



## **Vehicle Service Attendant-Service Agent in Chicago Illinois United States**

As a Seasonal Vehicle Service Attendant, you will work behind the scenes in an outdoor environment to ensure customer satisfaction during the rental pick up process. In this role, you will be responsible for maintaining the cleanliness of our fleet while also performing regular, non-mechanical maintenance tasks such as checking tire pressure, fluid levels and fuel vehicles in a timely and safe manner. If you love working in a fast-paced environment, are detail oriented and possesses good communication skills, this position is for you!

### **Vehicle Service Attendant Requirements:**

- Must be 18 years of age or older
- High school diploma or equivalent or preferred
- 6 months of prior work experience preferred
- Physical ability to move in and out of vehicles
- Effective verbal communication skills to communicate with customers, co-workers and management
- Must be willing to work outdoors in all types of weather conditions
- Must be willing to work various shifts including weekends, nights, and holidays
- Driving experience with a valid Drivers License (as mandated by state and location) and a good driving history
- Willing to complete pre-employment testing, drug screen and background check

Get your GO on! Avis Budget Group is an EEO Employer - Minorities / Females / Protected Veterans / Disabled.

Employee Type: Full Time  
Required Experience: None Selected  
Category: General Labor  
Career Level: Experienced (Non-Manager)  
Required Education: High School/GED  
City: Chicago State: Illinois Zip Code: 60666 Country: USA  
Job Title: Vehicle Service Attendant-Service Agent  
Requisition Number: 212670  
City: Chicago  
State: IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-service-attendant-service-agent/47297156/job/>

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## **Vehicle Return Associate in Chicago Illinois United States**

Your passion for helping customers with their needs - whether it's directing customers as they return their rental car ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the rental vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait - makes you an important part of our Avis Budget Group Team.

In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

To begin, you'll need the following:

- High school diploma

- At least 1 year of prior Customer Service experience

- Good communication skills

- Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must!

- Willingness to learn and help others

- Motivation and dependability

We provide you:

- Competitive pay

- Medical, Dental, Vision & 401K

- Full training to learn the business and enhance your professional skills

- Paid vacations, car rental discounts & much more!

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer - Minorities / Females / Protected Veterans / Disabled

Job Title: Vehicle Return Associate

Requisition Number: 212689

City: Chicago/Midway

State: IL

Country: US

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-return-associate/47297129/job/>

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## **Parts Clerk in Chicago Illinois United States**

Basic Function: Order all parts from local vendors, maintain inventory, run inventory reports, stock order reports, remove obsolescence, order parts from National Account Vendors. Maintain warranty parts and dispose of parts at appropriate intervals. Order and maintain appropriate tire inventory.

Reports To: Supply Chain Manager

Skills Required:

Extensive computer knowledge of ADP ERO system, Word, Excel, Phone skills, organizational skills, detail oriented.

Scope: Maintain files, order parts and other duties as assigned by City Supply Chain Manager.

Work Performed:

- 1) Placing Parts orders through appropriate parts suppliers. Utilize National Account Purchasing vendors.
- 2) Create Electronic Purchase Orders, subject of approval of M&D; Manager. Receipt parts against electronic PO.
- 3) Receiving and distributing parts to technicians, logging parts into system, parts pricing, parts numbers, due dates, to reduce down time.
- 4) Follow-up for parts on back order both for in-house AVIS repairs as well as for body shop repairs.
- 5) Complete quarterly parts inventory.
- 6) Bulk relieving parts from inventory, Oil filters, cig. Lighters, ash trays, etc. Control inventory, returning obsolete, overstock, wrong parts delivered, including body shops.
- 7) Organizing Parts room, and maintaining tire inventory. Handling special orders, tires, windshields, wheels, trim. Order all windshields, other glass on daily basis.
- 8) Posting parts to repair orders and reviewing RO's in absence of Supply Chain Manager.
- 9) Order all building maintenance and cleaning supplies.
- 10) Answer phones; coordinate other duties as assigned by Supply Chain Manager.

