



Marketing Administrative Assistant

Enhance executive staff member and marketing department effectiveness by providing professional administrative support.

ADDITIONAL RESPONSIBILITIES

- May serve as representative in various zoo initiatives
- May be required to attend meetings and take meeting minutes
- May do research for projects
- Performs other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of modern office practices, procedures and equipment
- Thorough knowledge of PCs, using word processing, spreadsheet and database software, esp. Microsoft Office (Word, Excel, Power Point, Access)
- Broad knowledge of the zoo's mission and philosophy
- Thorough knowledge of and ability to communicate and be understood in business English
- Ability to perform a variety of administrative support assignments requiring considerable exercise of independent judgment and discretion
- Ability to handle confidential matters with discretion
- Ability to organize tasks and time to ensure timely completion of all projects
- Ability to understand and carry out oral and written directions
- Ability to interact courteously and respectfully with supervisor, fellow employees, volunteers, zoo visitors and general public

EDUCATION REQUIREMENTS

Associate Degree. Bachelor's degree preferred.

EXPERIENCE REQUIREMENTS

Two years performing complex and responsible administrative support duties in a fast-paced office environment. Experience in a similar work environment desirable.

PHYSICAL REQUIREMENTS

Ability to sit for long periods of time. Ability to work in open office environment. Ability to traverse zoo grounds to conduct tours facilitates deliveries, escort vendors and coordinate meetings.

ADDITIONAL REQUIREMENTS

Available to work special events that may occur outside of regular work schedule, including evenings, weekends or holidays, as assigned.

Apply online at <http://www.lpzoo.org/careers>

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The Currency Exchange is hiring Cashiers. 2nd shift positions available. Apply in person at 601 Mannheim Rd Bellwood, IL 60104 and/or 2225 W North Ave Melrose Park, IL 60160

Warehouse Worker at Penske in Batavia

Batavia, IL

Job Description

-Sorts and stores perishable goods in refrigerated rooms -Fills requisitions, work orders, or requests for materials, tools, or other stock items and distributes items to production workers or assembly line -Assembles customer orders

Apply online at <https://www.shiftgig.com/jobs/Chicago-IL/-warehouse>

General Clerk Job at HCR ManorCare in Libertyville

Libertyville, IL

Job Description

Care provides a range of services, including skilled nursing care, assisted living, post-acute medical and rehabilitation care, hospice care, home health care and rehabilitation therapy. The General Clerk will perform a variety of routine clerical tasks

Apply online at <https://www.shiftgig.com/jobs/Chicago-IL/office-clerk>

Administrative / Clerical - Front Desk Receptionist and Office Assistant at Job Giraffe in Saint Charles

Saint Charles, IL

Job Description

Administrative / Clerical - Front Desk Receptionist and Office Assistant St. Charles Area (Far West Suburbs of Chicago) Our client, a global leader in industrial supply, has an immediate opening

Apply online at <https://www.shiftgig.com/jobs/Chicago-IL/office-clerk>

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Overnight Front Office Agent at Hyatt in Chicago
Chicago, IL

Job Description: as a Front Office Associate. If you have worked at other Hotels as a front desk clerk or you have an interest in hotel clerk jobs, we'd love to hear from you! Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards

Apply online at <https://www.shiftgig.com/jobs/Chicago-IL/office-clerk>

Warehouse at Skills for Chicagoland's Future in Chicago

191 N. Wacker Drive. Chicago, IL

Job Type: Full Time

Shift: Morning, Afternoon, Night

Neighborhood: West Loop, The Loop

Job Description: Skills for Chicagoland's Future (SCF) is a public-private partnership committed to returning unemployed Cook County job seekers to the workforce. To apply to this role, you must be currently unemployed or underemployed, a resident of Cook County, and have the legal right to work in the U.S.

SCF partners directly with employers who are committed to hiring the unemployed/underemployed of Cook County. This provides job candidates who apply to positions through SCF a direct avenue to the employer.

