



## **Cashiers Associate**

Location: Chicago, IL

Requisition ID: 205-800746

Posting Date: 4/21/2014

Shift: Flexible

Bring your passion for fashion to today's Burlington Coat Factory. If you are interested in a career in retail, consider joining one of the largest off price retailers of apparel and home furnishings in the nation. We always have a large selection of quality name brand merchandise at huge savings; coats, clothing and shoes for the whole family, fashionable accessories, home decor, and everything for baby. Burlington means one-stop shopping for labels you love at prices you love even more. With more than 500 stores, we're always looking for good talent that can drive results.

### **GENERAL PURPOSE OF POSITION:**

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

### **FOCUS OF POSITION:**

- Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks
- Deliver excellent customer service and demonstrate a high degree of professionalism

**RESPONSIBILITIES:**

- Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service
- Maintain an awareness of all promotions and advertisements
- Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers
- Communicate customer requests to management
- Enter all media from register into the tally program
- Maintain orderly appearance of register area and supplies stocked
- Any other tasks as assigned from time to time by any manager

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/cashiers-associate-chicago-illinois-job-4397013>

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## **Merchandising Team Associate**

Location: Chicago, IL

Requisition ID: 205-794874

Posting Date: 4/19/2014

Shift: Flexible

Status: On Call

### **GENERAL PURPOSE OF POSITION:**

The Merchandising Team Associate (MTA) will be responsible for the timely flow of merchandise from the receiving area to the sales floor, ensuring the sales floor is continuously well-stocked with new receipts and merchandised according to company standards. The MTA will ensure proper presentation of all new and clearance merchandise and assist with the placement of tables and fixtures for promotional events.

### **RESPONSIBILITIES:**

- Flow Floor Ready merchandise onto the sales floor within 24 hours of receipt while maintaining consistent and compelling merchandise presentation
- Replenish merchandise timely and monitor floor stock levels to ensure the store is properly stocked at all times
- Execute floor moves, merchandising directives, display maintenance and general recovery (i.e., folding, straightening, etc) as directed by the manager on duty
- Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge
- Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge
- Timely and proper placement of merchandise for maximum impact according to Burlington's visual presentation guidelines
- Maintain an awareness of all promotions and advertisements and execute merchandise placement for sales and other promotional events
- Return fitting room "go-backs" and customer returns to the selling floor ensuring they are properly sized and EAS tagged
- Assist in weekly sizing maintenance projects, replace missing merchandise tickets and assist with markdowns when requested by the manager on duty
- Participate in year-end inventory and cycle counts
- Understand the causes of shortage and how to prevent it
- Any other tasks as assigned from time to time by any member of the management team

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Apply online at

<http://careers.burlingtoncoatfactory.com/jobs/descriptions/merchandising-team-associate-chicago-illinois-job-4395360>

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## **Receiving Associate**

Location: Chicago, IL  
Requisition ID: 762-798119  
Posting Date: 4/14/2014  
Shift: Flexible  
Status: Part

**GENERAL PURPOSE OF POSITION:** As a part of the store operations team, the Receiving Associate will process incoming and outgoing freight according to Company standards. Responsibilities in this role will be within 1 of 4 areas: Material Handler, Direct Associate, Processing Associate or Line Handler.

**FOCUS OF POSITION:** Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks. Deliver excellent customer service and demonstrate a high degree of professionalism.