Job Title: Parts Clerk

Requisition Number: 211810

City: Chicago

State: IL

Country: US

Apply online at <http://avisbudgetgroup.jobs/chicago-il/parts-clerk/47100193/job/>

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## **Driver-Shuttler-Hiker in Chicago Illinois United States**

As a Driver, you will work full-time, outdoors transporting our rental vehicles to and from various locations safely. You will assist other Avis Budget Group associates in maintaining a smooth and safe traffic flow throughout check in area and conduct the final inspection ensuring proper vehicle cleanliness; appearance and readiness meet company standards. You will also identify and report any vehicle damage.

Excellence is rewarded at every level. From our "best in class" recognition for top sales performance to our CEO acknowledgements for outstanding customer service, Avis Budget Group is committed to acknowledging and rewarding you for a job well done.

Basic Qualifications/Minimum Requirements: \* Must have a high school diploma \* At least 6 months of prior work experience \* Valid driver's license and a good driving record \* Must be willing and able to work a flexible schedule including nights, weekends and holidays

We provide you: \* \$7.85/hour \* Corporate discounts, car rental discounts & much more! If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Employee Type: Full Time

Required Experience: 0-1 Years

Category: Transportation

Career Level: Experienced (Non-Manager)

Required Education: High School/GED City: Chicago State: Illinois Zip Code: 60666

Country: USA

Job Title: Driver-Shuttler-Hiker

Requisition Number: 209773

City: Chicago/Midway

State: IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/driver-shuttler-hiker/46742374/job/>

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**Business Systems/I-PASS Customer Service Representative \$12.29/Hour (G-13)**

**\*\*Please Note\*\*** When applying for multiple counties, you must complete one (1) application for each county for which you are applying.

*DuPage North Cook Lake County  
Central Administration O'Hare Oasis Lake Forest Oasis  
South Cook Boone/Winnebago  
Lincoln Oasis Belvidere Oasis*

**JOB QUALIFICATIONS:** To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

**EDUCATION:**  Must be a high school graduate or GED equivalent.

**EXPERIENCE:**  Three (3) years customer service skills are required.

**THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:**

Must possess excellent customer service and multitasking skills.  Must be a team oriented individual.  Previous cash handling experience is required.  Must be proficient in Microsoft Word, Excel, and Outlook.  Excellent interpersonal and verbal communication skills are required  Willingness to cross-train in other areas is required.  Ability to work rotating shifts between the hours of 6:45 a.m. to 6:30 p.m. at various locations is required  Must be willing to travel.  Qualified candidates must score a 75% or higher on a written exam in order to be granted an interview.

**Ways to apply**

Online: Complete the Illinois Tollway application, save it to the computer and email it to [Jobs@getipass.com](mailto:Jobs@getipass.com)

In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.

By mail: Send the completed application to:

Illinois Tollway – Human Resources  
2700 Ogden Avenue  
Downers Grove, IL 60515

4800 W. Chicago Avenue, Chicago, Illinois 60651  
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**Job Title: Executive II - Opt N1**

Agency: Healthcare & Family Services

Closing Date/Time: Fri. 05/30/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: CS2955

**Minimum Requirements:**

Requires knowledge, skill, and mental developments equivalent to completion of four years of college, preferably with courses in business or public administration; requires two years of responsible administrative experience in a public or business organization; requires ability to travel.

**Specialized Skills:** Requires proficiency in the use of computer systems to develop and conduct training, including the Key Information Delivery System (KIDS), State Disbursement Unit, FSIS, CSENet, IV-A Computer System, MS PowerPoint, MS Word, MS Excel, Snagit, and Camtasia, requires proficiency in web-based applications such as GoToWebinar, GoToMeeting, QUICK, and other Internet resources and websites; requires presentation skills and proficient writing skills relative to the development of training materials; requires knowledge of CSS Policy and Business Practices relative to complex financial aspects of the Child Support Program.

**Work Hours & Location/Agency Contact:** Work Hours: 8:30 – 5:00

Location: Healthcare & Family Services (DCSS) Administrative Support (50)

Resource Center 36 South Wabash Chicago, IL 60603 (Cook County)

Agency Contact: Brenda Young 36 South Wabash Avenue Chicago, IL 60603

Work #: (312) 793-9807 Fax #: +1 (312) 793-9808

**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 N1 - Healthcare & Family Srvs**

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**Job Title: Lottery Sales Representative**

Agency: Lottery

Closing Date/Time: Thu. 05/29/14 5:00 PM Central Time

Salary: \$3,891.00 - \$5,797.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: LOT 8570

