



Part Time Security (Job Number: 1400019L)

West Side-2022 West Washington Blvd (Suder Montessori Magnet School)

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process. Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- * Office Support
- * Duties related to opening and closing out the school day.
- * Data entry, filing, answering phones and other various clerical duties
- * Duties associated with supporting overall school operations

Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life. Join us and help make this vision a reality.

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Part Time Seasonal (Office Support) (Job Number: 14000R4)

West Side-2022 West Washington Blvd (Suder Montessori Magnet School)

Description

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- * Duties related to opening and closing out the school day.
- * Data entry, filing, answering phones and other various clerical duties
- * Duties associated with supporting overall school operations

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Part Time Seasonal Position (Job Number: 140000P3)

West Side-2935 West Polk Street (Manley Career Comm Academy HS)

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process.

Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- * Office Support
- * Duties related to opening and closing out the school day.
- * Data entry, filing, answering phones and other various clerical duties
- * Duties associated with supporting overall school operations

Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

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Macy's State Street, Chicago, IL: Sales Manager

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71232795

Overview: As a Sales Manager, you will support My Macy's by driving sales and selling with focus on the Macy's customer. All activities related to presenting a clean, neat and organized shopping environment for our customers are under your direction. With training, coaching and development, a team of Associates will grow following your leadership.

Key Accountabilities:

Sales

Drive and exceed sales goals by executing Macy's initiatives

Lead the push toward selling through coaching and recognition

Review and utilize reports; implement action plans focusing on deficient areas

Identify best sellers and key items; communicate merchandise needs to optimize the My Macy's process

Utilize review process as a tool for Associate talent development, promotion and advancement. Monitor and address performance issues on a timely basis

Address Associate concerns in a reasonable and fair manner, consistent with the values expected by the Company

Lead team to support giving back to the local community helping create stronger, healthier places to live and work

Skills Summary:

A minimum of 1-3 years in a leadership/supervisory position in a service-driven environment

Ability to empower and develop a team

Ability to collaborate and function as a member of a team

Ability to execute plans and strategies

Strong leadership, interpersonal and communication skills

Highly organized and able to adapt quickly to changing priorities

Ability to anticipate and solve problems, act decisively and persist in the face of obstacles

Commitment to exemplifying the highest integrity and professional business standards

This job description is not all inclusive. Macy's Inc. reserves the right to amend this job description at any time. Macy's Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71232795>

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Administrative Assistant II - Group Sales (Job Number: USA010XT)

Work Locations: Hilton Worldwide @ Hilton Worldwide-Sales Office 33 West Monroe Street Suite 24 Chicago 60603

What will I be doing?

The Administrative Assistant will complete additional administrative support duties for Management, including but not limited to preparing expense reports, processing invoices, coordinating with various shipping vendors, assisting with information regarding team goals, personnel items, database updates, IT and/or Telecom support and assistance. The Team Member will fill in, from an administrative standpoint by responding to emails and calls from customers, etc., for the Directors and Management team when the Directors and Team Members are unavailable. The Administrative Assistant will serve as an e-mail delegate, with the responsibility to manage and respond to the e-mails of the Directors and Management team supported, on an on-going basis.

Other key priorities are listed below:

- Provide key support to the HWS Group Sales team
- Complete lead entry and follow-ups for sales team as required in order to assist with the lead and booking process
- Input, review and/or retrieve information from various databases, spreadsheets and/or other programs in order to produce reports, written correspondence and analysis
- Update database information in Global SFA as it pertains to SPR(s) hit list, lead updates and status including but not limited to decisions, decision due dates, and lead status
- Must be able to work confidentially with information concerning team goals, leads, customer information, salaries and personnel issues
- Coordinate and maintain monthly hotel presentation calendar including but not limited to confirming hotel presentation dates, assisting with conference room set up, audio visual equipment, sending and receiving promotional materials and coordinating delivery times for hotels with caterers when applicable
- Coordinate and maintain FAM trip calendar including but not limited to working with hotel on reviewing approved guidelines, confirming approved travel dates and times, participant list and special needs as well as distributing invitations, confirming RSVPs and distributing promotional material
- Monthly coordination and transmission of invoices, AMEX and expense reports
- Coordinate and schedule travel for Team Members of the team supported
- Promptly answer telephone calls and greet callers with a positive and clear voice
- Listen to employees, customers and vendors to understand requests and provide accurate information and assistance
- Handle mail distribution as needed, stuffing envelopes, printing labels and handling special itemized packages
- Work on special projects as directed or required

