



Cashier job in CHICAGO

Requisition ID: 445895BR

Job Function: Cashier

Employment Category: Regular, Part-time

Location: 1601 N HARLEM AVE, FLS-CHICAGO, IL 60707

Brand: Sears

Business Unit: Stores - Sears Hourly

Store: 01090: Sears Chicago Harlem Ave AIL

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

- Takes ownership for enhancing the customer experience
- Partners with selling and sales support associates to provide superior customer service (i.e., assist customers, answer phones)
- Leverages technology in order to facilitate the customer experience
- Completes customer transactions accurately and efficiently at point-of-sale

- Executes consistent operational and selling processes (i.e., credit application process, ratchet repair program)
- Optimizes credit, gift card, Shop Your Way Rewards and multi-channel opportunities (and, where applicable, Protection Agreements, Merchandise Replacement Agreements, and other miscellaneous income opportunities)

- Educates customers on our Satisfaction Guaranteed return policy;
- Assists in resolving customer issues

- Assists with merchandise support tasks (i.e., fitting room maintenance, straightening merchandise) during non-peak hours
- Adheres to merchandise protection standards
- Uses basic internet navigation to access and print information/reports

- Performs other duties as assigned
- Basic reading, arithmetic, writing and oral communication skills
- Basic internet navigation

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/407359/Cashier-Illinois-IL-Chicago>

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Part-Time Student Records Assistant

Requisition # 18503

Functional Title Contact Center Agent

Position Type Part-Time

Salaried/Hourly Exempt

Department DePaul Central Contact Center

Campus Loop Campus

Location US-IL-Chicago

Minimum Requirements •Knowledge of DePaul University policies and procedures, and administrative experience in higher education or equivalent combination of experience and formal training. •Strong written and verbal communication skills. •Must be a team player with creativity, patience and perseverance. •Must be able to work well under pressure. •Must possess strong diplomacy skills and the ability to make sound judgments. •Ability to work positively in a demanding, high volume, fast-paced, team-oriented student service environment both independently as well as collaboratively. •Must have a basic understanding of customer service. •Thorough knowledge of or willingness to learn PeopleSoft and Microsoft Office suite. •Basic understanding of and knowledge of University resources for students. •Knowledge of common student records practices and sensitivity to confidential information, including knowledge about and adherence to FERPA regulations.

Preferred Requirements: •Bachelor's degree.

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

Mandated Reporting of Child Abuse & Neglect: Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected. For more information about the Illinois Abused and Neglected Child Reporting Act, please visit: http://www.state.il.us/dcfs/about/ab_about.shtml

DePaul University is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, national origin, age, marital status, physical or mental disability, protected veteran status, or any other legally protected status, in accordance with applicable federal, state and local EEO laws.

Apply online at <https://parttime-depaul.icims.com/jobs/18503/part-time-student-records-assistant/job>

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Relief Driver-1502027

Job: Operations

Primary Location: United States-Illinois-Harvey

Organization: Packaged Beverages

Schedule: Full-time

Description: The Relief Driver is responsible for filling in for a variety of driver roles which may include delivering pre-sold product to either large or small format accounts, delivering and servicing cooler/vending equipment to customers, or operating as a merchandiser or loader as assigned. The salary for this position is \$103.00 per day.

Schedule and Shift: Full-Time averaging 40 hours per week.

This is a day (1st) shift that typically starts at 5:30 a.m.

You can expect to work 5 days per week.

Must be available to work Saturdays as business needs require.

Position Responsibilities

Deliver product to scheduled accounts in good condition and within scheduled delivery time. Assure brands and packages are rotated properly, safeguarding against past-dated products available to consumers. Accountable for cash/credit proceeds and products removed from inventories. Compute and record transactions to convey all related cash, checks and documents to Route Auditor. Provide shelf merchandise to stores upon request by manager or customer. Service vending machines with products, collects monies and records meter reading for each vendor, places point of sales material, fills change dispenser, adjusts and cleans mechanism as needed.