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in marketing, public relations or business administration; requires two years progressively responsible experience in marketing, sales or a promotional field. Requires extensive knowledge of sales and marketing principles, practices and techniques; requires working knowledge of methods and techniques of disseminating information in a clear, concise and effective manner. requires initiative, skill and resourcefulness in graphically presenting promotional and sales programs and evaluating their resourcefulness; requires ability to independently complete ongoing assignments and to meet deadlines within rigid time frames; requires ability to communicate effectively with the public, officials, community groups and others, either orally or in writing; requires ability to meet people easily and establish and maintain good working relationships with the public and agency personnel, and use diplomacy and tact in dealing with controversial matters; requires ability to apply and interpret the lottery law, rules and regulations, and agency policies as they affect day-to-day operations; requires ability to independently conduct survey and studies and prepare reports of findings and recommendations in a logical and valid manner; requires ability and willingness to travel frequently and for extended periods of time, often keeping irregular hours. Requires possession of an appropriate valid driver's license. *\*Chosen candidate must live within 25 miles of Territory 105 which encompasses North and Northwest Chicago.* Work hrs & Location/Agency Contact: Work Hrs: 8:00 AM-4:30 PM Work Location: Headquarters 586 Territorial Drive Bolingbrook, IL (Territory 105 which encompasses the North and Northwest Chicago areas)

Agency Contact: A & R Shared Services Center

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

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

**How to Apply:** This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Office Coordinator - Opt 1**

Agency: Healthcare & Family Services

Closing Date/Time: Fri. 05/30/14 5:00 PM Central Time

Salary: \$2,968.00 - \$4,140.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: CS2956

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs complex and specialized accounting procedures to achieve the service of income withholding orders or to otherwise dispose of delinquency referrals; reviews and analyzes accounts through the comparison of Illinois Department of Healthcare and Family Services (HFS) computer records and Clerk of the Court payment records to determine the correct delinquency amount; gathers information and issues notices of delinquency; gathers information and issues referrals for accounts in need of adjustment; establishes and monitors tracking procedures

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation.

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

Location: Division of Child Support Services Community Outreach (50)

36 South Wabash Avenue Chicago, IL 60603 (Cook County)

Agency Contact: Brenda Young

36 South Wabash Avenue Chicago, IL 60603

Work #: (312) 793-9807 Fax #: +1 (312) 793-9808

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 - General**

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**Job Title: Office Coordinator - Opt SS2**

Agency: Healthcare & Family Services

Closing Date/Time: Mon. 06/02/14 5:00 PM Central Time

Salary: \$2,968.00 - \$4,140.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: CS2962

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs complex and specialized accounting procedures to establish default support amounts and to enforce support orders, or to otherwise dispose of delinquency referrals; reviews and analyzes accounts through the comparison of Illinois Department of Healthcare and Family Services (HFS) computer records, State Disbursement Unit (SDU) financial records, and Clerk of the Court payment records to determine correct unpaid support amount; establishes and monitors tracking procedures; translates information into Spanish for people who cannot read or speak English.

Minimum Requirements: Requires knowledge skill, and mental development equivalent to two years of secretarial/business college; or, completion of high school and two years of related office experience; or two years of independent business experience. Requires extensive knowledge of office practices, procedures, and programs; requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires ability to type accurately at 30 words per minute. Requires the ability to speak and write Spanish at a colloquial skill level.

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

Location: Division of Child Support Services Aurora Regional Office (55)

280 E. Indian Trail Aurora, Illinois (Kane County)

Contact Person: Kathy Hunter / Division Of Child Support Services

509 South Sixth Street Springfield, Illinois 62701 217-557-3900 Ofc 217-557-1676 Fx

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 SS2 - Spanish Speaking/Typing

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**Job Title: Health Information Associate**

Agency: Human Services

Closing Date/Time: Mon. 06/02/14 4:00 PM Central Time

Salary: \$3,063.00 - \$4,316.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: EMHC-14-1601

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to two years of college and one year of health related office experience or completion of high school and three years of health related office experience. Requires extensive knowledge of the principles and practices of health information records maintenance. Requires working knowledge of department codes, rules and regulations as related to health information records and state and federal laws governing use of health information in disclosures and court actions. Requires knowledge of medical, psychological and psychiatric terminology. Requires ability to use personal computers, hardware and software applications and the ability to abstract, analyze and interpret health information records and data. Requires the ability to effectively communicate and maintain working relationships with staff, patients and the general public.