EOE/AA/Disabled/Veterans

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

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Busperson (Job Number: HOT0157H)

Work Locations: Conrad Chicago 521 North Rush St Chicago 60611

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

If you understand how to provide smart luxury and one-of-a-kind experiences, you may be just the person we are looking for to work as a Team Member with Conrad Hotels & Resorts.

What will I be doing?

As a Busperson, you would be responsible for setting and clearing dining tables and stocking service stations in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

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

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

EOE/AA/Disabled/Veterans

Job: Bars and Restaurants
Schedule: Full-time
Brand: Conrad Hotels & Resorts
Shift: Full Availability
Job Level: Team Member

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

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Driver Merchandiser

Talent Area : Transportation/Driver
Location : Chicago, IL, USA
Requisition Number : HV048010
Full or Part Time : Regular Employee FT

Position Description

THIS POSITION IS ELIGIBLE FOR A \$1,000 SIGN-ON BONUS!!! Externals Only!
All new CDL Drivers hired effective March 26, 2015 through May 29, 2015 will be eligible for \$1,000 Sign-On Bonus.

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A CDL license required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-chicago-illinois-job-1-5242093>

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General Laborer, Warehouse Seasonal

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : HV048821

Full or Part Time : Seasonal/Casual FT

Position Description

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment
- Restock and replenish as appropriate.
- Perform general maintenance.
- Ensure compliance with regulatory and company policies and procedures.
- Fill in for other positions as needed.
- Perform general warehouse/production/cooler service duties.
- Periodic bending, kneeling, lifting of 50+ pounds and climbing.
- High School Diploma Preferred.
- 0 - 1 year of general work experience.
- Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail.
- Forklift certification is a plus.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-seasonal-alsip-illinois-job-1-5240319>

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Full Service Delivery Driver

Talent Area : Transportation/Driver

Location : Kankakee, IL, USA

Requisition Number : HV049182

Full or Part Time : Regular Employee FT

Position Description

Responsible for delivering product and filling vending machines at all points of availability within established accounts. Collects and is accountable for money.

- Check accuracy and stability of the load.
- Deliver product and fill vending equipment.
- Restock machine to proper level, maintaining accurate in stock levels.
- Invoice and collect monies.
- Secure company assets.
- Maintain machine cleanliness appearance, and all appropriate Point of Sales.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- Ability to count and secure cash required.
- 1+ years of commercial driving experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Customer service and cash handling experience preferred.
- Ability to operate a two or four wheeled hand-truck.
- Mechanical/electronic troubleshooting skills.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class B CDL for straight trucks.
- Class A CDL for combination trucks.
- Driving record within MVR policy guidelines.
- Credit history within the Applicant Background Verification policy guidelines.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/full-service-delivery-driver-kankakee-illinois-job-1-5242099>

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Maintenance Lubrication Tech

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00031845

Full or Part Time : Regular Employee FT

Accountability: Position is responsible for the lubrication schedule assigned to machine assets per OEM manufacturing specifications as well as Coca-Cola developed preventative maintenance programs. To meet the standards for PM completion, quality, cost, line efficiency and Safety.

Technical Skills: •Understands and achieves performance standards: PM completion rate, Safety, Line utilization and Quality. •Computer skills for the development of plant specific PM tasking and detailed instructions for critical tasking. •Use of basic tools for the disassembly and assembly of drive guarding and drive assemblies requiring repair and or lubrication in a safe manner. •Understands basic maintenance practices: Lock out/Tag out, safe operation of common hand tools and shop tools to include but, not limited to drills, grinders and cut off saws. •Demonstrate the ability to learn and transfer knowledge to others for the benefit of the department.