Federal-Mogul Holdings Corporation is an innovative and diversified \$6.8 billion global supplier of quality products, trusted brands and creative solutions to manufacturers of automotive, light commercial, heavy-duty and off-highway vehicles, as well as in power generation, aerospace, marine, rail and industrial
Skills For Chicagoland's Future is working with SMX/Staff Management at Federal Mogul Warehouse in Skokie, IL to hire for the following positions:

- Packers
- Pickers
- Bundlers
- Punch Press Operator
- Injection Molding
- Metallic Operators
- Forklift Drivers
- Various positions in the distribution department

Apply online at <https://www.shiftgig.com/jobs/Chicago-IL/-warehouse>

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Host/Hostess at Remington's in Chicago

20 N Michigan Ave Chicago, IL

Job Type: Full Time

Shift: Morning, Afternoon, Night

Neighborhood:

Duties & Responsibilities:

- *Welcome and greet guests. Make all our guests feel comfortable and let them know you're there to personally take care of them.
- *Inform guests of specials and menu changes.
- *Make recommendations you genuinely feel your guests will enjoy.
- *Answer questions about our food, beverages and other restaurant functions and services.
- *Take food and beverage orders from guests, enter orders in our point-of-sale system which relays orders to the kitchen and bar.
- *Deliver food and beverages from kitchen and bar to guests in a timely matter.
- *Perform side work at the start and end of each shift as required by service station assignment.
- *Maintain clean service areas.
- *Monitor and observe guests dining experience. Ensure guests are satisfied with the food and service. Respond promptly and courteously to any requests.
- *Prepare final bill, present check to guest, accept payment, process credit card charges or make change (if applicable).
- *Be ready and willing to assist fellow servers as situations arise.
- *Be ready and willing to assist bus person with clearing and resetting tables.
- *Thank guests for their visit and invite them to return.
- *Be available to fill in as needed to ensure the smooth and efficient operation of the restaurant as directed by the restaurant manager or immediate supervisor.

Qualifications:

- *Must be 21 years of age.
- *A minimum of 2 years of restaurant experience at the server level.
- *Be able to communicate and understand the predominant language(s) of our guests.
- *Must have a basic knowledge of dining room and service procedures and functions.
- *Possess basic math skills and have the ability to handle money and operate a point-of-sale system.
- *Be able to work in a standing position for long periods of time (up to 5 hours).
- *Be able to safely lift and easily maneuver multiple plates of food & carry bus tubs frequently weighing up to 20 to 25 pounds.

Apply online at <https://www.shiftgig.com/jobs/Chicago-IL/server>

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SERVER & BARTENDERS

Duties & Responsibilities:

- *Welcome and greet guests. Make all our guests feel comfortable and let them know you're there to personally take care of them.
- *Inform guests of specials and menu changes.
- *Make recommendations you genuinely feel your guests will enjoy.
- *Answer questions about our food, beverages and other restaurant functions and services.
- *Take food and beverage orders from guests, enter orders in our point-of-sale system which relays orders to the kitchen and bar.
- *Deliver food and beverages from kitchen and bar to guests in a timely matter.
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Production Supervisor

Bridgeview, IL

Supply Chain

The operations resource position is primarily responsible for managing the day to day activities of site packaging operations and the management of several hourly associates.

This position will drive activities to deliver declining unit costs, execute flight plans, improve True Efficiency (TE) and line reliability, and apply Total Productive Manufacturing (TPM) strategies .

Other key deliverables include ensuring HSE compliance, driving first run quality, maintaining positive employee relations and a union free work environment.

Essential Functions:

This position requires a minimum 4-year business / technical manufacturing degree and 2- 3 years site manufacturing experience in operations and/or TE / Process Improvement.

A candidate must be able to work weekends and a night shift as this operation is on a continuous schedule and the candidate will work a 4 days on, 4 days off schedule. Foods manufacturing or Consumer Products Sector (Household & Personal Products Industry) experience is strongly preferred.