**RESPONSIBILITIES:** Operate handtruck to move, convey, or hoist shipments from shipping and receiving platform to storage or work area

**MATERIAL HANDLER** •Ensure that Central Line and Direct Line have all necessary supplies and clear debris from processing area •Clear processed garments/cartons to staging areas •Ensure the truck is unloaded •Key receive Direct Shipments  
•Verify floor readiness of pre-ticketed cartons and move to floor ready staging area

**DIRECT ASSOCIATE** •Help receive and sort direct cartons when they arrive  
•Prepare and finish appropriate paperwork for Direct cartons  
•Open cartons, sort, hang, and tag products

**PROCESSING ASSOCIATE** •Take unprocessed garments from Line Handler •Check, ticket, and hang garments •Identify errors in garment count and ticketing •Handle hang sorter cartons and bring to floor staging area

**LINE HANDLER** •Open boxes, identify items, and debug garments •Direct unprocessed garments to Production Associates •Identify "exceptions" and remove from regular assembly line •Sort cartons as they come off the Nest-a-flex

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Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/receiving-associate-chicago-illinois-job-4382660>

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## **Merchandiser - Part-Time (Schaumburg & NW Suburbs)-1403162**

### Description

The Merchandiser is responsible for providing high-quality merchandising support for Dr Pepper Snapple Group brands to retail stores within an assigned territory.

### Position Responsibilities

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

Pay Rate: \$11.30/hr + \$0.39/per mile

Schedule: Saturday & Sunday MANDATORY

Possibility of 1 or 2 days during the week

Shift: 6AM - Until Finished (est. 2:30PM)

Route Area: Northwest Suburbs

### 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

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. EOE Minorities/ Females/ Protected Veterans/ Disabled.

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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Drinks on Me Catering

**Job Title: Chicago Bus Person Jobs**

Job ID: 6752611

Job Type: Weekends

Shift Type: Afternoon, Night

Compensation: \$12 hr + tips

Experience: < 1 Year

References: Preferred

P.O. Box 377724 Chicago, IL

Woodlawn

Local catering company needs upbeat experienced banquet staff.

Job Description: We are currently looking to hire a few good banquet servers, bartenders, captains, bussers and bar backs for our upcoming events.

*No walkins or phone calls will be considered. Please apply online*

Please email your resume and availability to [i83jyoksav@jobs.shiftgig.com](mailto:i83jyoksav@jobs.shiftgig.com). No phone calls please.

Requirements & Skills: Must be 21+, able to work evenings and weekends.

**Job Title: Chicago Bus Person Jobs / The Fireplace Inn**

Job ID: 6740057

Job Type: Weekends

Shift Type: Morning, Afternoon, Night

Compensation: N/A

Experience: < 1 Year

References: Preferred

1448 N Wells St Chicago, IL

Old Town, Near North Side

Hiring Experienced Bussers / Expeditors

Job Description

Experience a must! Must work weekends.

*No walkins or phone calls will be considered. Please apply online*

Apply online at [http://www.shiftgig.com/job/chicago/il/bus-person-job-openings-at-fireplace-inn-6740057?utm\\_campaign=Engagement&utm\\_medium=Email&utm\\_source=New-Job-Posted&utm\\_content=6740057](http://www.shiftgig.com/job/chicago/il/bus-person-job-openings-at-fireplace-inn-6740057?utm_campaign=Engagement&utm_medium=Email&utm_source=New-Job-Posted&utm_content=6740057)

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DINOTTO Ristorante

**Job Title: Chicago Bus Person Jobs**

Job ID: 6754127

Job Type: Part Time

Shift Type: Afternoon, Night

Compensation: Min. + Tips

Experience: 1-3 Years

References: Preferred 215 W North Ave Chicago, IL

River North, Near North Side

Summer is coming (eventually!)

Requirements include:

- \* Flexible schedule
- \* ONE YEAR Experience working in a similar environment
- \* Great attitude, communication skills, and self-motivation
- \* Legendary Customer Service skills

Principle Duties and Responsibilities:

Set up and/or break down of stations.

Maintain good communication with team members and leadership

Abide by all safety and sanitation practices

Excellent customer service

Personable, professional, fast and honest

Possess and demonstrate clear understanding of company quality, standards, late policies, dress code, and any specific store standards.

Perform other duties, as assigned.

Knowledge, skills and abilities required:

Ability to follow clear instructions

Ability to read, write and understand English.