Team Behaviors: •Work as a team with maintenance persons and play an active role in the development of the Preventative maintenance program through continuous improvement. •Demonstrate the ability to contribute at departmental meetings and provide feedback for the Development of the PM program and maintenance practices.

Achieves or exceeds targeted results: •PM completion •Safety •Improve equipment utilizations (reducing equipment down time related to lubrication and inspections.)
- Refrigeration/HVAC Trade or Vocational certification preferred. - 0-5 years of industrial maintenance experience required. - 1+ years of mechanical/electrical experience preferred. - Prior diagnostic/troubleshooting and preventative maintenance experience preferred. - Previous experience within high-speed industrial environment. - Demonstrated mechanical and technical aptitude. - Basic computer skills. - Ability to follow manufacturers specifications and schematics. - Programmable Logic Control (PLC) knowledge preferred. - May be required to supply hand tools.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-lubrication-tech-alsip-illinois-job-1-5236116>

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Merchandiser Seasonal-Chicago

Talent Area : Merchandising/Merchandiser

Location : Chicago, IL, USA

Requisition Number : HV049758

Full or Part Time : Seasonal/Casual FT

Position Description

Join our team! Our Merchandisers work in local stores to keep Coca-Cola products fully stocked on the shelves. This position is primarily responsible for maintaining product availability and merchandising products at all designated accounts. This job description does not include all job duties associated with this position.

Minimum Qualifications/Eligibility Requirements

- Must be 18 years of age.
- Must be eligible to work in the United States.
- Must have a valid driver's license.
- Must have current vehicle liability insurance.
- Must have a driving record with no major moving violations in the last three (3) years.*
- Must provide and maintain a personal vehicle for use during employee working hours.

Preferred Qualifications

- 1 year experience working in replenishment or as Merchandiser.
- 1 year experience working in grocery, retail, consumer goods, warehousing, or related field.
- 1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience.
- 1 year experience working with manual or powered pallet jacks.
- Straddle stacker certification.
- Powered pallet jack certification.
- 1 year experience working under little or no supervision.
- 1 year of college coursework in business, marketing, communication, or related area.

*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the influence. We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-seasonal-chicago-chicago-illinois-job-1-5233403>

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Trailer Mover

Talent Area : Transportation/Driver

Location : St Charles, IL, USA

Requisition Number : 00031168

Full or Part Time : Regular Employee FT

Position Description

Responsible for moving trailers across lots during loading and related functions.

- Conducts a daily check of trailers for raw materials and full goods in addition to assessing for empty trailers and others that need to be relocated or loaded.
- Properly stores trailers not being used.
- Maintains proper order of customer pick up trailers brought to the docks.
- Ensure a complete and accurate list of trailers brought in and moved to the docks.
- Ensure that all trailers brought to the docks have their wheels chocked.
- Reports problems or damages that occur.
- High School diploma or GED preferred.
- 0 - 3 year of general work experience required.
- 1+ year prior warehouse/stocking/fork-lift experience preferred.
- Previous experience within high-speed industrial environment a plus.
- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail.
- Fork-lift certification is required
- Must be able to repetitively lift up to 60lbs - CDL Class A required if transporting product on public roads.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/trailer-mover-st-charles-illinois-job-1-5213909>

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General Laborer, Warehouse-(7p to 3:30a M-F)

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Requisition Number : HV047439

Full or Part Time : Regular Employee FT

Position Description

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment.

- Restock and replenish as appropriate.
- Perform general maintenance.

- Ensure compliance with regulatory and company policies and procedures.
- Fill in for other positions as needed.

- Perform general warehouse/production/cooler service duties.
- Periodic bending, kneeling, lifting of 50+ pounds and climbing.

- High School Diploma Preferred.
- 0 - 1 year of general work experience.

- Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product.

- Demonstrated attention to detail.
- Forklift certification is a plus.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-7p-to-330a-m-f-chicago-illinois-job-1-5205475>

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Warehouse Supervisor - 2nd Shift (Niles, IL)

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00029981

Full or Part Time : Regular Employee FT

Position Description

Responsible for supervising the warehousing and shipping of incoming and outgoing materials. Supervises warehouse personnel.

