



**Program & Event Coordinator (Arts & Nature) Job ID: 2082**

Closing Date: 04/27/2015

Cultural/Program & Event Coordinator (H)

Date Posted: 4/13/2015

Location: Central Administration - CULTURE ARTS NATURE

Program & Event Coordinators will assist the Culture Arts and Nature division with various summer arts & nature programs such as Theater on the Lake, Kidsmobile, performances, and more. Responsibilities include facilitating outdoor programs and leading creative arts activities for youth and families.

Start date: June 15 – End date: September 7

**CHARACTERISTICS OF THE CLASS:**

Under supervision, coordinates special programs and events to bring programming resources to parks that would otherwise be unavailable. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Plans and oversees special citywide programs in order to bring programming resources to the parks. Meets with individuals from partner organizations and determines tasks and then ensures their completion. Works with key individuals to define tasks and timeliness, gather and disseminate information and execute projects, programs and events. Prepares reports and promotional materials on special programs.

**MINIMUM QUALIFICATIONS: Training and Experience:**

Graduation from an accredited college or university with a Bachelor's Degree in a related field supplemented by three (3) years of related experience; or an equivalent combination of training and experience is required.

**Knowledge, Skills and Abilities:**

Knowledge of education and curriculum design principles. Ability to understand and implement elements of community based programming. Interpersonal, oral and written communication skills. Organization and planning skills.

**SALARY: \$13.39 PER HOUR**

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**Program Facilitator - Arts & Culture Job ID: 2080**

Closing Date: 04/27/2015

Cultural/Program Facilitator (H)

Date Posted: 4/13/2015

Location: Central Administration Building

Region: Administration

**CHARACTERISTICS OF THE CLASS:**

Under supervision, assists in the development, implementation and evaluation of program and special projects. Performs related duties as required.

This position will support the work of the Arts & Culture Unit in the Chicago Park District's Division of Culture, Arts and Nature. It is responsible for administrative and program support for youth arts programming and the Cultural Center Initiative, a network of 15 parks that serve as arts and culture hubs for their areas of the city. The work includes a wide variety of tasks, such as: building and maintaining partnerships with teaching artists, organizations and agencies, coordinating and evaluating programs for all ages with partners and park staff, coordinating events and programs, and supporting outreach efforts. This is a part-time position (28 hours/week). Must be willing to travel to Park District locations across the city. Occasional evening/weekend hours required.

**MINIMUM QUALIFICATIONS:**

Training and Experience:

A Bachelor's Degree in education, recreation/leisure studies or a related discipline in social services, cultural enrichment, environmental education, or sports management plus two years' experience in a core program area, or an equivalent combination of training and experience is required. Administrative experience preferred. Knowledge,

Skills and Abilities:

Knowledge of education and curriculum design principles. Ability to understand and implement elements of community-based programming. Strong interpersonal, oral and written communication skills. Ability to work independently. Ability to handle multiple tasks. High level of organizational and planning skills. Ability to evaluate programs based on value to program participants and industry standards. Evidence of customer service focus practices.

**SALARY: \$15.85 PER HOUR**

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**Attendant (Hourly) REPOST Job ID: 2076**

Closing Date: 04/23/2015

Custodial/Attendant (H)

Date Posted: 4/9/2015

Location: CENTRAL REGION - HARRISON PARK

THIS POSITION IS BUDGETED UP TO 15 HOURS A WEEK.

**CHARACTERISTICS OF THE CLASS:**

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

**Knowledge, Skills and Abilities:**

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

**SALARY:** \$14.13/hour

Apply online at

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**Activities Instructor (Seasonal) Teen Bike Adventure Camp Job ID: 2081**

Closing Date: 05/03/2015

Recreation/Activities Instructor (S)

Date Posted: 4/13/2015

Location: NORTHERLY ISLAND

Region: Central

**CHARACTERISTICS OF THE CLASS:**

Under general supervision, plans, promotes, organizes, conducts and provides instruction in a specialized athletic, recreation or leisure activity including, but not limited to tennis, aerobics, yoga, boxing, sailing and skating. Conducts classes, controls specialized equipment and recruits volunteers. Performs other related duties as assigned.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Associate of Arts degree or completion of two (2) full years of course work at an accredited college or university which included a minimum of twenty (20) credit hours in one (1) or more of the following areas: Recreation, Leisure Studies, Physical Education or related discipline and one (1) year of closely related instructional, practical or sanctioned competitive (i.e. IHSA, NCAA or AAU) experience in the specialty area or an equivalent combination of education and experience is required.