Adept at trouble-shooting/problem solving

Good communication and organizational skills

Ability to work well with others and take direction

Ability to work a flexible schedule, including nights & weekends

Ability to use a computer

Please apply in person between the hours of 2 - 4 pm ONLY MON-FRIDAY ONLY

Requirements & Skills

Flexible Schedule Required, Servers must be 21+, Food handler Certification will be required.

**Please apply in person between 2-4 pm ONLY MONDAY - FRIDAY at 215 W. North Avenue, Chicago (in Old Town)**

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## **Mariano's**

Welcome to the application process for Mariano's! Our employees are friendly and knowledgeable, creating a warm and welcoming shopping experience. To make sure we hire the best, we have a very thorough application and interview process. Here is what to expect and a few tips to help you through the process.

- The online application could take you 15 minutes to 60 minutes to complete based on the length of your career.
- Please write down your User ID and password after you create your account, as you will be using them going forward.
- You will need your job history detail including exact dates in each job/company, supervisors' names and their contact information.
- You will need details of your education history.
- While in the application, if you have no keyboard activity for 10 minutes, you will be timed out of the system. You can keep the system from timing you out if you type any key before the 10-minute increment has passed. If you have to log in again, make sure you enter through "careers" on the website's home page.
- At the end of each page, you must "Submit" or "Continue" and then "Confirm" in order to progress to the next page.

After you successfully submit your application, your information will be reviewed by those hiring for the store. If you have not heard from us within 30 days, you can reapply using the User ID and password you created at the beginning of this process. Your profile is retained, so you will not have to re-enter it. Just follow the screen prompts to reapply.

Thank you very much for your interest in our stores and we wish you luck with your application.

Because some of our job opportunities have legal minimum ages, please select the age that applies to you from the drop down list below...and continue. You will be setting up your account and completing the application during this session.

Again, thank you for considering us in your job search.

Apply at <http://www.marianos.com/apply>

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**Cashiers Wanted: Confidential Posting**

Location: Melrose Park, IL 60160 & Bellwood, IL

Industries: Retail

Job Type: Full Time Employee

Career Level: Entry Level

Job Reference: Code000076644501

CASHIERS WANTED - FT Chicago area Currency Exchange Locations seeking FT Cashiers for Midnight Shift. Bilingual Preferred.

*Apply In Person At: Melrose Park: 2225 W. North Ave AND Bellwood: 601 Mannheim Rd.*

**General Labor**

Unistaff Inc. - Bedford Park, IL

Immediate Openings

General Labor

Bilingual

1st shift

\$8.25

*Please come to or contact our Chicago Office for application  
4068 w 26TH Street Chicago, IL., 773-257-0022*

**Inventory Associate**

Trunk Club-Chicago

Job Description- Assist Receiving Lead with unpacking/tagging/folding new product

- Assist Inventory Leads with team projects - Releasing new product to the shelves

- Pulling for RAs/RTVs - Running returned trunk product back to the shelves

- Folding product from IHO fittings and running to the shelves

- Maintaining knowledge of new and old product (know vendor names, styles, colors, etc.) - Maintaining knowledge of dry cleaning/damage/tagging procedures

Type of

Job: Part Time

Job Location: Chicago, Illinois 60623

Job Requirements- 2-4 years of retail experience - You're willing to get your hands dirty to get a task completed - You have a flexible schedule- ability to work late/early

weekdays and weekends is required - You're looking to get your foot in the door with a cool startup company - Your attitude is positive and you work well with a team

NOTE - this is not a sales/stylists or customer-facing role

<http://www.trunkclub.com/careers>

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### **Service Cashier / Filer**

#### Job Description

File away all service invoices on a daily basis answer phone calls as well as make reservations, close/invoice service tickets and cash out customers.