- Staff, train, evaluate and develop team members.
- Supervise the daily activities of the warehouse.
- Schedule warehouse team members to meet the demands of the facility.

- Allocate necessary space for stock rotation.
- Assist and maintain appropriate inventory levels and product loss control.

- Oversee shipping and receiving functions as applicable.
- Secure company assets.
- Manage within labor and OPEX budget.

- High school diploma or GED required.
- Bachelor's degree preferred.
- 1-3 years warehouse/inventory experience required.
- Requires experience managing people/budgets.

- 2+ years supervising warehouse/inventory staff preferred.
- Computer and database application skills.

- Familiarity with inventory management systems.
- Ability to operate a manual / powered pallet jack or lift product.
- Forklift certification is required upon commencement of work.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/warehouse-supervisor-2nd-shift-niles-il-niles-illinois-job-1-5093830>

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Regular Teacher (9-12 REG Math)(Job Number: 150000KC)

West Side-3301 West Franklin Blvd (George Westinghouse HS)

CHARACTERISTICS OF THE CLASS: Under the supervision of the school principal, responsible for the instruction, progress, and discipline of all pupils in assigned classes, and performs related duties as required.

MINIMUM QUALIFICATIONS:

All teachers new to the district must first gain eligibility in the CPS Teacher Quality Pool to be considered for teaching positions. Information on these steps is available on the bottom of the CPS Careers page.

Education and Experience. Successful completion of all student teaching requirements as well as all course work required to obtain the appropriate teaching certificate(s) issued by the Illinois State Board of Education.

License Requirements

Teachers must possess at least one of the following valid teaching license issued by the Illinois State Board of Education: Professional Educator License (PEL), Educator License with Stipulations (ELS) or a Substitute License.

Knowledge, Abilities, and Skill. Knowledge of subject matter consistent with state certification requirements, knowledge of contemporary principles and practices of teaching, knowledge of classroom and behavior management techniques.

Ability to modify instruction to meet student needs, ability to cooperate with the school faculty and administration in the development and implementation of an articulated program of instruction, ability to work effectively with pupils, parents and guardians, staff members, and community representatives in providing an appropriate educational program; ability to understand the physical, intellectual, social, and emotional patterns of pupils.

Skill in the application of contemporary principles and practices of teaching, good oral and written communication skills, good interpersonal skills, skill in exercising sound and professional judgment.

Physical Requirements. Light Work: Exerting up to twenty (20) pounds of force occasionally, or up to ten (10) pounds of force frequently, or a negligible amount of force constantly to move objects. Physical demands include the ability to stoop occasionally, reach frequently, handle and finger objects occasionally, talk and hear constantly, frequent use of near visual acuity, and occasional use offer visual acuity.

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Driver Merchandiser - Class A CDL Required

Talent Area : Transportation/Driver

Location : Kankakee, IL, USA

Requisition Number : HV019034

Full or Part Time : Regular Employee FT

Position Description

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A or B Driver's License required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-class-a-cdl-required-kankakee-illinois-job-1-4002385>

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Job Title: Administrative Assistant

Agency: Executive Inspector General *

Salary: \$2,500.00 - \$5,000.00 monthly

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 2

Bid ID#: 101

Minimum Requirements: • high school diploma or demonstrated knowledge, skill, mental development and equivalent experience to four years of high school; • minimum of two years of college or business education is desirable; • prior administrative experience in a public or private organization; • ability to complete projects with short deadlines; • ability to balance multiple concurrent priorities; • strong organizational skills; • high personal ethical standards due to content of work materials; • ability to travel in the course of work, including overnight travel; • demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications; and • ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

JOB STATUS: Full-time, FLSA non-exempt. This position is exempt from the State of Illinois Personnel Code.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically includes: • sitting for extended periods of time; • using personal computer, photocopier, facsimile, telephone, and teleconference equipment; • handling and transporting documents weighing up to 30 lbs.; and • standing, reaching, and bending at the waist or bending of the legs.

