



**Job Title: Teacher Aide - Laurance Armour Day School**

Department: Laurance Armour Day School (LADS)

Shift: 1st

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

Specialty: Child Care/Education

Job Number: 2014-0043

**Job Description:**

An exciting opportunity to join the Rush Team!

We have an immediate opening for a Teacher Aide at The Laurance Armour Day School that is part of Rush University Medical Center, a nationally known medical center that incorporates some of the nation's finest health care, research and educational facilities.

**Position Highlights:**

The Laurance Armour Day School (L.A.D.S.) is a school and day care facility for children ages 4 months – 10 years. The center primarily provides care for children of its staff, students, and employees

Under the direct supervision of an Assistant Teacher, Teacher or Lead Teacher. Teacher aides perform daily routine tasks that establish the basic foundation for a healthy, safe, and educational environment. Teacher Aides include student teachers, work/study students, summer work students, senior workers, and volunteers.

**Position Qualifications Include:**

High School Diploma or GED required

This position requires the ability to lift children and/or equipment up to 40lbs

This position requires the ability to lift medium weight specifically, up to 20-50- pounds occasionally and/or 10-25 pound frequently and/or up to 10 pounds constantly. Also, must have the ability to stand, stoop, bend and carry children, sit without back support for 15-20 minutes at a time.

Childcare experience in a day care or school setting is highly desirable

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140227134725&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140227134725&)

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## **Driver Adult Day Care PT mornings and afternoons**

Req. Number: 24090-65930

Shift: Rotate All Shifts

### Qualifications:

High school graduate or equivalent. \* Knowledge of routing and service area \* Some interactive experiences with older and/or disabled adults. \* 1-2 years of routing and fleet maintenance experience. Ability to maintain Adult Day Center client transports safety \* Courteous and professional interpersonal skills. Communications skills. Requires \* Successful completion of select Alex training courses. \* Good communication skills which are needed for the decreased ability of our clients. \* Ability to maintain Adult Day Center client transports safety \* Ability and desire to communicate factual information learn and grow. \* DOT knowledge. \* Attention to detail. \* Ability to perform in an emergency situation fast paced, diverse environment. \* Good customer service skills \* Safe Driving Record \* Valid Illinois State Drivers License which is monitored annually. Willing to become certified in CPR Certification Some lifting and positioning while transferring clients to and from the van/car. Outdoor environment where work requires exposure to various weather conditions. Normal routine involves no exposure to blood, body fluids or tissue, but exposure or potential for exposure may occur. Performs other duties as assigned to maintain a smoothly functioning department.

### Job Description:

The Driver for this department provides safe transport of participants attending the Intergenerational Day Center. These responsibilities include fleet operations, routing, dispatch, driver orientation and regulatory compliance. The members of the Adult Day Center IDC are frail and/or disabled adults who may use the assistance of various devices such as canes, walkers and wheelchairs. This Driver is not required to be trained as a healthcare professional. Accountabilities: 1. A safe environment is monitored and maintained according to hospital and Adult Day Center departmental policies and procedures. Is responsible for set-up, maintenance and dispatching of routes for the Adult Day Center. Controls cost associated with equipment distribution. 3. Drivers will be able to assist the Adult Day Center staff, nurse on duty or manager as needed with equipment, client activities, personal care, patient needs and ambulation. 2. Oversees the maintenance of the Adult Day Center fleet and ensures vehicles meet DOT and state licensing requirements. Stays current with DOT regulations. Control costs to operate within budget.

Apply online at <http://jobs.advocatehealth.com/libertyville/other/jobid4877255-driver-adult-day-care-pt-mornings-and-afternoons-jobs>

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## **Equip Proc\ Distribution Tech**

Req. Number: 20057-65320

Shift: PM/Night

### Qualifications:

- High School Diploma or equivalent
  - 6 months hospital experience
  - 6 month computer background with CRT or Data Entry
  - Demonstrated knowledge of PC
  - Good communication skills
  - Ability to anticipate patient, employee & department needs and refer for action N/A
- Position may be exposed to contagious diseases, bio-hazardous material and hazardous chemicals Ability to carry, bend, reach, stoop, push supply carts with equipment, patient supplies, and specimens, to and from their destinations.