The successful candidate must possess strong skills, knowledge and ability in: TPM or Lean Manufacturing equivalent, Financial Accounting, Project Management, Human Relations, Savvy Communications, and Statistics / Logical Problem Solving.

Solid working knowledge of HSE / Quality regulatory compliance, Plant Operations, Maintenance and Engineering, Ingredient and Package Material Procurement, and Production Planning & Deployment is a must.

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

PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans/Sexual Orientation/Gender Identity.

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Driver - Relief Schedule (Full Time/Days) (CDL A Required)

Chicago, IL
Supply Chain

Position fills in for delivery drivers who are not available for their shifts (due to vacation, illness, etc.). Routes for the relief driver typically change day to day. Position delivers products to stores on an established or contingency route or via dynamic dispatch to customers including convenience and gas stores, small supermarkets, drug stores, across a wide variety of weather conditions. Drives the delivery vehicle to a location, unloads and brings products into the store. Is responsible for ongoing rotating and stocking of products on store shelves, displays, vending equipment, and in coolers. Builds small displays and sets up promotional materials such as pricing signs and banners. Generates invoices and is responsible for daily settlement of cash and charges. Has frequent interaction with store management.

This position is labor intensive, requires lifting, loading and pushing/pulling cases ranging from 20-45 pounds per case repeatedly during work hours. It also requires reaching, squatting, and bending while delivering and merchandising products in the store.

PRIMARY ACCOUNTABILITIES:

- Deliver products and execute all promotions
- Service all scheduled customers by the end of shift
- Merchandise all accounts to local standards
- Follow DOT regulations
- Establish positive working relationships with primary contact at each account
- Regular, reliable, predictable attendance

BASIC QUALIFICATIONS:

- 21 years or older
- Valid CDL or Valid CDL Permit
- Pass the required drug test and physical capabilities test (if applicable)
- Pass the required background checks
- Pass DOT physical and DOT Road Test

HELPFUL EXPERIENCE:

- Operating trucks requiring a CDL license (e.g., performing basic functions like driving forwards, driving backwards, maneuvering in tight spaces, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive on shelves, rotating product, cleaning shelves, or eliminating out of stocks and out of date products, etc.)
- Operating equipment (e.g., pallet jacks, hand trucks, breakdowns, etc.)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status. PepsiCo is an equal opportunity employer.

Minorities/Females/Disability/Protected Veteran/Sexual Orientation/Gender Identity
Job Ref: 5000016605210

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Foodservice Sales Manager

Chicago, IL

Sales

Responsibilities:

Work with North America Nutrition Foodservice Sales teams to execute the AOP for Gatorade and Quaker brands

Align with the Foodservice Strategy team and Quaker/Gatorade brand teams on Big Bet ideas for Sales teams

Developing existing customer relationships

Ensures initiative execution activities occur

Develop new business opportunities

Sales Capability - Utilizes PBC's selling processes and tools

Productivity - Ensure compliance with wiring and call principles

Training - Utilizes PBC's on-boarding programs and training initiatives (safety, diversity, etc)

Ensure volume targets are met and/or exceeded

Optimize Profitability of Assigned Accounts

Education and Certifications: Bachelor's Degree preferred

Work experience:

Minimum of 5 years of Sales and People Management experience

Demonstrated Leadership of large multi-level teams (frontline)

A history of upward mobility at fast-paced companies

Consumer Packaged Goods/Food & Beverage Industry experience or knowledge strongly preferred

Skills and Capabilities:

Compelling, powerful communication skills with the ability to persuade and influence

Business & Financial Acumen (leverage analytics and insights to create strategy)

Both a strategic outlook and focus on executional excellence

Transferable skill set to sell/understand customers

Motivator/coach who is able to leverage performance management and development

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Merchandiser (Part Time/Rotating Shifts)

Chicago, IL
Supply Chain

Position is responsible for product merchandising within large volume stores (Grocery, etc.). This includes stocking shelves, rotating shelved product, setting up displays, stocking and rotating products in coolers, organizing and rotating products in storage rooms, and moving products from storage to the sales floor. This position interacts with personnel at the store location. This position is labor intensive, requiring lifting, loading, pushing and pulling cases weighing from 20-45 pounds per case repeatedly over 10-12 hour work period, as well as bending, reaching and squatting while merchandising and moving products.