Assure that each vendor is maintained with proper brands, maximizing productivity for space to sales ratio. Maintain assigned vehicle in accordance to applicable safety regulations. Cover routes and provide sales and / or merchandising services as assigned. Stack and store merchandise in the appropriate area of the warehouse according to established sequences and procedures and load trucks with propane or battery-operated forklift and/or pallet jack as assigned.

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

21 years of age or older. Lift, push, and pull a minimum of 50 pounds repeatedly

Valid CDL and driver's license

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. Equal Opportunity Employer. M/F/D/V

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Merchandiser-1502527

Job: Operations

Primary Location: United States-Illinois-Bridgeview

Other Locations: United States-Illinois-Hickory Hills

Organization: Packaged Beverages

Schedule: Part-time

Description

The Merchandiser is responsible for providing high-quality merchandising support for Dr Pepper Snapple Group brands to retail stores within an assigned territory. Salary Information: The salary for this position is \$11.30 per hour plus reimbursement for usage of your personal vehicle.

Schedule and Shift: This is a day (1st) shift that typically starts at 6:00am.

Must be available to work both weekend days, including Saturday and Sunday

Additional hours will be scheduled during the week.

Assigned Territory: This position will merchandise stores located in and around Hickory Hills, Evergreen Park, Burbank and Bridgeview.

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

Qualifications

High school diploma or general equivalency diploma (GED)

Lift up to 50 lbs repeatedly

Push and pull up to 100 lbs repeatedly

Valid driver's license

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Driver Trainee Earn Your CDL A While You Work-1502607

Description

The Driver Trainee is responsible for operating Department of Transportation (DOT) regulated equipment under the supervision of a CDL certified Dr Pepper Snapple Group Employee to obtain the required hours for a CDL license.

Salary Information-The salary for this position is \$103.00 per day.

Schedule and Shift: Full-Time averaging 40 hours per week.

This is a day (1st) shift that typically starts at 5:30am.

You can expect to work 5 days per week.

Must be available to work Saturdays as business needs require.

Position Responsibilities: Provide shelf merchandise to stores upon request by manager or customer. Deliver product to scheduled accounts in good condition and within scheduled delivery time. Assure brands and packages are rotated properly, safeguarding against past-dated products available to consumers. Observe trainer to compute and record transactions to convey all related cash, checks and documents to Route Auditor. Acquire the necessary driving skills needed to obtain a Class A CDL within a specified period. Accountable for cash/credit proceeds and products removed from inventories. Observe and train on how to maintain assigned vehicle in accordance to applicable safety regulations.

Qualifications

High school diploma or general equivalency diploma (GED)

21 years of age or older

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

Current Valid Driver's License with Class B CDL or CDL Class A Permit

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Job: Operations

Primary Location: United States-Illinois-Northlake

Organization: Packaged Beverages

Schedule: Full-time

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Transport Driver-1502159

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

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

Position Pay Rate

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

Position Responsibilities

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

Qualifications

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

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Job: Operations

Primary Location: United States-Illinois-Northlake

Organization: Supply Chain

Schedule: Full-time

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Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

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

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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 - General

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Job Title: Office Clerk - Opt 2

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

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

Contact: Employee Services, HCD

100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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 2 - Typing

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm
Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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: Student Intern

Agency: Workers Compensation Commission

Closing Date/Time: Fri. 03/20/15 11:59 PM Central Time

Salary: \$1,346.00 - \$2,848.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: BBR Bid ID#: IWCC-50-15-0001

Description of Duties/Essential Functions Benefits Supplemental Questions Under the supervision of the manager of the workers compensation insurance compliance division, for a period not to exceed four years while actively enrolled in college, on a full or part time basis performs support work the compliance division which also arguments the student's major Business Management. Participates in training which provides general knowledge of programs philosophies and objectives of state government, the Illinois Workers' Compensation Commission and the Insurance compliance division in particular. Participates in on the job training which provides the intern with practical experience in procedures for verifying insurance coverage for a particular accident date, determines non-compliance period. Corresponds with employers and attorneys regarding non-compliance issues with emphasize on areas related to the area of Business Management. Completes work assignments involving research, analyzes and preparation of reports Assists investigators in the preparation of case files for informed settlement conference. Assists in preparing case file for hearings before the commission by organizing material sorting evidence and completing necessary documentation. Participates in staff meeting, conference and training seminars which will provide additional awareness of current practice in the area of regulation and enforcement.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of high school and active enrollment at a college. Requires no previous work experience. Requires the ability to follow written and oral instructions. Requires ability to establish and maintain working relationship with agency staff and general public.