Ability to lift very heavy weight requirements according to DOL definitions. Ability to asses working condition of equipment Incumbent in position must conduct themselves in a courteous and professional manner at all times. Position requires working Fridays & Saturdays 11pm -7:30am, weekday hours will vary and will include coverage for pm or night shifts, need to be flexible.

### Job Description:

To sanitize, set up, maintain, process, distribute patient equipment, carts, and rental equipment.

### Accountabilities:

1. Distribution of equipment, carts and other supplies to and from assigned areas.
2. Perform activities that support the distribution if equipment, carts and rental items.
3. Provision of basic patient care for in-house patients and outpatients.
4. Perform support activities associated with distribution of equipment and supplies associated with Materials Management.
5. Participation in self development by attending inservices and educational programs appropriate to the goals and needs of the department.

Apply online at [http://jobs.advocatehealth.com/chicago/other/jobid4692078-equip-proc\\_-distribution-tech-jobs](http://jobs.advocatehealth.com/chicago/other/jobid4692078-equip-proc_-distribution-tech-jobs)

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## **Hospital Collections Customer Service Call Center**

Req. Number: 25800-67052

Shift: Day

### Qualifications:

High School or general education degree (GED) required. hospital patient access, OR Billing, OR hospital collections preferred, 1-2 years previous Call Center experience with heavy patient contact (2-3 years total experience). Knowledge of all third party payors. Knowledge of billing systems. Typing 35 WPM 10 key calculator Must be able to operate computer and software systems in use at the SRCO. Able to operate a copy machine, facsimile machine, telephone/voicemail. Ability to read, write, speak and understand English proficiently. Knowledge of Integrated Voice Response (IVR) phone systems Knowledge of Alcatel phone system Knowledge of Web and Web based programs None Strong interpersonal, communication & persuasion/negotiation skills required to effectively interact with patients and third parties. Ability to listen to and understand information and ideas presented verbally and in writing. Ability to work effectively in an open floor environment Lifting a minimum of 10 pounds.

### Job Description:

Addresses and resolves patient inquiries regarding billing, collections, insurance, payment and other issues related to medical bills. Provides information, responds to questions, identifies appropriate opportunities to collect payment for services that have been provided, and serves as an advocate for the patient and family members when dealing with problem accounts. Provides efficient, courteous and expert customer service to all patients, insurance carriers, doctor offices and all other third parties in relation to accounting inquiries. Assures that confidentially/HIPAA guidelines are followed. Accountabilities: 1. Resolves telephone inquires pertaining to the billing and collection of hospital bills in a courteous and efficient manner, ensuring compliance with HIPAA guidelines and Advocate Health Care policies and procedures. 6. Adheres to established Advocate and SRCO policies, procedures, guidelines and productivity standards. 7. Responsible for personal and professional growth and development. 2. Resolves inquiries or requests received via the mail, fax or internet in a timely and efficient manner, ensuring compliance with HIPAA guidelines and Advocate Health Care policies and procedures. 3. Verifies insurance and demographic information given from callers or by mail/fax, determines appropriate insurance code, updates accounts in system and schedules the bill. 4. Responsible for reviewing and researching the accuracy of disputed charges with the appropriate department. 5. Utilizes the patient accounting claims and worklist systems as well as adjunct software systems proficiently in order to review, retrieve and update information as needed.

Apply online at <http://jobs.advocatehealth.com/chicago/other/jobid4971472-hospital-collections-customer-service-call-center-jobs>

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## **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>

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### **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

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## **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.

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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>

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## **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

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## **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>

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### **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

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## **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>

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## **Dishwasher**

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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.

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

Agency: Children & Family Services

Closing Date/Time: Wed. 03/12/14 5:00 PM Central Time

Salary: \$4,077.00 - \$6,096.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 1466001-660602

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Deputy Director of the Office of Child Well-Being, performs a variety of important staff and administrative functions, often of a sensitive or confidential nature; monitors the division's budget and contracts; provides input to the Deputy Director regarding policies, procedures, and services provided by the division; conducts special projects; serves as personnel liaison and liaison to other divisions within the Department.