BASIC QUALIFICATIONS:

- 18 years or older
- Pass the drug test and physical capabilities test (if applicable)
- Pass the background check
- Must have car or personal transportation to access multi-store locations within assigned shift
- Valid driver's license
- Proof of insurance

HELPFUL EXPERIENCE:

- Working for a retail business or grocery store (e.g., understanding store operations, knowing the backroom and inventory, stocking aisles and shelves, etc.)
- Moving products within a store (e.g., safely stacking and moving products on equipment such as a u-boat, hand truck/dolly and/or breakdown, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive, rotating products, cleaning shelves, eliminating out of stocks and out of date products, etc.)
- Managing backroom/stock room inventory (e.g., organizing pallets, stacking and storing inventory or products, etc.)
- Serving customers (handling customer complaints, responding to customer requests, or meeting customer needs)

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Job Ref: 5000016214510

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Veteran's Services Specialist - WIL0000462

4300 N. Narragansett Ave, Chicago, IL 60634

This is an exciting time in the history of City Colleges of Chicago (CCC), the largest Responsible for providing a wide range of educational outreach, support, and referral services for returning veterans, service members still on active duty, as well as dependents who are eligible. These services include but are not limited to: coordination of admissions, registration, financial aid, benefits, academic advising, student health, personal or mental health counseling, career advising, disability services, and any other services that provide support to veterans on campus and in the community. Implements a veteran's outreach and recruitment plan in consultation with grant managers. Provides enrolled veterans with information and referrals on academic, career, personal, financial and social matters. Provides support service referrals for veterans with academic difficulties. Coordinates and monitors interventions for at-risk veterans. Coordinates the assessment of veterans' needs, interests and values in order to identify career options. Helps veterans identify the skills required to reach their goals and assist veterans in identifying obstacles that prevent them from reaching their goals. Conducts skills development & personal interest workshops for veterans. Assesses needs in order to facilitate delivery of tutorial services. Consults with and maintain liaison with classroom instructors and monitor veteran's progress. Records, reviews and maintains online records on veterans served. Prepares outcomes assessment and annual reports. Attends meetings related to veteran's services as required. Serves as liaison to Disabilities Access Centers and personal intervention services. Performs other duties as assigned

Qualifications : Associates degree or higher required. Veterans with honorable discharge will be given preference. Two years of related experience working with veterans or other recruitment outreach program in a professional capacity and a background in guidance, social work, student personnel administration or related field highly preferred. Excellent verbal and written communication skills. Must be self-directed, able to prioritize work and meet deadlines. In addition, must be able to participate and interact as a team player on many projects. Proficiency in various software programs including word processing, spreadsheet applications and database management.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Employee Type: Full Time | Regular
Job Posting: Apr 9, 2015, 9:46:54 AM

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

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Mechanic - Fleet (Full Time/Evenings) (CDL A required prior to hire)

Elk Grove Village, IL

Supply Chain

BASIC QUALIFICATIONS:

- At least 18 years of age
- 21 years or older if CDL Required
- Pass the drug test
- Pass DOT physical and DOT Road Test (if applicable)
- Must be able to pass Forklift Driving Skills test (if applicable)
- Pass the background check
- Valid CDL license (if required)
- Must pass technical assessment
- Mechanical knowledge of gas and diesel repair
- Experience with hydraulic and air brake systems
- Knowledge of internal combustible engines
- Adhere to DOT Regulations

HELPFUL EXPERIENCE:

- Repairing forklifts (e.g., repairing propane fuel systems, hydraulic systems, pallet jacks, etc.)
- Working with computer instrumentation (e.g., using desktop computers, hand-held computers, laptop computers, performing diagnostics with computers, conducting preventative maintenance, executing work orders, etc.)
- Working with manufacturing standards (e.g., knowing current standards, staying up-to-date with the latest technology, having experience working with electronics, etc.)
- Driving trucks requiring a Class A or B CDL (e.g., road testing trucks, driving trucks in and out of the repair shop, etc.)
- Repairing heavy trucks (e.g., working on tractor-trailers, brakes, tires, engines for 10 bays trucks to 18 wheelers, etc.)
- Repairing light trucks (e.g., trucks, vans, support vehicles, etc.)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status. PepsiCo is an equal opportunity employer. Minorities/Females/Disability/Protected Veteran/Sexual Orientation/Gender Identity

Job Ref: 5000014785110

Apply online at <http://www.pepsicojobs.com/en/job-detail?slug=5000014785110&cult=en-US>

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Food Service Sales Assistant Representative (FSR)

Elk Grove Village, IL

Sales

At PBC, employees have an Unquenchable Spirit to delight consumers with the brands they love, to improve the communities in which they live and work, and to build exciting careers. If you're looking for a company that puts a premium on leadership, teamwork and responsibility, you belong at PBC.

Job Description:

This position contributes to the success of the Pepsi Beverages Company by securing new Food Service accounts and maintaining existing accounts.

Major Tasks, Key Responsibilities and Key Accountabilities:

- Manage a roster of existing food service customers
- Acquire new food service accounts
- Achieve food service sales volume, revenue, and profitability goals for the assigned territory
- Provide superior customer service

Basic Job Qualifications:

A minimum of 2 years of fact-based selling experience

Preferred Job Qualifications:

Bachelor's degree

Food Service or consumer packaged goods experience

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PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans/Sexual Orientation/Gender Identity.

If you'd like more information about your EEO rights as an applicant under the law, please download the available EEO is the Law (<http://pep.jobs/eeo-poster>) & EEO is the Law Supplement (<http://pep.jobs/eeo-poster-supplement>) documents by copying and pasting the appropriate URL in the address bar of your web browser.

Job Ref: 66873BR

Apply online at <http://www.pepsicojobs.com/en/job-detail?slug=66873BR&cult=en-US>

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Driver - Relief Schedule (Full Time/Days)

Aurora, IL
Supply Chain

Position fills in for delivery drivers who are not available for their shifts (due to vacation, illness, etc.). Routes for the relief driver typically change day to day. Position delivers products to stores on an established or contingency route or via dynamic dispatch to customers including convenience and gas stores, small supermarkets, drug stores, across a wide variety of weather conditions. Drives the delivery vehicle to a location, unloads and brings products into the store. Is responsible for ongoing rotating and stocking of products on store shelves, displays, vending equipment, and in coolers. Builds small displays and sets up promotional materials such as pricing signs and banners. Generates invoices and is responsible for daily settlement of cash and charges. Has frequent interaction with store management.

This position is labor intensive, requires lifting, loading and pushing/pulling cases ranging from 20-45 pounds per case repeatedly during work hours. It also requires reaching, squatting, and bending while delivering and merchandising products in the store.

PRIMARY ACCOUNTABILITIES:

- Deliver products and execute all promotions
- Service all scheduled customers by the end of shift
- Merchandise all accounts to local standards
- Follow DOT regulations
- Establish positive working relationships with primary contact at each account
- Regular, reliable, predictable attendance

BASIC QUALIFICATIONS:

- 21 years or older
- Valid CDL or Valid CDL Permit
- Pass the required drug test and physical capabilities test (if applicable)
- Pass the required background checks
- Pass DOT physical and DOT Road Test

HELPFUL EXPERIENCE:

- Operating trucks requiring a CDL license (e.g., performing basic functions like driving forwards, driving backwards, maneuvering in tight spaces, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive on shelves, rotating product, cleaning shelves, or eliminating out of stocks and out of date products, etc.)
- Operating equipment (e.g., pallet jacks, hand trucks, breakdowns, etc.)