Work Hours & Location/Agency Contact: Monday through Friday, 8:30 AM - 5:00 PM (Hours may be decreased depending on student's class schedule)
Illinois Worker's Compensation Commission, 100 W Randolph, Suite 8-200, Chicago, IL

How to Apply: Send a completed CMS-100 Employment Application to:
Illinois Worker's Compensation Commission/ Human Resource Department
100 W. Randolph Suite 8-281, Chicago, Illinois 60601
Faxed copies will not be accepted. Please **do not** contact the HR Office.

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Delivery Driver-1500873

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

Salary Information: The starting salary for this position is \$12.81 per hour, upon completion of training salary will be base plus commission.

Schedule and Shift

Full-Time averaging 40 hours per week.

This is a day (1st) shift that typically starts at 5:00am.

The weekly schedule is set up Tuesday through Saturday.

Position Responsibilities: Deliver product to scheduled accounts in good condition and within scheduled delivery time. Assure brands and packages are rotated properly, safeguarding against past-dated products available to consumers. Accountable for cash/credit proceeds and products removed from inventories. Compute and record transactions to convey all related cash, checks and documents to Route Auditor. Provide shelf merchandise to stores upon request by manager or customer. Maintain assigned vehicle in accordance to applicable safety regulations.

Qualifications

High school diploma or general equivalency diploma (GED)

21 years of age or older

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

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

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Job: Operations

Primary Location: United States-Illinois-Rockford

Organization: Packaged Beverages

Schedule: Full-time

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Relief Account Manager-1501663

Description

The Relief Account Manager is responsible for up-selling and fulfillment/replenishment, focusing on execution and merchandising. This person will be accountable for retention and penetration of large format customers by geography and handling on-premise customers.

Salary and Benefits Information

The base pay for the Relief Account Manager is \$30,000.00 to \$35,000.00.

Schedule and Shift: The schedule is Monday through Friday. The shift starts at 6:00am until finished. Must be able to work overtime, weekends, and holidays as business needs dictate.

Territory

This route will cover the far western suburbs, in and around Joliet and Romeoville.

Qualifications

High school diploma or general equivalency diploma (GED)

21 years of age or older

1 year previous sales experience

Lift, push and pull a minimum of 50lbs repeatedly

Valid driver's license

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Equal Opportunity Employer. M/F/D/V

Job: Sales

Primary Location: United States-Illinois-Harvey

Organization: Packaged Beverages

Schedule: Full-time

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Job Title: Account Technician II

Agency: Juvenile Justice

Closing Date/Time: Tue. 03/17/15 4:00 PM Central Time

Salary: \$3,371.00 - \$5,041.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDJJ-27-42-2015-0006

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Business Manager, independently performs technical accounting work in maintaining and establishing a complex, complete set of general account books at IYC Warrenville. Keeps budgetary record's prepares financial obligating documents, financial statements and reports. Maintains a complex set of detailed books comprised of inmate accounts; serves as the payroll clerk; assists with posting receipts to the TIMS; serves as back-up timekeeper.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of two years of college and one year of technical accounting experience or four years of related clerical bookkeeping experience; requires extensive knowledge of accounting techniques; requires extensive knowledge of office methods and procedures; requires working knowledge of state or non-state accounting procedures; requires working knowledge of principles and functions of standard office accounting machines and equipment.