**Knowledge, Skills and Abilities:**

Knowledge of athletic, leisure and recreation theories and principles; technical knowledge and skill in an area of specialization; skill in teaching the full range of skills and techniques in an area of specialization; effective oral and written communication skills; ability to evaluate skill levels in the specialty area.

SEIU-Local 73

Career Service

EEO: Para-Professional

FLSA: Non-

Exempt

**SALARY:** \$ 16.86 per hour

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**Job Title: Public Service Administrator - Opt 6**

Agency: Children & Family Services

Closing Date/Time: Wed. 04/22/15 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1533013-333993

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under administrative direction of the Area Administrator, serves as working supervisor, planning, supervising, reviewing, and coordinating the activities of a team of professional investigators engaged in conducting child abuse/neglect investigations; directs the child protection program within the existing framework of statutes and policies of the Agency; serves as liaison with other disciplines, agencies, and community resources; establishes performance goals and objectives to ensure compliance with statewide performance objectives; refers instances requiring potential disciplinary action to Area Administrator.

Minimum Requirements: Requires a master's degree in social work from a recognized college or university plus three years professional child welfare experience or a master's degree in an acceptable human services field from a recognized college or university plus four years professional child welfare experience; requires a valid driver's license.

Work Hours & Location/Agency Contact: HOURS: Monday-Friday 8:30 AM To 5:00 P.M.  
WORK LOCATION: DCFS JOLIET OFFICE  
1619 W. JEFFERSON STREET, JOLIET, IL 60435 Supervisor: A. Carlisle  
AGENCY CONTACT: LORA BUSSE-FLECK  
DCFS NORTHERN REGION, 8 E. GALENA BOULEVARD, AURORA, ILLINOIS 60506  
PHONE: (630) 801-3575 FAX: (630) 801-3530

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 6 - Health & Human Services

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**Job Title: Senior Public Service Administrator - Opt 1**

Agency: Healthcare & Family Services

Closing Date/Time: Thu. 04/23/15 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: BB-52

Bid ID#: BC0304

Description of Duties/Essential Functions Benefits Supplemental Questions  
Subject to management approval, plans, directs, and evaluates the administration of the policies and procedures relative to the recovery of monies from Personal injury, Worker's Compensation, Property Lien and Estate claims; serves as agency spokesperson for the Technical Recovery program; directs management and research studies to determine organizational and administrative procedures to resolve problems; establishes program goals and objectives for the agency's annual management plan; serves as full line supervisor.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in business or public administration; requires prior experience equivalent to four years of progressively responsible administrative experience in a public or business organization.

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

Location: Bureau of Collections

Technical Recovery Section, 401 South Clinton - 5th Floor, Chicago, Illinois 60607

Contact Person: Mary Alsup

Bureau of Collections, 201 S. Grand Avenue East, Springfield, Illinois 62763

**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 1 - Gen Adm/Bus-Mkt-Lbr-Per

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**Job Title: Storekeeper I**

Agency: Children & Family Services  
Closing Date/Time: Wed. 04/22/15 5:00 PM Central Time  
Salary: \$3,217.00 - \$4,529.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 1520009-204039

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, performs duties involved in the operation of Central Stores for the Region; prepares necessary requisitions for supply replacements; checks quantity and quality of supplies received; informs supervisor of substandard materials; provides input into the operation of property control for the Region; receives, sorts, and delivers mail; prepares and maintains a variety of records.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years high school; requires one year experience in the keeping of stores and stores records; requires possession of an appropriate valid driver's license; requires physical ability to lift and transport supplies, equipment, etc.