Work Hours & Location/Agency Contact:

NOTE: The position may be based for either Chicago or Springfield. 9:00 a.m. - 5:00 p.m.

Office of Executive Inspector General

69 W. Washington St., Suite 3400, Chicago, IL 60602

OR

607 E. Adams, 14th Floor, Springfield, IL 62701

How to Apply: Applicants should select the employment tab on our website at www.inspectorgeneral.illinois.gov and click the "apply for open position" link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Job Title: Health Facilities Surveillance Nurse

Agency: Public Health

Closing Date/Time: Fri. 04/10/15 5:00 PM Central Time

Salary: \$5,293.00 - \$7,197.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: IDPH 88955

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Health Facilities Surveillance Nurse Supervisor, conducts inspections, investigations and surveys of health facilities (hospitals, Ambulatory Surgical Treatment Centers (ASTCs), End State Renal Dialysis Centers (ESRDs), Home Health Agencies, Hospices, Health Maintenance Organizations) for compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification.

Minimum Requirements: Requires graduation from an approved nursing education program resulting in an Associate or a Diploma Degree in Nursing and three years of professional nursing experience, or a Bachelor's Degree in Nursing and two years of professional nursing experience or, a Master's Degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires excellent computer skills and work experience in word processing and spreadsheet applications (i.e., Word, Excel, PowerPoint). Requires ability to travel/possession of a Valid driver's license.

Work Hours & Location/Agency Contact:

Work Hours & Location: 4 Day Work Week

Office of Health Care Regulations

Division of Health Care Facilities & Programs, 122 S. Michigan Ave., Chicago, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl, Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-785-2038

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

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Job Title: Janitor I

Agency: Central Management Services

Closing Date/Time: Fri. 04/10/15 5:00 PM Central Time

Salary: \$4,349.00 - \$5,799.00 monthly

Job Type: Full-Time

Location: Jackson County, Illinois

Number of Vacancies: 1

Plan/BU: RC019

Bid ID#: CMS 10321

Minimum Requirements:

Requires no formal education. Requires working knowledge of general janitor work. Requires working knowledge of cleaning methods and the operation and care of cleaning equipment. Requires ability to follow simple oral and written instructions. Requires ability to lift up to 75 lbs. Requires ability to travel. Requires a valid, appropriate driver's license and the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 3:00 P.M. – 11:30 P.M.

Work Location:

Illinois Department of Central Management Services
Property Management/Facilities/Central & Southern/IDOT Dist 9
2801 W. Murphysboro Rd.
Carbondale, IL
Jackson County

Agency Contact:

A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110
Springfield, IL 62702
217-558-0962
217-782-9925 Fax

How to Apply:

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

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Job Title: Public Service Administrator - Opt 1

Agency: Workers Compensation Commission

Closing Date/Time: Mon. 04/06/15 11:59 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: BBR Bid ID#: IWCC-50-15-0004

Description of Duties/Essential Functions Benefits Supplemental Questions
Manages the Administrative Assistants for the Commissioners of the Law Division of the Commission. Assist in the development and implementation of procedures to increase arbitrators' productivity. Assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; and prepares and signs performance evaluations. Organizes the goals and objectives of the administrative support staff of the Commissioners. Conducts studies of administrative procedures for the administrative staff of the Commissioners. Ensures that administrative resources are used effectively and prevents waste. Confers with superiors on the integration of program activities to resolve administrative problems and to improve program functions. Ensures that the output of the Commissioners' administrative staff is at satisfactory levels.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to four years of college, preferably with courses in business or public administration. Requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization. Requires extensive knowledge of Workers' Compensation Commission policies, rules and regulations. Requires extensive knowledge of arbitration and review processes and procedures. Requires ability to develop and maintain cooperative working relationships.

Work Hours & Location/Agency Contact: Monday – Friday 8:30 AM - 5:00 PM
JRTC, 100 W. Randolph Street, 8th Floor, Chicago, IL

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).
Option 1 - Gen Adm/Bus-Mkt-Lbr-Per

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