mopping or spot mopping public corridors, washrooms, classrooms and any hard surfaces. Operation of compactors and /or balers.  
Maintenance of outside ground (raking, grass cutting, watering, garbage, etc.).  
Performs other duties as assigned.

### Qualifications

Completion of a high school diploma or the equivalent preferred.  
Preference will be given to current temporary janitors at City Colleges of Chicago.  
Must be able to perform all duties listed above.

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

Job: Janitorial

Primary Location: Harold Washington College

Employee Type: Full Time | Temporary

Union Code: N/A

Job Posting: Mar 20, 2014, 2:35:06 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl?job=37760>

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## **Ward Clerk Northwestern University Chicago IL**

Job ID: 140005OH

Job Location: Chicago, IL

### Description

Be the trusted keeper of vital information. Ensure the confidentiality of patient records and the efficiency of our teams. Welcome guests—as well as a unique opportunity to make the most of your talents.

### Ward Clerk

This is an opportunity to establish a career with a premier healthcare organization. Under the supervision of the Clinical Manager or Charge RN, the individual we select will compile, verify, and file medical records of dialysis patients. Ensuring patient confidentiality, this professional will store or dispose of obsolete files, prepare records, assist with laboratory work including centrifuging/refrigerating blood, answer phones, greet patients, and perform data entry.

### PURPOSE AND SCOPE:

Support FMCNA's mission, vision, core values and customer service philosophy. Adhere to the FMCNA Compliance Program, including following all regulatory and FMS policy requirements. Under close supervision and direction of the Clinical Manager or Charge RN, compiles, verifies, and files medical records of dialysis patients in the facility according to company standard operating procedures and pertinent regulatory requirements, ensuring patient confidentiality at all times. May provide other patient customer service functions as needed by the clinical manager.

### CUSTOMER SERVICE:

Responsible for driving the FMS culture through values and customer service standards. Accountable for outstanding customer service to all external and internal customers. Develops and maintains effective relationships through effective and timely communication. Takes initiative and action to respond, resolve and follow up regarding customer service issues with all customers in a timely manner.

**EDUCATION:** High school diploma or equivalent.

### EXPERIENCE AND REQUIRED SKILLS:

Six months of relevant experience in a medical setting preferred.

Computer skills – specifically knowledge of word processing applications.

Good communication skills – verbal and written.

Apply online at <http://jobs.fmcna.com/us/united-states/ward-clerk/jobid5109074-ward-clerk-northwestern-university-chicago-il?apstr=%2526src%253DJB-10071>

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