Salary: TBA

Type of Job: Part Time

Job Location: Melrose Park, Illinois

*Apply in person*

*Al Piemonte Ford*

*2500 North Ave*

*Melrose Park, IL 60131*

### **Part-Time Servicer (6)**

Location: Markham

Office: Revenue Services

Department: Maintenance

#### Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling company vehicles, while accurately recording both. Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed. Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

#### Qualifications:

Qualified candidate must be 21 years of age and have, or be able to obtain, a valid class "B" Commercial Driver's License with Passenger and Airbrake endorsements, have knowledge of service area and the ability to operate all company equipment. The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must be capable of heavy lifting. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=665](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=665)

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### **Telephone Operator I (part-time)**

Salary: \$9.20 per hour

Type of Job: Part Time

Job Location: University Park, Illinois

#### Job Description

The position will greet visitors and students. The position will also answer, assist, and direct all incoming calls received at the switchboard. Disseminates information regarding university events.

Provides accurate information to all callers. Maintains console database for individual workstation, handles complaints, and emergency calls. Assists in creating and maintaining spreadsheets. creating documents, data entry for databases, and providing customer service.

The work schedule for this part-time position is Monday - Friday, 5 p.m. to 8 p.m. and Saturdays, 8:30 a.m. to 12 p.m. Totaling 18.5 hours/week. Possible additional hours Monday through Friday before scheduled shift.

#### Minimum qualifications:

1. Must be a resident of the State of Illinois.
2. Excellent oral communication skills.
3. Basic knowledge of operating a computer.
4. Must be able to sit 7.5 hours or more each day.
5. Must have manual dexterity.
6. Ability to speak and hear at a normal level, with or without accommodation.

Contact Name: Pulchratia Kinney-Smith

Address: 1 University Parkway  
University Park, IL 60484-0975

Phone: 708-235-7466

Fax: 708-534-1642

#### Application Instructions

This is a civil service position. All civil service positions at Governors State University require qualified applicants to pass a civil service exam. Applicants who meet the minimum qualifications will be invited to test for this position via e-mail.

<https://employment.govst.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1398345649576>

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**Position Type** Temporary Administrative  
Classification Title Early Head Start Home Visitor  
Position's Functional Title Early Head Start Home Visitor  
Position Start Date 04-01-2014  
Position End Date 08-31-2014  
Department Family Dev. Center Admin., CE  
Location: University Park

#### Position Summary

The Family Development Center at Governors State University seeks to fill the position of Early Head Start Home Visitor.

This position is responsible for carrying a caseload for the Early Head Start home visiting program, providing weekly home visits using the P.A.T curriculum.

#### Minimum Qualifications

- B.A./B.S Child Development, Family Studies, ECE or related field
- Demonstrated knowledge of or experience with adult education and family dynamics
- Valid driver's license and insurance with clean driving record

#### Preferred Qualifications

- Certified P.A.T Educator and/or previous experience with Early Head Start/Head Start program

Posting Date 04-09-2014

Closing Date Open Until Filled

**Special Instructions to Applicants** A complete application will include a cover letter addressing experience and qualifications for this position, a resume, and a list of three to five professional references with their contact information.

References will not be contacted without prior notice to the applicant. Transcripts which support your qualifications for this position are also required.

Posting Number: 0201526

<https://employment.govst.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1398365281348>

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## **Business Development Representative**

Job Code: 116388

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 90-100%

Job Type: Full Time

Minimum Education Required: Bachelor's Degree

Category: Marketing/Advertising

FTE: 1

### **Position Summary:**

The Hospital is seeking a full-time Business Development Representative who has prior experience marketing healthcare programs!

This newly added employee will be responsible for marketing our new Neuroscience and Trauma programs, as well as the other facility programs. Come be a part of our winning team of professionals and make a difference!