Work Hours & Location/Agency Contact: WORK HOURS: M-F 8:30a.m. - 5:00 p.m.  
LOCATION: 100 N. Western, Chicago

AGENCY CONTACT: Teresita Gonzalez, 406 E. Monroe, Sta. 440, Springfield, IL 62701  
217-524-4391 voice 217-785-1765 fax 1-866-322-7171 TTY

**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: Support Service Worker**

Agency: Human Services

Closing Date/Time: Mon. 04/20/15 4:59 PM Central Time

Salary: \$2,707.00 - \$3,323.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 3

Plan/BU: RC009

Bid ID#: 10/79-84339.84400.84401

**Description of Duties/Essential Functions Benefits Supplemental Questions**

Under the direct supervision of the Business Manager and functional supervision of the Support Service Coordinator I, performs general housekeeping duties in assigned areas at the CRMHC. Work is assigned to but not limited to inpatient units, unit offices, administrative offices, corridors, public areas, shops, closets, cafeteria and outlying buildings.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and six months experience cleaning in a hospital or large institution.

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

Housekeeping Department

(2) Days Rotating days off

(1) Eve Rotating days off

**CONTACT INFORMATION:**

Summer Doxie

Human Resource Office

Chicago Read Mental Health Center

4200 N. Oak Park Avenue Chicago, IL 60634

fax 773-794-5583

**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: Telecommunicator Trainee**

Agency: State Police

Closing Date/Time: Fri. 04/24/15 5:00 PM Central Time

Salary: \$3,124.00 - \$4,402.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 2

Plan/BU: RC014

Bid ID#: 21-13-ISP15-025

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years of high school. Qualifying state employees in the employee Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate in lieu of the stated requirements for this class. Requires elementary knowledge of the operation and care of a keyboard and related equipment. Requires elementary knowledge of office practices and procedures, business English, spelling, and commercial arithmetic. Requires skill to type accurately at a minimum of 30 WPM. Requires ability to receive, understand, and act upon aural and written instructions and information through the use of a two-way radio and telephone. Requires ability to acquire a valid LEADS operator certificate. Requires a clear speaking voice. Requires ability to maintain self-control under stressful conditions. Must be able to pass an agency background check. Must be able to work assigned shifts, weekend, and holidays.

Work Hours & Location/Agency Contact: WORK HOURS: Indeterminate shift & days off vary.

WORK LOCATION: Illinois State Police

District 5 Communications Center, 16648 South Broadway Street, Lockport, IL

AGENCY CONTACT: Shae Bruce / Public Safety Shared Services Center

1301 Concordia Court, PO Box 19277, Springfield, IL 62794 PHONE: 217-557-6015

**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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## **Customer Service Supervisor**

Location: Chicago, IL

Requisition ID: 5017368

Posting Date: 4/12/2015

Shift: Flexible

Status: Regular

**GENERAL PURPOSE OF POSITION:** The Customer Service Supervisor (CSS) is responsible for ensuring the highest level of customer service throughout the store. As a leader on the customer service team, the CSS will assist in the supervision of cashiers and customer service associates. This individual will focus on improving the overall customer experience through interaction with customers on the selling floor.

### **SKILLS AND COMPETENCIES:**

Ability to provide outstanding customer service and teach those behaviors

Ability to supervise front end operations effectively

Ability to process information/merchandise through computer system and register system. Ability to maintain a fair, consistent set of standards as they apply to work force. Ability to adjust priorities and manage time wisely in a fast-paced environment

Ability to function effectively in a team environment

Ability to read, count, and write to accurately complete all documentation

Ability to communicate in a clear, concise, understandable manner, listen attentively to others, understand material, and provide instructions to associates

Ability to operate all equipment necessary to perform the job

Ability to stand for extended periods, and to move and handle merchandise, which entails lifting, and perform all functions as set forth above

**ADDITIONAL REQUIREMENTS:** 6+ months of cash handling experience, preferably within a Big Box or Specialty environment. Availability to meet minimum scheduling requirements as set forth by the company including working nights and weekends. Strong interpersonal, communication, organization and follow-through skills. Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

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Markdown Associate  
Location: Chicago, IL  
Requisition ID: 861-896500  
Posting Date: 3/27/2015  
Shift: Flexible  
Status: part time

#### GENERAL PURPOSE OF POSITION:

As part of the sales team, the Markdown Associate will assist in the execution of merchandising and operational functions to Company Standards within a specific department. This individual will be responsible for ensuring markdowns are processed according to company policies and in a timely fashion, ensuring merchandise is properly priced, run markdown reports, provide outstanding customer service to our customers, drive the sales and profitability of the department, and safeguard company assets.