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Minorities/Females/Disability/Protected Veteran/Sexual Orientation/Gender Identity
Job Ref: 5000014662910

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Grocery Service Team Member (Part Time) (132706) / Whole Foods Market

Req ID 132706 - Posted 04/06/2015 - Store - Midwest - IL, Chicago - South Loop (10171) - Team/Department (1) - Part-Time - Store - Team Member - United States

SUMMARY:

As a member of our Grocery Team, your role will include receiving and preparing product, maintaining the Grocery floor and displays, and selling product in support of regional Grocery standards. You will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members.

REQUIREMENTS:

Previous Grocery experience preferred. Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers. Ability to follow instructions and procedures. Ability to sell proactively. Ability to learn basic knowledge of all products carried in department. Effective time management skills. Strong work ethic and integrity. Ability to visually examine products for quality and freshness. Ability to work in a wet and cold environment. Available for flexible scheduling to meet the needs of the department. Use of box cutters. Use of electric pallet jacks or other heavy machinery.

Essential Job Functions: - Stand and walk for extended periods of time. - Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat. - Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds. - Repetitive use of hands for grasping, pushing, pulling, and fine manipulation. - Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

At Whole Foods Market we provide a fair and equal employment opportunity for all team members and candidates regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Whole Foods Market hires and promotes individuals solely on the basis of their qualifications for the position to be filled.

Close Date: 04/20/2015

Apply online at

https://career4.successfactors.com/career?career_ns=job_listing&company=WFM&navBarLevel=JOB_SEARCH&rcm_site_locale=en_US&career_job_req_id=132706&selected_lang=en_US&jobAlertController.jobAlertId=&jobAlertController.jobAlertName=&s.crb=%2fg%2bwfb90ZkdLezr0fwm6ULmjDPY%3d

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Overnight Grocery Team Member (Part Time) (132707) / Whole Foods Market

Req ID 132707 - Posted 04/06/2015 - Store - Midwest - IL, Chicago - South Loop (10171) - Team/Department (1) - Part-Time - Store - Team Member - United States

SUMMARY:

The Overnight Grocery Team Member works as part of the Grocery Team to ensure smooth operation of the Grocery Department. Assists the Team Leader with personnel issues and with supervising Grocery Team Members. Maintains a positive company image by providing courteous, friendly, and efficient customer service. Supports the Team Leader and Regional Coordinator in maintaining regional standards.

REQUIREMENTS: Have a minimum of one year retail grocery experience or the equivalent. Demonstrates ability to direct and supervise efforts of a team. Ability to perform simple math operations (addition, subtraction, multiplication and division). Excellent interpersonal skills and ability to help train Grocery Team Members. Ability to understand and complete departmental transfers. Knowledgeably communicate the product line to the customer. Should have knowledge of or ability to learn word processing, spreadsheet, and order processing software. Available for flexible scheduling to meet the needs of the department.

Essential Job Functions: - Stand and walk for extended periods of time. - Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat. - Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds. - Repetitive use of hands for grasping, pushing, pulling, and fine manipulation. - Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

At Whole Foods Market we provide a fair and equal employment opportunity for all team members and candidates regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Whole Foods Market hires and promotes individuals solely on the basis of their qualifications for the position to be filled.

Close Date: 04/20/2015

Apply online at

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Seafood Service Team Member (132179) / Whole Foods Market

Req ID 132179 - Posted 04/01/2015 - Store - Midwest - IL, Chicago - South Loop (10171) - Team/Department (1) - Part-Time - Store - Team Member - United States

SUMMARY: As a member of our Seafood Team, your role will include setting and maintaining attractive Seafood displays and supporting the regional Seafood vision. You will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members.