Work Hours & Location/Agency Contact:

IYC Warrenville, 30 W 200 Ferry Road, Warrenville, IL 60555

(630) 983-6213 Fax Contact: Kelly Meeks

Work Hours: 8AM - 4PM Monday - Friday

Off Days: Saturday and Sunday

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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Backroom Associate job in CHICAGO

Requisition ID: 452255BR
Job Function: Sales Support
Employment Category: Regular, Part-time
Location: 1900 W LAWRENCE AVE ,CHICAGO, IL 60640, US
Brand: Sears
Business Unit: Stores - Sears Hourly
Store: 01010: Sears Chicago Lawrence IL

Jobs in the category are responsible for the execution of all receiving activities including unloading merchandise, merchandise preparation and staging, outbound shipments, and daily stockroom activities. Assist in maintaining the stockroom in a neat, orderly and safe manner. Other duties include promptly serving the customer at merchandise pick-up, properly sorting merchandise, and properly using all material handling and safety equipment.

- Partners with Selling and Sales Support Associates to provide superior customer service
- Unloads delivery trucks, moves merchandise to appropriate staging locations, and maintains stockrooms in a neat, orderly, and safe manner
- Serves customers promptly at Merchandise Pick Up
- Understands website navigation, and proactively leverages technology in order to facilitate the customer experience
- Performs Fill Floor process multiple times per day based on business need, pulling and staging merchandise for Merchandising & Pricing Associate to place on the sales floor
- Locates and pulls merchandise on Out of Stock Pull List, and stages merchandise for Merchandising & Pricing Associates to place on the sales floor
- Locates and pulls merchandise and fixtures to support sales floor resets
- Completes minor repairs of store stock and customer merchandise
- Assembles merchandise for sales floor display and customer sales
- Completes point of sale equipment repair and assists Facility team as required
- Inspects returned merchandise, and determines proper disposition or handling
- Adheres to merchandise and inventory protection standards
- Uses basic internet navigation to access and print information/reports
- Performs other duties as assigned
- Ability to move up to 50 lbs. in weight to maintain flow of merchandise
- Basic reading, arithmetic, writing and oral communication skills
- Basic internet navigation • Must be 18 years of age or older

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/412304/Backroom-Associate-Illinois-IL-Chicago>

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Merchandising and Pricing Associate job in CHICAGO

Requisition ID: 448615BR

Job Function: Buying/Merchandising

Employment Category: Regular, Part-time

Location: 1900 W LAWRENCE AVE.,CHICAGO, IL 60640, US

Brand: Sears

Business Unit: Stores - Sears Hourly

Store: 01010: Sears Chicago Lawrence IL

Responsible for providing excellent customer service, and executing marketing-related requirements, such as ad set-up and takedown, promotional set-up, and replenishment of promotional merchandise.

As applicable, this position will assist in executing visual programs and creating visually compelling merchandise displays, fixtures and store layouts.

- Hardlines: Performs Fill Floor process, placing merchandise on the sales floor after Backroom Associates have brought items to the staging area
- Hardlines: Performs Out of Stock process, creating pull list and subsequently placing merchandise on the sales floor after Backroom Associates have brought items to the staging area
- Hardlines: Ensures maximum in-stock condition by actively stocking sales floor throughout the day with merchandise that has been pulled to the staging area by

Backroom Associates

- Adheres to merchandise protection standards
- Fully optimizes credit, gift card, Shop Your Way Rewards and multi-channel opportunities (and, where applicable: Protection Agreements, Merchandise Replacement Agreements, and other miscellaneous income opportunities)
- Uses basic internet navigation to access and print information/reports
- Performs other duties as assigned.
- Basic reading, arithmetic, writing and oral communication skills
- Basic internet navigation

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/410212/Merchandising-Pricing-Associate-Illinois-II-Chicago>

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Part-Time Game Day Assistant

Requisition # 18505

Functional Title Game Operations Assistant

Position Type Part-Time

Salaried/Hourly Hourly

Category Athletics

Department Athletics

Campus Lincoln Park Campus

Location US-IL-Chicago

Minimum Requirements •Minimum of two years game operations experience at the collegiate level. •Must be able to handle the physical duties of game operations (i.e. routinely lifting game equipment and marketing materials, periodically spend extended time standing, etc.). •Must have excellent verbal and written communication skills. •Knowledge of Microsoft Office and Adobe Photoshop. •Dedication to serving the department, the University and the student-athletes with the highest level of leadership, initiative and integrity. •Position is part time and requires working evening and weekend hours during school year. Preferred requirements: •Bachelors degree.