**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: Hours: 8:30 AM - 5:00 PM, Monday-Friday

Location: 1911 S Indiana, Chicago, IL

Supervisor: Dr. Cynthia Tate

Contact: VANASHA LITTLE / OFFICE OF EMPLOYEE SERVICES

JRTC/100 W. RANDOLPH, 6-100 CHICAGO, ILLINOIS 60601

PHONE: (312) 814-1222 FAX: (312) 814-1224

**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: Wed. 03/12/14 5:00 PM Central Time

Salary: \$4,291.00 - \$6,452.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1447010-478291

**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 1755 Lake Cook Road Deerfield, IL 60015

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: Building/Grounds Maintenance Worker**

Agency: Military Affairs, Department of

Closing Date/Time: Tue. 03/11/14 11:59 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC042 Bid ID#: 14-012

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, regularly performs a variety of semi-skilled labor or building mechanical work below the journeyman level and may directly assist skilled craftsmen; operates vehicles and heavy equipment as required, in the maintenance of the facility and grounds.

Minimum Requirements: Requires knowledge, skills and mental development equivalent to the completion of high school plus one year maintenance work experience, preferably associated the building/mechanical trades and/or heavy equipment operation; working knowledge of construction and maintenance tools, equipment and materials; elementary knowledge of one or more of the building and mechanical trades; ability to use hand and power tools, operate heavy equipment and perform semi-skilled manual work in a safe manner; ability to lift and carry 80 pounds, i.e., heavy boxes, supplies, etc.; ability to move heavy furniture and equipment; requires being on feet for long periods of time; ability to climb stairs and climb ladders to change light bulbs, paint, etc.; requires being on hands and knees for extended periods of time to scrub floors and perform landscaping duties; ability to withstand extreme temperature changes to shovel and/or plow snow, mow lawns and perform external maintenance; requires exposure to a variety of chemical cleaning agents. Requires the ability to follow simple oral or written instructions. Requires a valid driver's license in the appropriate classification as required by law.

Work Hours & Location/Agency Contact:

WORK SHIFT: Monday – Friday, 8:00AM – 4:30PM

POSITION LOCATION: N. Riverside CSMS, 8660 W. Cermak Rd, N. Riverside IL

FOR ADDITIONAL INFORMATION: Contact Ruth Moenck at (217) 761-3633

How to Apply:

NON-STATE EMPLOYEES: This position requires a current grade from CMS, Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to CMS, Division of Examining and Counseling at (217) 782-782-7100, (217) 785-3979, (TDD/TYY) (800) 526-0844 or the [www.work.illinois.gov](http://www.work.illinois.gov) website for State of Illinois Employment Procedures.

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**Job Title: Executive I - Opt E1**

Agency: Public Health

Closing Date/Time: Wed. 03/12/14 5:00 PM Central Time

Salary: \$4,291.00 - \$6,452.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDPH 74996 B

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs desk and site reviews of assigned State and Federally funded grant programs to determine financial and programmatic compliance. Prepares written drafts and final reports of findings describing program operations and services; recommends actions for change and/or enhancement. Performs site reviews of assigned projects; prepares written drafts and final reports of findings describing program operations and services including statistical data analysis; identifies major strengths and weaknesses and on the bases of the review, recommends actions for change and/or enhancement including the development of corrective action plans; reviews and approves reports prior to distribution and reviews remediation efforts.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of four years of college preferably with coursework in business and/or community development courses; requires one year responsible administrative experience in grant administration in a public or private sector work environment. Experience in conducting audits is preferred. Requires ability to travel.

Work Hours & Location/Agency Contact: Work Hours & Location:8:30 AM - 5:00 PM  
Office of Performance Management  
Division of Grants Management, 122 S. Michigan Ave. Chicago, IL  
Agency Contact: Office of Human Resources  
535 W. Jefferson St. 4th fl Springfield, IL 62761 Ph: 217-785-2031 Fax: 217-524-0220

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 E1 - Dept Public Health

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**Job Title: Executive II - Opt H7**

Agency: Human Services

Closing Date/Time: Wed. 03/12/14 5:00 PM Central Time

Salary: \$4,777.00 - \$7,247.00 monthly

\$57,324.00 - \$86,964.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-99-79679

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under the general direction of the Field Services Consultant, organizes, plans, writes and executes statewide grant for the technical assistance and monitoring plan for a number of agencies involved in the complex and technical program of Case Management within the Division of Community Health and Prevention. This is a statewide program.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in business or public administration plus completion of agency-sponsored internship program.