REQUIREMENTS: · Previous seafood retail and/or customer service experience preferred. · Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers. · Ability to follow instructions and procedures. · Ability to sell proactively. · Ability to learn basic knowledge of all products carried in the department and basic seafood cooking procedures. · Willingness to taste and evaluate all products offered in department. · Ability to visually examine products for quality and freshness. · Effective time management skills. · Strong work ethic and integrity. · Proper handling of knives and other cutting equipment. · Available for flexible scheduling to meet the needs of the department.

Essential Job Functions: - Stand and walk for extended periods of time. - Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat. - Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds. - Repetitive use of hands for grasping, pushing, pulling, and fine manipulation. - Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

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Close Date: 04/17/2015

Apply online at

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Activities Instructor III (Wellness) Job ID: 2075

Closing Date: 04/19/2015

Recreation/Activities Instructor III

Date Posted: 4/6/2015

Location: COMMUNITY RECREATION

Region: Districtwide

Up to 25 hours per week

CHARACTERISTICS OF THE CLASS:

Under general supervision, plans, promotes, organizes, conducts and provides instruction to a specialized athletic, recreation or leisure activity including but not limited to tennis, aerobics, yoga, boxing, sailing, skating, fitness and wellness. Performs related duties as required.

MINIMUM QUALIFICATIONS:

Training and Experience: Associate of Arts degree in recreation, leisure studies, physical education, health and wellness, exercise science, physiology or related field, supplemented by five years of instructional, practical or sanctioned competitive experience in a specialty area is required; or an equivalent combination of training and experience. One or more Certifications Preferred: American Council on Exercise, American College of Sports Medicine, National Council of Sports Medicine, Group Fitness Instructor, Aerobics and Fitness Association of America, Group Exercise Instructor, Personal Trainer, CPR/First Aid.

Knowledge, Skills and Abilities: Knowledge of athletic, leisure and recreation theories and principles. Knowledge of health, wellness and fitness theories. Skill in developing, implementing, leading and evaluating group exercise classes and events. Skill in teaching the full range of skills and techniques in an area of specialization. Effective oral and written communication skills. Proficient computer skills in Microsoft Office and website navigation. Ability to evaluate skill levels in the specialty area. Ability to work independently.

Career Service

EEO: Para Professional

EEO: Non-Exempt

SALARY: \$22.32 PER HOUR

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Recreation Leader-TRACE (Seasonal) Job ID: 2071

Closing Date: 04/15/2015

Seasonal Only/Recreation Leader (Daycamp)

Date Posted: 4/1/2015

Location: Cornell Square Park

Region: Central

The TRACE park location is: Cornell Square Park (W. 51st St. & S. Wood St.)

Program: TRACE (Teens Re-Imagining Art, Community & Environment)

TRACE is a seven-week multi-disciplinary arts program for teens that promotes community and civic engagement, awareness of environmental issues and park stewardship, and job skill and leadership development. All staff are responsible for collaborating with lead artists through a community-based arts, environmental or media project from start to finish, and developing leadership skills that promote and encourage civic responsibility and citizenship.

The TRACE program runs from Monday June 22, 2015 through Friday, August 7, 2015.

EXAMPLES OF DUTIES: Lead, support and participate in all workshops, activities, games, daily circles, projects and rehearsals. Assist counselor with making daily plans and developing community-building processes for TRACE youth. Accompany groups of teens on field trips to educational or cultural institutions, environmental sites or recreational activities. Provide supervision of materials and activities. Help ensure the safety of work space. Set up and restore work spaces daily.

MINIMUM QUALIFICATIONS:

TRAINING AND EXPERIENCE: High School or an equivalent certification (GED) is required but may be waived for seasonal employees who are referred through special hiring programs. Candidates for this position must have previously been an intern in the TRACE program for a minimum of two summers.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to work with individuals or groups of teens from ages 14-18 years old; basic knowledge of TRACE routines and program culture, including peace circles, team-building games, and project activities; effective oral communication skills; ability to enforce safety rules; ability to lead arts, community-based, and environmental activities; ability to exercise good judgment.