Salary & Benefits: DePaul offers comprehensive and competitive pay and benefits to attract and retain talent to further the University's mission. Please click on the following link to review the full Benefits Summary.

<https://hr.depaul.edu/Benefits/index.html>

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

Mandated Reporting of Child Abuse & Neglect: Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected. For more information about the Illinois Abused and Neglected Child Reporting Act, please visit: http://www.state.il.us/dcfs/about/ab_about.shtml

DePaul University is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Apply online at <https://parttime-depaul.icims.com/jobs/18505/part-time-game-day-assistant/job>

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Part Time Seasonal (Office Support)(Job Number: 140000R4)
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.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>



Part Time Seasonal Position (Job Number: 140000VT)
South Side-7355 South Jeffery Boulevard (Bouchet Academy)

Description

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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Lunchroom Attendant (Lunchroom Services)(Job Number: P017116)

West Side-4127 West Hirsch Street (Alfred Nobel School)

Description

CLASS TITLE: Lunchroom Attendant

CHARACTERISTICS OF THE CLASS: Under immediate supervision, assists in the preparation and serving of food and the sanitation of food service facilities and equipment; and performs related duties as required.

ESSENTIAL FUNCTIONS: Opens cans and packages, washes, peels, cuts, chops, mixes, weighs and portions ingredients; sets up and restocks steam tables, counters, and canteen; washes pots, pans, trays, dishes, and utensils; cleans and sanitizes counter tops, work areas, storage areas, and various food service equipment; assists with placing food items in proper storage areas; serves food to customers using proper utensils and in correct portions; follows departmental personal hygiene requirements; operates food service equipment in accordance with established safety practices and policies.

MINIMUM QUALIFICATIONS:

Training and Experience. Willingness and ability to perform the duties of the position. Knowledge, Abilities, and Skill.

Knowledge of routine kitchen sanitary principles and practices, working knowledge of kitchen utensils and basic food service equipment.

Ability to follow oral and written instructions.

Basic skill in the use of kitchen utensils and basic food service equipment.

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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School Security Officer (Temporary)(Job Number: 150000EX)
West Side-1425 North Tripp Avenue (West Park Academy)

Purpose of the Position: Security Officers are responsible for the overall safety and security of the school. The security team plays a critical role in the school's culture and climate. A calm, structured, and positive learning environment is top priority for the Security Supervisor and the security team. The security team is actively involved in the progressive discipline system and provides the first line of defense to defuse and de-escalate student misconduct and/or serious incidents. Security personnel actively engage in teaching students the social skills necessary to be successful in the classroom and school community.

Key Performance Indicators. Meeting school's expectation for school-wide average attendance. Meeting school's expectation for reduction in serious misconducts
Stakeholder perception of warm and safe school climate and culture
Adherence to CPS Office of Safety and Security Accountability Standards

Qualifications/Skills: High school diploma or GED required
A minimum of 2-3 years of highly successful related experience
Knowledge of the CPS Student Code of Conduct
Knowledge of basic methods of providing site security and safety
Experience with CPS technology systems utilized for school business processes (i.e. Verify Door Swipe Module)
Ability to work with adolescents in maintaining a positive and safe school culture
Ability to follow written and oral instructions
Proficient with teamwork and collaborating with colleagues and administration
Exhibit passion and the ability to thrive amidst change and challenging conditions while maintaining a positive outlook and forward looking perspective
Possess an attuned appreciation for cultural awareness and competency and a staunch commitment to continuously develop insight and proficiencies related to such matters
Takes personal responsibility for mistakes and learns from them, while consistently following up with analysis and corrective action
Demonstrated ability to keep up with fast paced environments and to multi-task
Sound judgment and ethical practice
Commitment to social justice and restorative justice practices
Strong oral communication skills, human relations and interpersonal skills
Impeccable attendance and punctuality
Successful completion of CPS Security Training and a Passing Score on the CPS Security Skills Assessment is required

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