



## **Bartender**

As a Bartender, you ensure consistent drink quality by preparing orders in a short period of time and in accordance with recipes and guidelines established by the Food and Beverage department. You will also maintain a clean, sanitary, and safe work area in a fast paced environment, while providing superior guest service. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.  
Verify guests that purchase alcohol are at least 21 years of age.  
Possess full knowledge of bar and menu items and be able to make recommendations.  
Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area.  
Deliver food and beverage orders within established time frames. Consistently use suggestive selling techniques.  
Ensure that alcohol is consumed in designated areas only.  
Set up and maintain appropriate stock levels for the bar.  
Assist in placing orders for all liquor and bar related supplies.  
Conduct inventory of all liquor and bar related supplies.  
At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

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

Provide proof of age (21 or older).  
Possess basic food handling training and obtain any local or state mandated certification.  
Success in a high volume bar environment.  
Demonstrated ability to provide superior guest service.  
Have a high aptitude for math and cash handling.  
Demonstrate excellent verbal and written communication skills.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/bartender>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## Cashier

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

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

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

As a cashier at an AMC theatre, you'll also be required to demonstrate:  
Proficient guest service, administrative and follow-up skills  
Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners  
Ability to communicate and work effectively with guests in high-volume setting  
Good verbal communication skills as well as math and cash handling skills  
Ability to meet tight deadlines under minimal supervision

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

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

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Dishwasher**

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

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

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

Maintain dishwashing equipment by following manufactures' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

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

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

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

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

Possess good verbal communication skills.

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

Ability to work with minimal supervision.

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

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

Ability to ascend and descend stairs.

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

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

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

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

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

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## Usher

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

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

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

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

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

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

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

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Booth crew member**

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre. You'll build-up and tear down prints and perform maintenance on the projectors. You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer. What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

- Deliver a comfortable, distraction-free, and picture-perfect entertainment experience
- Monitor film build-up and tear down process for the highest quality
- Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)
- Ensure picture-perfect presentations through auditorium and booth evaluations
- Identify picture and sound problems and correct accordingly
- Execute trailer and pre-feature programming
- Assist with other functions and perform other duties as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

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

- Proficient guest service, administrative and follow-up skills
- Ability to consistently meet deadlines in a timely fashion
- Standing, walking, lifting, twisting and bending on a frequent basis
- Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Food Service House Attendant**

Department: Room500 Dining Room

Shift: 1st

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

Specialty:

Job Number: 2015-0353

Job Description:

FOOD SERVICE HOUSE ATTENDANT

Full- time position, benefits eligible

Position Highlights:

Under direct supervision, assembles, operates and maintains foodservice supplies and equipment. Performs ware washing and pot and pan cleaning. Cleans kitchen, dining, and public areas. Clears and resets tables during meal service. Sets up, takes down, and moves tables, chairs, equipment, and supplies.

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.

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=20150323121127&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150323121127&)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: RUMG Clinic Coordinator I**

Department: Eye Center

Shift: 1st

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

Job Number: 2015-0486

**Job Description:**

Are you interested in joining a leading health care organization?

Join Rush University Medical Center!

We are seeking a dynamic Clinic Coordinator I to join our Eye Care Center department at Rush University Medical Center! The desired candidate will have the ability to multitask effectively.

**Position Highlights:** Provides general coordination of clinic activity and information. Performs general non-patient contact duties. Screens and transfers calls to the appropriate individual. Performs other office duties. The individual who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures, including complying with all Rush University Medical Group Customer Service Standards.

**Position Qualifications Include:**

High school diploma required and medical office experience preferred

Basic computer knowledge required

Attention to detail and accuracy

Excellent customer service and interpersonal skills

Sensitivity to patient health information and protection of confidentiality

Ability to utilize EPIC efficiently

Ability to sit for several hours each day and remain professional and calm under stressful situations

Ability to adapt to change and be flexible

Employees hired into this role must successfully pass the EPIC scheduling test with 3 attempts, within 45 days of completion of training.

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=20150323121252&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150323121252&)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## **Concessionist**

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

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

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

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

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

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

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others





## Server

As a Server, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You accurately take food and beverage orders, relay orders to kitchen for preparation, deliver prepared food to guests, while providing superior guest service. You will also provides a vital link between our guest and the kitchen staff. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.  
Possess full knowledge of bar and menu items and be able to make recommendations.  
Accurately take food and beverage orders in a timely manner.  
Verify guests that purchase alcohol are at least 21 years of age.  
Coordinate and assist with reserved seating tactics.  
Consistently use suggestive selling techniques.  
Collaborate with kitchen staff to ensure that food orders are accurate.  
Deliver food and beverage orders within established time frames once the entire order is completed.