#### RESPONSIBILITIES:

Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge. Ensure merchandise pricing is complete and accurate. Read, comprehend and generate all markdown reports for the store  
Assist in conducting audits of assigned areas, mark out of stocks and locate merchandise that is not priced or damaged and report to upper management as needed  
Maintain an awareness of all promotions and advertisements. Assist in floor moves, merchandising, display maintenance, and housekeeping. Assist in processing and replenishing merchandise and monitoring floor stock. Aid customers in locating merchandise. Communicate customer requests to management  
Participate in year-end inventory and cycle counts  
Assist in ringing up sales at registers and/or bagging merchandise  
Any other tasks as assigned from time to time by any member of the management team

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

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**Retail Engineer/Painter/Carpenter- Maintenance, Full Time: Chicago, IL, Macy's State Street**

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71233175

Overview: Perform the duties necessary to keep the physical structure and associated equipment of the stores in good repair. Perform preventive maintenance and emergency, corrective and routine repairs in electrical, mechanical, fire/life safety, plumbing, and HVAC equipment, painting and minor carpenter repairs.

**Key Accountabilities:**

Performs all assigned tasks in a professional manner as to reflect the highest integrity of the Maintenance Department. Maintains HVAC, electrical, mechanical, plumbing, fire/life safety systems and associated equipment to maximize efficiency levels. Perform maintenance painting and carpenter repairs, other tasks as assigned including but not limited to: caulking mirrors, flooring repairs, ceiling repairs, wall repair, and shelving installation. Performs emergency, corrective and routine repairs of HVAC, electrical, mechanical, plumbing, fire/life safety systems and associated equipment as required. Performs preventive maintenance on equipment and systems per the PM schedule. Maintains routine records of all inspections, preventive maintenance and repairs performed on any equipment or system to ensure compliance with state and federal agencies and local fire marshal regulations. Reads and interprets blueprints. Works as assigned, (day, evening, night, weekends) and as required by emergency situations when directed by the Chief Engineer or Area Director.

Maintain EPA Universal Certification and knowledge of all current legislation and requirements as they relate to EPA Regulations and various state and county regulations pertaining to "CFC" and refrigerant handling laws.

**Skills Summary**

In-depth knowledge of HVAC systems, with EPA certification and license. Strong knowledge and experience in electrical systems, plumbing, mechanical equipment, and the maintenance of this equipment. Ability to work well on his own and maintain a clean and safe work environment Knowledge of personnel safety and safety engineering codes. Ability to read and interpret blueprints.

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**Retail Commission Sales - Women's Shoes, Part Time: Joliet, IL, Macy's Louis Joliet Mall**

Location: Joliet, Illinois

Job Category: Stores

Requisition ID: 71233299

**JOB OVERVIEW:** The Draw vs. Commission Sales Associate is responsible for providing outstanding customer service, meeting hourly sales and Star Rewards goals on a personal and departmental basis, and demonstrating superior product knowledge to customers. To create a shopping experience that will make the customer feel welcome and comfortable. Performs other duties as assigned.

The summary below may not include all the essential functions and qualifications for this position. For more information, we encourage you to review the complete job description by clicking here.

**QUALIFICATIONS:**

**Education/Experience:** No specific educational accomplishment is required. At least six months to one year of previous selling experience is required.

**Communication Skills:** Effective written and verbal skills, ability to interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals. Excellent written and verbal communication skills.

**Mathematical Skills:** Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator.

**Other skills:** Must be able to function as part of a team. Possess a strong sense of urgency. Must enjoy meeting and interacting with customers. Possess a thirst for learning. Ability to collaborate and function as a member of a team. Must possess a strong sense of urgency. Should be comfortable with the use of computers and frequent use of RF equipment.