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

FCS/Bureau of Community Support Services

401 S. Clinton Street Chicago, IL 60607

Please submit application to:

Chris Pryer / Bureau of Employee Services

100 South Grand Ave. E., 3rd Fl. Springfield, IL 62762 FAX: 217/524-3826

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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 H7 - Dept Human Services

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**Job Title: Executive Secretary III - Opt 2**

Agency: Children & Family Services

Closing Date/Time: Thu. 03/13/14 5:00 PM Central Time

Salary: \$2,892.00 - \$5,797.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: CF014

Bid ID#: 1426001-260087

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Inspector General, performs highly responsible secretarial and administrative duties, often of a sensitive or confidential nature, within the Office of the Inspector General; types a variety of confidential material; makes independent decisions requiring a knowledge of Department structure, policies and procedures; gathers data and conducts special projects; researches and develops reports; attends and participates in staff meetings.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of two years' secretarial or business college and three years of secretarial experience; or completion of high school and five years secretarial experience; requires working knowledge of agency programs, rules, and regulations; requires the ability to type accurately at 55 wpm.

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

Location: 2240 W. Ogden Chicago, IL 60612

Contact: LaRita Washington

Office of Inspector General 2240 W. Ogden Ave Chicago, Illinois 60612

PHONE: (312) 433-3008 FAX: (312) 433-3245

**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 2 – Typing**

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**Job Title: Gaming Special Agent**

Agency: Gaming Board

Closing Date/Time: Wed. 03/12/14 5:00 PM Central Time

Salary: \$4,255.00 - \$6,853.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IGB 8840

**Minimum Requirements:**

Requires two years of college coursework in law enforcement, pre-law, accounting or business administration or related, plus three consecutive years of continuous, full-time service as a police officer with the same law enforcement agency; or, requires successful completion of the Gaming Special Agent Trainee training program. Requires successful completion of a firearms qualification course annually as a condition of employment. Requires a working knowledge of methods and techniques of criminal investigations. Requires ability to prepare properly documented investigative reports and findings. Requires working knowledge of the Riverboat Gambling Act, Video Gaming Act, related Rules and pertinent criminal statutes. Requires proficiency in the use of firearms and the physical strength and agility to practice the art of self defense. Requires possession of an appropriate valid driver's license. Requires ability and willingness to travel and/or perform shift work, including weekends and holidays.

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

Work Hours: Rotating Work Schedule

Work Location: IGB/Enforcement/Docksite Operations/Joliet East

151 N. Joliet Street Joliet, IL (Will County)

Agency Contact: A & R Shared Services Center

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

FAX: 217-782-9925 / Phone: 217-782-6239

**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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### **Associate Planner**

Location: Arlington Heights

Office: Strategic Services

Department: Planning Services

#### **Job Description:**

This is a mid-level planning position within the Long Range Planning section. Under the direction of the Section Manager Long Range Planning, this person will advocate for sustainable development planning and policies that promote transit use and transit accommodations. Supports agency Long Range Planning goals, such as Vision 2020, by encouraging transit supportive development in the Pace service area. Essential functions include: Participate and review municipal and consultant studies which impact Pace assuring that the Pace Transit Supportive Guidelines and transit planning are incorporated.

Review municipal comprehensive and development plans to advocate for Pace in planning and incorporating transit supportive design. Manage service studies and coordinate efforts of consultants, internal departments, external stakeholders and other agencies including CMAP, RTA and counties to support Paces interests. Develop project scopes and project descriptions. Support programs including ART, community transit, corridor development, facilities planning, development reviews and funding programs including CMAQ and UWP. Conduct outreach to stakeholders regarding transit supportive guidelines. Other duties may be assigned.

#### **Qualifications:**

The qualified candidate must have at least one (1) year experience in public or private transit planning (an internship in planning can be used for the required experience) plus a Bachelor's Degree in Geography, Urban Studies or related field. A Masters Degree is preferred but not necessary. Demonstrate experience with project management experience, managing consultants and working with stakeholders. Must have good communication and interpersonal skills and have community stakeholder involvement experience. Qualified candidate must have a good work history and possess a valid driver's license in order to use staff cars for field work and 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)

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