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

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

Proof of age. (Associates who will be serving, pouring, or mixing alcoholic beverage will need to be 18 and in some states 21). Complete basic food handling training and obtain any local or state mandated certification. Demonstrated ability to provide superior guest service. Have a high aptitude for math and cash handling.

Good verbal and written communication skills.

Obtain any necessary alcohol service licensing requirements.

Ability to ascend and descend stairs.

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

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

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

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a theatre, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/server>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Busser**

As a Busser, you assist the food and beverage team in making sure that every single guest enjoys their experience. How so? You clear, clean, reset tables and assist wait staff. Restock food service supplies while constantly maintaining a clean and safe environment in the auditoriums, lounge and bar. Easier said than done, right? Let's break it down into some of your soon-to-be responsibilities:

Ensure cleanliness of the Fork & Screen auditoriums, lounge and bar.  
Assist wait staff and the bussing of tables.  
Clear and reset tables both before and after presentation.  
Maintain a clean and well stocked bus station at all times.  
Assist with crowd control and seating of guests as needed.  
Perform exit greetings at auditorium doors at the end of each presentation.  
Perform Ticket Taker duties as needed.

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

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

Ability to provide superior guest service.  
Possess good verbal communication skills.  
Have a general knowledge of theatre policies, prices, menu, and bar selections.  
Ability to work with minimal supervision.  
Ability to stand on feet for an extended period of time.  
Ability to ascend and descend stairs.  
Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.  
Ability to lift up to 50 pounds and move it 75 yards on a regular basis.  
Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.  
Ability to push trash carts weighing up to 50 pounds up to 250 feet.

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

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

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## Cook

As a Cook, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You'll ensure consistent food quality, prepare orders in a short period of time and prepare menu items in accordance with established recipes and guidelines. In addition, you'll maintain a clean, sanitary, and safe work area in a fast paced environment. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Maintain communication with other cooks to assemble food orders within established average ticket time while preparing several different orders simultaneously. Adhere to recipes to ensure consistent food quality and presentation. Answer questions courteously, accurately, and quickly. Perform required sanitation procedures. Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions. Uphold cleanliness and ensure proper sanitation of entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas. At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you run a kitchen operation like a well-oiled machine?

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

Proficiency in kitchen operations and execution.

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

Must be able to cook food to recipe standards.

Must have working knowledge of U.S. measurements, weight and volume.

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

Ability to work effectively with supervisors and co-workers and with minimal supervision. Ability to meet deadlines.

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

Ability to ascend and descend stairs.

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

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

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

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

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

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Supervisor**

As Supervisor at AMC® you'll assist the management team to make sure the theatre runs smoothly so that every single guest enjoys the show. You'll be the not-so secret to our success.

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

Make certain guest service is friendly, helpful and fast  
Maintain facilities that are clean, safe and in good repair  
Provide an experience that is comfortable, distraction-free and picture-perfect  
Serve fresh, appetizing and properly prepared food and beverages  
Assist with other functions as instructed by the General Manager  
Uphold AMC's high standards and deliver entertaining company-wide programs

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

Proven supervisory experience with effective managerial and training skills  
Persuasive written and oral communication skills along with strong analytical skills  
Ability to effectively delegate and follow up with booth crew members  
Proficient guest service, administrative and follow-up skills  
Equally comfortable communicating and working with guests, supervisors, peers, subordinates, vendors or partners  
Ability to consistently meet deadlines in a timely fashion  
Standing, walking, lifting, twisting and bending on a frequent basis

At AMC, we live in a team-based culture where a take-charge approach exists at all levels.

We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and health and 401(k) plans.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Facilitator 1**

Location: Chicago, IL

Job Title: Facilitator 1

Department: Guest Experiences

Status: Temporary, Part-time & Full-time (End date, January 3, 2016)

The temporary part-time & full-time Facilitator 1's (F1) position is part of the Guest Experiences team, responsible for providing a world-class experience for all guests. F1s engage guests in science content in an educational, memorable and fun manner by providing compelling and personalized experiences in Museum exhibits and tours. F1s also perform core operational functions in support of exhibits, wayfinding and opening/closing of the Museum.