### **Requirements**

#### **Job Requirements:**

- Bachelor's Degree in Marketing, Healthcare, Sales or related field preferred.
- 1-3 years of experience within healthcare marketing and business development preferred.
- Specific experience/knowledge within a Neuroscience program and/or Trauma-focused program in a behavioral health or substance abuse facility a plus!
- Ability to create and maintain relationships with professional organizations and government agencies.
- Overall knowledge and working experience within the Chicagoland healthcare industry.
- Must have excellent verbal and written skills and the ability to present professionally in public speaking engagements.
- Must have a valid Driver's License with proof of insurance.
- Fluent in Microsoft suite applications along with strong overall computer skills.
- Must be self-motivated, results-oriented individual who is customer focused.

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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### **Part-time Public Programs Facilitator**

Reporting to the Public Programs Coordinator, the part-time Public Programs Facilitator is responsible for delivering learning experiences, primarily for families and adults. With the Public Programs Coordinator, the facilitator will also develop new programs and modify existing programs. Tasks and working hours vary widely by season. In the summer, tasks include mostly program development and prep, consisting of a 14 hour per week schedule. In the fall, tasks include program development and facilitation for up to 21 hours per week.

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Attention to detail, and ability to prioritize tasks appropriately.
- Proven ability to develop and implement a wide variety of programs for diverse audiences.
- Knowledge of informal education principles and practices.
- Able to foster a positive a team environment.
- Have excellent oral and written communications skills.
- Possess a flexible approach to daily responsibilities.
- Courteous and respectful with team members, volunteers, zoo visitors and general public.
- Must be comfortable working with children and adults from culturally and linguistically diverse groups.
- Able to interact comfortably with learners of varying abilities.
- Proven experience working with various audience groups with an interactive non-lecture approach to teaching.
- Exhibit a passion for conservation education.
- Flexible availability to include evenings, overnights, weekends, and some holidays throughout the entire year.

**EDUCATION REQUIREMENTS** • Bachelor's degree in education, biology, zoology, environmental science or similar required.

**EXPERIENCE REQUIREMENTS** • Proven experience working with various audiences with an interactive non-lecture approach to teaching. • Proven ability to develop and implement a variety of informal education programs. • Experience working with culturally, linguistically, and developmentally diverse learners. • Experience utilizing informal education principles and best practices.

**PHYSICAL REQUIREMENTS** • Capable of standing for long periods of time and working in a variety of weather conditions. • Able to regularly walk up stairs and move equipment on a rolling cart up to 100 pounds. • Able to lift and carry program supplies weighing up to 50 pounds.

All employment queries should be directed to: Human Resources [hrjobs@lpzoo.org](mailto:hrjobs@lpzoo.org)

To complete an application for employment at Lincoln Park Zoo, [download and open this PDF](#), fill in your information, save the form and e-mail it to [hrjobs@lpzoo.org](mailto:hrjobs@lpzoo.org). We require a cover letter, resume, and application for all positions. Incomplete submissions will not be reviewed. Lincoln Park Zoo is an equal opportunity employer.

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### **Seasonal Membership Sales Staff**

Lincoln Park Zoo is dedicated to connecting people with nature by providing a free, family-oriented wildlife experience in the heart of Chicago and by advancing the highest quality of animal care, education, science and conservation.

#### **Job Responsibilities:**

Proactively initiate and close sales of Lincoln Park Zoo memberships and/or ADOPT an animal sponsorships, and solicit philanthropic donations.

Provide clear explanation of membership benefits and discounts.

Provide new members or ADOPT an animal sponsors with appropriate fulfillment materials. Handle cash as well as operate credit card processing equipment, with training, as appropriate. Balance daily cash kiosk banks. Assist with other areas of membership sales and fulfillment as needed. Set-up and breakdown outdoor membership kiosk and manage inventory. Move membership kiosk cart as needed when zoo special events occur. Serve as a positive representative for the Membership Department and Lincoln Park Zoo, including providing excellent customer service and greeting all guests.