**Work Hours:** Flexible with scheduling and available to work retail hours, which may include day, evening, weekends, and/or holidays.

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

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**Retail Cosmetics Sales - Beauty Advisor Dior, Full Time: Chicago, IL, Macy's Water Tower Place**

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71233273

The summary below may not include all the essential functions and qualifications for this position. For more information, we encourage you to review the complete job description by clicking here.

**ESSENTIAL FUNCTIONS:**

Assist customers in all aspects of service fulfillment by demonstrating proficient use of proprietary devices and applications; proactively create enhanced shopping experiences through the heightened use of tools, technology and collaboration. Partner with Sales Manager and Counter Manager to identify business driving opportunities and stock needs. Develop a repeat-business customer base in order to regularly communicate: upcoming events, new merchandise receipts and product replenishment to increase incremental sales. Participate in pre-selling and sales driving events as well as processing of new receipts, damages, testers, and return to vendors (RTVs) Attend product training classes and seminars. Regular, dependable attendance & punctuality

**QUALIFICATIONS:**

Education /Experience: High school diploma or equivalent. Previous cosmetic or fragrance sales experience a plus

Communication Skills: Ability to read, write, and interpret labels including warnings and ingredient lists on products. Ability to effectively communicate with and present information to customers, vendors, buyers, peers, and all levels of management

Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator. Must be able to calculate percentages and ratios. Must be able to make change using American Monetary units.

Other Skills: Superior organizational and time management skills. Must be able to build relationships and influence others. Ability to set and achieve goals. Ability to multi-task in a fast-paced environment. Must possess a strong sense of urgency and a thirst for knowledge. Must be able to lead by example.

Work Hours: Ability to work a flexible schedule including days, nights, weekends, holidays, and sales events, based on department and store/company needs.

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

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**Signature Kitchen - Line Cook, Part Time: Chicago, IL, Macy's State Street**

Location: Chicago, Illinois

Job Category: Restaurant/Food Service

Requisition ID: 71233285

**Overview:**

The Line Cook will prepare hot food to individual order according to Food Division and Health Department Standards.

**Key Accountabilities:**

Perform multiple tasks simultaneously to ensure all food orders are complete and executed within our service timing guidelines

Demonstrate knowledge of ingredients and recipes

Coordinate food product between stations to ensure timely completion of orders to customer satisfaction

Follow production lists

Prepare raw ingredients into finished product, per specifications

Put away stock and maintain stock area

Maintain work area and equipment in accordance with sanitation guidelines and Health Department standards

Ensure quality and visual presentation of food produced

Maintain personal hygiene and uniform to Food's Division standards

Maintain work area for safety

Demonstrate expertise in executing job functions quickly, efficiently and accurately to ensure a high quality of output

Assist other associates to ensure all kitchen duties are completed within given time constraints

Assist in order preparation

Assist in line checks performed twice daily

Assist with special events

**Skills Summary:**

Ability to follow direction. Ability to react quickly and efficiently

Ability to work with standard kitchen equipment in efficient and safe manner

Ability to work safely in fast-paced environment

Ability to lift up to 30 lbs. Vocational training and/or previous food experience preferred

Macy's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71233285>

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**Job Title Machinist (Rail)**

Location Skokie, IL, US

Job Type Full - Time Temporary

Department Rail Operations

SALARY TARGET: \$44.35 PER HOUR

Performs all mechanical work on rail car and non-revenue equipment, parts production and repair.

Qualifications

**EDUCATION/EXPERIENCE REQUIREMENTS**

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to furnish the essential hand tools used on this job. Required to perform the physical activities associated with this position. Required to possess a minimum of five years verifiable experience as a machinist in a recognized machine shop.

**PHYSICAL REQUIREMENTS:** Required to lift materials weighing up to 50 pounds. Required to walk, stand, bend, kneel and climb.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Must be proficient in the use and operation of the various machines and hand tools used in machinist work. Must be proficient in reading and interpreting blueprints. Required to understand written and oral instructions. Must possess a thorough knowledge of basic arithmetical operations including fractions and decimals

This is a bargained for position and is not subject to CTA's residency ordinance.