Duties include, but are not limited to the following:

Learns exhibit content and activities that are grounded in science, technology, engineering and medicine. Encourages guest participation with questions, games, activities and education content related to exhibits and science-related concepts. Proactively engages guests and initiates conversations to provide an exceptional guest experience. Applies inquiry-based approach and uses open-ended questions to teach science content. Adapts guest engagements to reach diverse audiences of varying age, background and knowledge levels. Personalizes engagements by learning and using names, getting to know guests and making science relevant to everyday life. Uses appropriate positive reinforcement and humor to encourage guest participation and build relationships. Anticipates guest issues and proactively solves guest issues and needs. Participates in improv, team-building and science-based activities as part of morning meetings, team meetings and training sessions.

Qualifications:

One year of college or 1-2 years' related or relevant experience.

Ability to learn and teach exhibit content in a museum environment.

Ability to effectively present content in exhibits throughout the Museum in both one-on-one and group situations in an engaging, compelling, energetic manner.

Exceptional public speaking skills. Ability to learn math and science content.

Ability to learn and engage guests with science content. Ability to anticipate guests' needs and solve guest issues. Positive attitude required: enjoy working with people in a fun, educational atmosphere. Ability to talk and engage guests for long periods of time.

Ability to handle several activities at one time.

Must be able and willing to work weekends and holidays, and some evenings.

Prior formal or informal educational experience, science experience, theater experience, or improvisation experience is important.

The Museum of Science and Industry is an AA/EOE/ADA employer

Apply online at <http://www.msichicago.org/about-the-museum/jobs/opportunities/>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Senior Accountant**

Location: Chicago, IL

Department: Accounting/Finance

Status: Full Time

This individual will perform a variety of accounting functions related to the processing and monitoring of accounting/financial data, including, but not limited to, verifying financial report data, inputting journal entries into the financial system, participating in year-end retirement savings audit, and preparation of balance sheet reconciliations. This individual will also perform operating and restricted financial statement analyses as assigned.

Duties included, but are not limited to the following:

- Prepare and/or enter journal entries and accruals into MS Great Plains
- Prepare monthly restricted net asset reconciliation
- Reconcile and report on all refunds processed
- Prepare assigned 990 tax return schedules
- Prepare monthly/quarterly balance sheet account analyses
- Assist in recording year-end accruals
- Participate in year-end audit preparation/submission of audit work papers
- Perform operating and restricted financial statement analyses as assigned
- Perform special projects or tasks as assigned
- Perform monthly pledge reconciliations and book pledge data
- Participate in audits of retirement savings plans

Qualifications:

Bachelor of Science in Accounting; four to six years related experience and/or training; or equivalent combination of education and experience. CPA preferred.

Ability to respond to common inquiries or complaints from colleagues and guest regulatory agencies, or members of the business community.

Must have accounting/finance department experience.

Microsoft Dynamics GP experience preferred.

Good attention to detail and analytical skills.

Good written and verbal communication skills.

Requires application of generally accepted accounting principles within accounting system and be able to apply those principles in financial analyses.

The Museum of Science and Industry is an AA/EOE/ADA employer

Apply online at <http://www.msichicago.org/about-the-museum/jobs/opportunities/>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## **Systems Technician**

Location: Chicago, IL

Job Title: System Technician

Department: Information Technology

Status: Full Time

The IT Systems Technician provides a customer-focused computer support service to the Museum. They ensure all requests to the IT Help Desk are dealt with effectively and efficiently, and provide support via phone, remote desktop tools or at the user's location. The Systems Technician provides, maintains and troubleshoots computer hardware, software, mobile devices, telephones and printers. This individual is responsible for learning and adhering to Museum policies, applicable compliance regulations and industry best practices.

### Qualifications:

Associate's degree or equivalent from a two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience is required. Training and/or relevant experience with Windows 7+, Macintosh OSX, Microsoft Office 2010+ and similar technologies; certification desired. Training and/or relevant experience with Android and iPhone/iPad devices in an enterprise environment. Training and/or relevant experience with VoIP telephones, MFP printers, networking and WiFi. Strong customer service and communication skills. Ability to translate technical language, terminology and concepts into communications customers can understand. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Keen attention to detail and self-motivated.

Ability to prioritize and execute tasks in a high-paced environment.

Ability to interact with all levels of Museum staff.