**Knowledge, Skills and Abilities:** Enthusiastic, outgoing, and friendly. Able to approach zoo visitors and sell memberships and ADOPTs. Motivated to meet and exceed monthly sales goals. Able to communicate clearly with diverse audiences. Able to interact courteously and respectfully with supervisors, fellow employees, volunteers, zoo visitors and the general public. Eager to learn about the zoo's exhibits, events and conservation projects and share this knowledge to engage potential members. Able to work weekdays, weekends and holidays.

**Education Requirements:** High School degree (or equivalent). Some college (especially Sales, Business, or Marketing experience) preferred.

**Experience Requirements:** Experience in sales and/or customer service preferred.

**Physical Requirements:** Ability to remain on feet for several hours. No allergies to plants or animals. Ability to work outdoors in all weather conditions. Ability to bend, stoop and reach as needed to set-up and breakdown membership kiosk display. Ability to move membership kiosk cart as needed.

All employment queries should be directed to: Human Resources [hrjobs@lpzoo.org](mailto:hrjobs@lpzoo.org)

To complete an application for employment at Lincoln Park Zoo, [download and open this PDF](#), fill in your information, save the form and e-mail it to [hrjobs@lpzoo.org](mailto:hrjobs@lpzoo.org). We require a cover letter, resume, and application for all positions. Incomplete submissions will not be reviewed. Lincoln Park Zoo is an equal opportunity employer.

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### **Executive Assistant**

As a key member of the Development Department, the Executive Assistant provides professional clerical and administrative support to the Vice President for Development and other development staff to ensure the zoo reaches its ambitious fundraising goals. Responsible for assisting the daily administration and operations of the Development Department, including handling internal and external correspondence and assisting with departmental functions and activities. Responsible for monitoring and managing office supplies, coordinating scheduling of meetings and facilities, including behind-the-scenes tour requests, coordinating departmental administrative projects, training and supervising clerical volunteers, and providing support to Development Department staff members for the development and implementation of programs.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Proficiency in Microsoft Office essential, IBM Cognos and Raiser's Edge a plus
- Strong organizational, interpersonal and oral/written communication skills are essential
- Meticulous attention to detail
- Previous experience supporting executive-level staff or equivalent
- Ability to work independently and proactively
- Ability and willingness to work cooperatively with others
- High degree of discretion in dealing with confidential information
- Capacity to effectively prioritize multiple tasks in a fast-paced environment
- Outstanding customer service skills including ability to interact courteously and respectfully with supervisors, fellow employees, volunteers, zoo visitors and general public

**EDUCATION REQUIREMENTS:** Bachelor's degree recommended. A comparable combination of education, experience or training that would provide the level of knowledge, skills and ability required may also qualify individuals.

**EXPERIENCE REQUIREMENTS:** Minimum of four to six years related experience. Some professional experience in development preferred.

### **ADDITIONAL REQUIREMENTS**

Available to work special events, some of which may occur outside of regular work schedule, as assigned.

All employment queries should be directed to:

Human Resources [hrjobs@lpzoo.org](mailto:hrjobs@lpzoo.org)

To complete an application for employment at Lincoln Park Zoo, [download and open this PDF](#), fill in your information, save the form and e-mail it to [hrjobs@lpzoo.org](mailto:hrjobs@lpzoo.org). We require a cover letter, resume, and application for all positions. Incomplete submissions will not be reviewed. Lincoln Park Zoo is an equal opportunity employer.

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
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## **Retail Sales Associate**

To work as a cashier, assist in restocking the sales floor, assist in checking new merchandise in , greet the guests as they enter the store and assist them with any questions they may have. • Enters sales into the register and balances cash drawer daily. • Greets and welcomes all guests entering the shop, as well as thanking them for supporting the Zoo when they leave. • Advises school groups on the shop rules. • Monitors crowd levels and potential shoplifting situations, alerting management to any problems. • Follows all shop policies and procedures and seeks management assistance when needed. • Assists in straightening and restocking of shelves during slow periods. • Answers Zoo related questions. • Knowledgeable in store merchandise. • Adheres to all loss prevention guidelines and procedures. • Perform various tasks and other duties as assigned.