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**Job Title Analyst, Data Analytics**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Data Analytics

Position Summary: Final salary to be determined by the selected candidate's experience and qualifications. Under general supervision, provides data analytics support across the organization including: documenting data needs, extracting and analyzing data, and communicating data findings.

**Qualifications**

**EDUCATION/EXPERIENCE REQUIREMENTS:** Bachelor's degree in Economics, Business, Statistics, Mathematics, Operations Research, Industrial Engineering, Quantitative Analysis, or a related field, plus two (2) years of experience in data management and/or data analysis, or a combination of education and experience.

**PHYSICAL REQUIREMENTS:** Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards. In the field, may be exposed to noise, machinery, and garage environment.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Working knowledge of data management concepts, lifecycles, and methodologies. Working knowledge of electronic reporting (SFTP/FTP, eReporting) protocols/procedures. Working knowledge of data management concepts, data lifecycles, and methodologies. General knowledge of query languages a plus. Strong analytical, problem-solving, and decision-making skills. Good oral and written communication skills. Good organization and time management skills. Strong report preparation and presenting skills. Ability to manage large amounts of data.

Applicants, if hired, must comply with CTA's residency ordinance.

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**Job Title Project Specialist I - Transit Operations**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Transit Operations

SALARY TARGET IS \$43,000.00. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target.

**EDUCATION/EXPERIENCE REQUIREMENTS**

Bachelor's degree in Business Administration or a related field, or an equivalent combination of education and experience relating to this position.

One (1) to three (3) years of applicable experience preferred.

**PHYSICAL REQUIREMENTS:** Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Working knowledge of business analysis standards and processes. Working knowledge of project management methodologies. Working knowledge of administrative management policies and procedures. General knowledge of transit operations. General knowledge of the principles and practices in budget management. General knowledge of pertinent laws and regulations. Advanced computer and analytical skills. Advanced MS Office Suite (Word, Excel, Access) skills. Good oral and written communication skills. Good project management and analytical and decision making abilities. Ability to work with sensitive information while maintaining strict confidentiality. Ability to report findings in a clear and concise manner. Ability to prepare detailed analytical reports. Ability to verify accuracy and completeness of forms and databases. Ability to present information and report updates effectively. Ability to gather and analyze information. Ability to work independently without supervision. Ability to work to collaborate and work in a team environment.

Applicants, if hired, must comply with CTA's residency ordinance.

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**Utility Steward (Job Number: HOT01CDV)**

Work Locations: Hilton Chicago and Towers 720 South Michigan Ave Chicago 60605

A Utility Steward with Hilton Hotels and Resorts is responsible for transporting and cleaning cooking utensils and serviceware in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Steward, you would be responsible for transporting and cleaning cooking utensils and serviceware in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you will be responsible for performing the following tasks to the highest standards:

- Wash dishes and operate the dishwasher to clean all chinaware, silverware and cooking utensils
- Scrub pots and pans
- Burnish, de-tarnish and polish silver
- Stock and maintain supplies and equipment
- Perform cleaning duties including, but not limited to, mopping and removing trash
- Transport and store clean serviceware
- Train other stewards, as needed
- Prepare and place clean serviceware for events and functions

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**Server Assistant - Room Service (Part Time) (Job Number: HOT01EJV)**

Work Locations: Hilton Chicago and Towers 720 South Michigan Ave Chicago 60605

A Server Assistant in the Room Service Department with Hilton Hotels and Resorts is responsible for the retrieval of room service equipment from guest floors and public space areas of the hotel in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Server Assistant, you would be responsible for the retrieval of room service equipment from guest floors and public space areas of the hotel in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Retrieve room service equipment from guest floors, rooms, service elevators, foyers, and public areas.
- Sort and clean all tables and trays.
- Assist food server(s) in setting up trays and tables to expedite incoming orders.
- Ensure tableware is in good and working condition and report any defects for repair.
- Stock, maintain, and clean designated food station(s)
- Respond to guest inquiries and requests and resolve issues in a timely, friendly and efficient manner

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