### Additional Qualifications:

Visual inspection and assessment of hardware or electronic components.

Visual inspection and assessment of components connections.

Technologies in use include Windows PC, Macintosh, Android and iPhone/iPad devices, VoIP telephones, MFP printers, WiFi, and handheld scanners. Software includes Microsoft Office, ManageEngine Service Desk and Desktop Central, SharePoint and mission-critical applications such as Galaxy ticketing, Blackbaud Raiser's Edge, ADP, Microsoft Exchange and Microsoft financial systems.

The Museum of Science and Industry is an AA/EOE/ADA

Apply online at <http://www.msichicago.org/about-the-museum/jobs/opportunities/>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**\*Monday-Friday Regional Pool Flex Truck Driver-Great Pay\***

All times are in Central Daylight Time.

Requisition ID 2015-15654

Primary State/Province IL

Posted Date 3/20/2015

Primary City HARVEY

Employment Type Regular - Full Time (4)

Travel Requirements Driver

Position Code 0601

Position Description: Monday - Friday/Home Weekends!

- \$25.00 per hour PLUS OVERTIME! •Overtime after 40 hours
- Average \$66K •Flatbed - We will train!!
- Accordion tarp system •Straps the majority of the time
- \$30.00 per month cell phone allowance

To express interest in the exciting opportunity with Ryder Dedicated, with visit our website at [www.Ryder.com](http://www.Ryder.com) & search for requisition # 2015-15654.

SAFETY IS A PRIORITY AT RYDER! In order to be considered you cannot have more than a combination of 2 tickets/accidents in the last two years

Please note: In order to be considered for employment with Ryder as a Class A Driver – you must meet one of the experience levels listed below: This experience must be verifiable & the driving experience must be in a Tractor Trailer, Combination Unit

- 9 months experience within the past 3 years, OR
- 2 years' experience within the last 5 years, OR
- 5 years' experience within the last 10 years

Requirements:

- Minimum 22 years of age •Minimum of 9 months verifiable driving experience
- Valid Class A CDL •Ability to meet Ryder's driving qualifications

ADDITIONAL REQUIREMENTS: •Ability to follow written and/or oral instructions

•Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

Responsibilities: This position is primarily responsible for safely driving a commercial

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online at [https://driver-ryder.icims.com/jobs/15654/\\*monday-friday-regional-pool-flex-truck-driver-great-pay\\*/job](https://driver-ryder.icims.com/jobs/15654/*monday-friday-regional-pool-flex-truck-driver-great-pay*/job)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others





**\$1,000.00 per week GUARANTEE- Class A TRUCK DRIVER**

All times are in Central Daylight Time.

Requisition ID 2015-15196

Primary State/Province IL

Posted Date 3/9/2015

Primary City WEST CHICAGO

Employment Type Regular - Full Time (4)

Travel Requirements Driver

Position Code 0601

Class A Flatbed Driver needed in West Chicago, University Park area !

- This will be a floater position servicing multiple Ryder accounts
- Driver will be paid a \$1,000.00 guarantee each week ( average work week is around 50 hours)
- New hires are eligible for health, dental and 401k after 60 days of employment

SAFETY IS A PRIORITY AT RYDER! In order to be considered you cannot have more than a combination of 2 tickets/accidents in the last two years.

Please note: In order to be considered for employment with Ryder as a Class A Driver – you must meet one of the experience levels listed below: This experience must be verifiable & the driving experience must be in a Tractor Trailer, Combination Unit

- 9 months experience within the past 3 years, OR
- 2 years' experience within the last 5 years, OR
- 5 years' experience within the last 10 years

Requirements: •Minimum 22 years of age •Minimum of 9 months verifiable driving experience •Valid Class A CDL •Ability to meet Ryder's driving qualifications

ADDITIONAL REQUIREMENTS: •Ability to follow written and/or oral instructions

- Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

Responsibilities: This position is primarily responsible for safely driving a commercial vehicle and requires compliance with safety & DOT Regulations, continuous training and customer service. Additional Responsibilities include, but are not limited to: •Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines •Detecting and eliminating or minimizing safety hazards Maintaining accurate records and logs •Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer •Other tasks as assigned

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online at <https://driver-ryder.icims.com/jobs/15196/%241%2c000.00-per-week-guarantee--class-a-truck-driver/job>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## **Transfer Truck Driver, Class A - Home Daily - Peoria, IL**

All times are in Central Daylight Time.