### **KNOWLEDGE, SKILLS & ABILITIES**

• Knowledge of customer service and retail operations. • Skill in effectively resolving difficult customer service. • Skill in presenting a pleasant, service-oriented persona, able to deal persuasively with zoo guests, customers and vendors. • Ability to express oneself clearly and effectively in oral and written form. • Ability to read and understand written and oral instructions. • Ability to represent the Zoo in a professional manner at all times. • Well-developed interpersonal skills. Ability to get along with diverse groups. Tactful and mature. • Ability to interact courteously and respectfully with supervisors, fellow employees, volunteers, zoo visitors and general public

**EDUCATION REQUIREMENTS:** High School degree (or equivalent)

### **ADDITIONAL REQUIREMENTS**

Available to work special events which may occur outside of regular work schedule as assigned.

All employment queries should be directed to:

Human Resources [hrjobs@lpzoo.org](mailto:hrjobs@lpzoo.org)

To complete an application for employment at Lincoln Park Zoo, [download and open this PDF](#), fill in your information, save the form and e-mail it to [hrjobs@lpzoo.org](mailto:hrjobs@lpzoo.org). We require a cover letter, resume, and application for all positions. Incomplete submissions will not be reviewed. Lincoln Park Zoo is an equal opportunity employer.

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### **Customer Service Representative**

U-Haul Moving Centers  
U-Haul Moving & Storage of Avondale  
3250 N Kedzie Ave  
CHICAGO , IL

#### Description:

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment. - Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

#### Requirements:

A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 6am to 8pm  
Mon - 6am to 8pm  
Tue - 6am to 8pm  
Wed - 6am to 8pm  
Thu - 6am to 8pm  
Fri - 6am to 8pm  
Sat - 6am to 8pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=126445&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=126445&mode=)

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**Detail Specialist**

U-Haul Repair Facilities  
Forest Park Shop  
FOREST PARK, IL

Description:

We are looking for a Detail Specialist to ensure that trucks, trailers and other equipment are thoroughly cleaned inside and out.

This person will apply protective dressings to vinyl and rubber surfaces, clean inside and outside of truck cabs and van boxes, clean mirrors and windows, and make sure all equipment is "customer ready."

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

- Sun - NA
- Mon - 6am to 3pm
  
- Tue - 6am to 3pm
- Wed - 6am to 3pm
  
- Thu - 6am to 3pm
- Fri - 6am to 3pm
  
- Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=129344&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=129344&mode=)

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**Reservation Manager**

U-Haul Regional Marketing Offices  
UHC of Chicago and Chicago Western Suburbs  
1955 W North Ave  
MELROSE PARK, IL

Description:

Direct incoming U-Haul equipment to dealerships and moving centers to fill every confirmed reservation.

Assist in controlling rental equipment inventories within the assigned marketing company geographic area to balance customer requirements with rental equipment supply.

Monitor current competitor rates and maintain inventory records. Update, review and audit reports which indicate equipment inventory levels, etc.

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 9am to 5pm  
Mon - 7am to 7pm

Tue - 7am to 7pm  
Wed - 7am to 7pm

Thu - 7am to 7pm  
Fri - 7am to 8pm  
Sat - 7am to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=129522&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=129522&mode=)

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**General Manager - Trainee**

U-Haul Regional Marketing Offices  
Uhc Chicago S & Sw Suburbs  
11855 S Cicero Ave  
ALSIP, IL

Description:

In a training capacity, observe and perform duties and operations necessary to qualify for the job of General Manager of a moving center.

Learn cash management policies and procedures necessary to direct a profitable center.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA  
Mon - 7am to 5pm

Tue - 7am to 5pm  
Wed - 7am to 12pm

Thu - 7am to 5pm  
Fri - 7am to 5pm

Sat - 7am to 3pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=130447&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=130447&mode=)

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