Union: SEIU Local 73 FLSA: Nonexempt Career Service EEO: Paraprofessional

SALARY: \$ 12.22 per hour

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Senior Lifeguard (Seasonal- Summer) Job ID: 1856

Closing Date: 4/29/15

Seasonal Only/Senior Life Guard (S)

Date Posted: 1/19/2015

Location: Community Recreation - Aquatics

Region: Districtwide

EXAMPLES OF DUTIES: Supervises a crew responsible for guarding a beach, section of beach or pool area to protect swimmers from accidents or drowning. Gives daily guarding assignments to beach or pool crew. Closely monitors guarding activities and enforces Chicago Park District rules and regulations. Supervises the maintenance of a clean and safe beach or pool environment. Provides orientation for assigned staff in proper emergency procedures, enforcement of safety standards and ensuring the proper condition and placement of lifesaving equipment. Responds to crowd control and emergency situations by following established procedures, such as administering first aid and CPR and notifying the proper authorities. Responds to questions from park patrons regarding aquatic facilities and activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from high school or an equivalent combination certification (GED) is recommended. A minimum of two (2) seasons of life guarding experience at a public open water surf beach or pool location is required.

Certification Requirements at time of hire:

American Red Cross Life guarding certificate, or equivalent to include:

American Red Cross CPR for Professional Rescuer, or equivalent

American Red Cross First Aid, or equivalent

American Red Cross AED, or equivalent

American Red Cross Oxygen Administration, or equivalent

American Red Cross Blood borne Pathogens Training or equivalent

Chicago Park District Life guarding Card

Knowledge, Skills and Abilities: Knowledge of lifesaving and life guarding methods and techniques; effective oral communication skills; ability to handle the public with tact and courtesy; ability to administer first aid and CPR to victims needing such attention; ability to supervise a staff responsible for enforcing water safety standards.

SEIU-Local 73 Career Service EEO: Protective Service FLSA: Non-Exempt

SALARY: \$15.42 per hour

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Shallow Water Attendant (Summer Seasonal) Job ID: 1929

Closing Date: 04/29/2015

Seasonal Only/Shallow Water Attendant (S)

Date Posted: 2/17/2015

Location: Community Recreation - Aquatics

Region: Districtwide

CHARACTERISTICS OF THE CLASS: Under immediate supervision, ensures the safety and supervision of swimmers at Park District water playgrounds and mini pools with a depth of four feet or less. Performs related duties as required.

EXAMPLES OF DUTIES: Guards mini pool area or water playground area to protect swimmers from accidents or drowning. Responds to emergency situations in accordance with established methods and procedures. Administers first aid, CPR as necessary. Enforces park rules and regulations regarding mini pool and water playground activities. Maintains aquatic safety equipment by inspecting and reporting repairs needed to buoys, floats, ropes or other equipment installed as safety measures. Performs maintenance duties in keeping pool and water playground areas clean, safe and attractive.

MINIMUM QUALIFICATIONS:

Training and Experience: Completion of at least one year of High School is recommended.

Certification Requirements: American Red Cross Lifeguarding certificate, or American Red Cross Shallow Water Attendant certificate, or equivalent to include:

American Red Cross CPR for Professional Rescuer, or equivalent

American Red Cross First Aid, or equivalent

American Red Cross AED, or equivalent

American Red Cross Oxygen Administration, or equivalent

American Red Cross Bloodborne Pathogens Training or equivalent

Chicago Park District Lifeguarding Card

Knowledge, Skills and Abilities:

Knowledge of lifesaving and life guarding methods and techniques. Ability to meet and deal with the public. Ability to swim and dive proficiently. Ability to administer first aid and CPR to victims needing such attention. Ability to pass physical skills test required.

SEIU-Local 73 Career Service

EEO: Protective Service

FLSA: Non-Exempt

2015 SALARY: \$10.75 per hour

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