Requisition ID 2014-12839

Primary State/Province IL

Primary City PEORIA

Employment Type Regular - Part Time (5)

Travel Requirements Driver

Position Code 8101

Position Description: Ryder Integrated Logistics has opportunities in Peoria, IL.

- On call position / Average up to 30 hrs per week
- Estimated average earnings of \$400-500 per week
- Local/Regional work
- Transporting various Ryder equipment

To express interest in the exciting opportunity with Ryder Dedicated, with visit our website at [www.Ryder.com](http://www.Ryder.com) & search for requisition # 12839.

**SAFETY IS A PRIORITY AT RYDER!** In order to be considered you cannot have more than a combination of 2 tickets/accidents in the last three years

Please note: In order to be considered for employment with Ryder as a Class A Driver – you must meet one of the experience levels listed below: This experience must be verifiable & the driving experience must be in a Tractor Trailer, Combination Unit 9 months experience within the past 3 years, OR 2 years' experience within the last 5 years, OR 5 years' experience within the last 10 years

Requirements: •Must be a minimum of 22 years of age •9 months verifiable driving experience •Valid Class A CDL •Ability to meet Ryder's driving qualifications

ADDITIONAL REQUIREMENTS: •Ability to follow written and/or oral instructions

- Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

Responsibilities: •This position is primarily responsible for safely driving a commercial vehicle and requires compliance with safety & DOT Regulations, continuous training and customer service

Additional Responsibilities include but are not limited to: •Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines •Detecting and eliminating or minimizing safety hazards •Maintaining accurate records and logs Other tasks as assigned

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online at <https://driver-ryder.icims.com/jobs/12839/transfer-truck-driver%2c-class-a---home-daily---peoria%2c-il/job>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



### **Accounting Technician I**

Location: Arlington Heights

Office: Internal Services

Department: Finance

#### Job Description:

Under the direction of the Supervisor, Accounts Payable/Receivable, will be responsible for accounts payable processing.

Duties include entering vendor invoices and matching them against contracts, regular purchase orders and blanket purchase orders.

Invoice processing includes checking for correct pricing, proper authority to expend funds, etc.

May also perform or provide coverage for payments related to internal claim processing, expense report review, purchasing card statement review and payment interface and Vanpool driver reimbursement processing.

Some analysis work is required. Other duties as assigned or required.

#### Qualifications:

Qualified candidate must have 1 to 2 years of accounts payable experience, demonstrate good figure aptitude, and have previous experience working in a computerized accounting system.

Experience working in Oracle is a plus.

Good communication skills are essential.

Data entry and/or spreadsheet experience is required. Qualified candidates must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=488](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=488)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Associate Planner**

Location: Arlington Heights

Office: Strategic Services

Department: Planning Services

**Job Description:**

This is a planning position within the Service Planning section of the Strategic Services Division at Pace headquarters in Arlington Heights, Illinois. Under the direction of the Service Planning Section Manager and Supervisor and guidance of other key managers within Strategic Services, performs the following tasks: Plans and implements changes in fixed routes, community transit and paratransit services operated by Pace garages and contractors; analyzes route performance data from Paces intelligent bus fleet such as on-time performance and automatic passenger counting in order to make improvements in service; conducts field work to review current service and plan new service; calculates the costs of service changes; participates in Pace service restructuring initiatives whereby current service is evaluated region by region by a cross-functional team with the goal of adjusting service to increase ridership, revenue and speed; investigates service inquiries from the public; attends public meetings when needed; is outstationed at one or more Pace garages several times a month; assists in training and mentoring new planners and interns; the candidate must be a good problem solver; and other duties as assigned.

**Qualifications:**

The qualified candidate must have at least two (2) years of experience in public or private transit as a Planner (a combination of full time employment and internships in transportation can be used for the required experience) plus a Bachelors Degree in Urban Planning or Transportation Planning. A Masters Degree in Urban Planning or Transportation Planning or AICP certification is preferred but not necessary. The candidate must possess excellent verbal and written communication skills, have outstanding interpersonal skills, able to handle a number of projects simultaneously without becoming stressed, and be able to use the following software applications: ArcMap/GIS, Excel, Word, Outlook and Power Point. Knowledge of Hastus scheduling software is a plus but not necessary. The qualified candidate must have a good work history and possess a valid drivers license with a clean driving record in order to use staff cars for field work or to attend off-property meetings.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=668](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=668)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others