Work Hours & Location/Agency Contact: 7:30am - 3:30pm  
Elgin Mental Health Center ; Health Information Management

Contact: Human Resource Office  
Elgin Mental Health Center  
750 S State St., Elgin, IL 60123  
Fax: 847-429-4933

**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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## Usher

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct
- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As an usher at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/usher>

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## Dishwasher

As a Dishwasher, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You maintain clean and sanitary conditions of all cooking utensils, flatware, china, and stemware. In addition, you maintain a clean and safe environment in all back-of-house areas. Easier said than done, right?

Let's break it down into your soon-to-be responsibilities:

Clean and sanitize all cooking utensils, flatware, china, stemware and workstation throughout the shift.

Sweep and mop the stockrooms and walk-in refrigerator nightly.

Maintain dishwashing equipment by following manufactures' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you help run a food and beverage operation like a well-oiled machine?

As a Dishwasher at AMC, you'll need to demonstrate:

Ability to work at a fast pace while standing for long periods of time.

Complete basic food handling training and obtain any local or state mandated certification.

Possess good verbal communication skills.

Ability to follow instructions on safe use of all chemicals/cleaning materials.

Ability to work with minimal supervision.

Ability to, walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If making a difference, receiving great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/dishwasher>

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## Cashier

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Complete ticket purchase transactions by:

Greeting each guest and identifying tickets requested

Reading a computer screen, operating a keyboard or dispensing manual tickets

Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change

Thanking the guest

Ensure the security of all box office cash and tickets

Keep box office clean and well organized and update box office signage

Distribute and understand how to operate assisted moviegoing equipment

Enforce ratings to keep underage guests from accessing auditoriums with adult content

Perform daily box office maintenance duties and complete various reports as needed

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a cashier at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Ability to communicate and work effectively with guests in high-volume setting

Good verbal communication skills as well as math and cash handling skills

Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/cashier>

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## Concessionist

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items
- Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change
- Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock
- Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms
- Perform daily concession maintenance duties
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a concessionist at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Capability to communicate and work effectively with guests in a high-volume setting
- Good verbal communication skills as well as math and cash-handling skills
- Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/concessionist>

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## **Booth crew member**

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre. You'll build-up and tear down prints and perform maintenance on the projectors. You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer. What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

- Deliver a comfortable, distraction-free, and picture-perfect entertainment experience
- Monitor film build-up and tear down process for the highest quality
- Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)
- Ensure picture-perfect presentations through auditorium and booth evaluations
- Identify picture and sound problems and correct accordingly
- Execute trailer and pre-feature programming
- Assist with other functions and perform other duties as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a booth crew member at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Ability to consistently meet deadlines in a timely fashion
- Standing, walking, lifting, twisting and bending on a frequent basis
- Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception

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## Server

As a Server, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You accurately take food and beverage orders, relay orders to kitchen for preparation, deliver prepared food to guests, while providing superior guest service. You will also provides a vital link between our guest and the kitchen staff. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.  
Possess full knowledge of bar and menu items and be able to make recommendations.  
Accurately take food and beverage orders in a timely manner.  
Verify guests that purchase alcohol are at least 21 years of age.  
Coordinate and assist with reserved seating tactics.  
Consistently use suggestive selling techniques.  
Collaborate with kitchen staff to ensure that food orders are accurate.  
Deliver food and beverage orders within established time frames once the entire order is completed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Server at AMC, you'll need to demonstrate:

Proof of age. (Associates who will be serving, pouring, or mixing alcoholic beverage will need to be 18 and in some states 21).

Complete basic food handling training and obtain any local or state mandated certification. Demonstrated ability to provide superior guest service.

Have a high aptitude for math and cash handling.

Good verbal and written communication skills.

Obtain any necessary alcohol service licensing requirements.

Ability to ascend and descend stairs.

Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a theatre, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/server>

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## **Supervisor**

As Supervisor at AMC® you'll assist the management team to make sure the theatre runs smoothly so that every single guest enjoys the show. You'll be the not-so secret to our success.

Let's take a look at your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Serve fresh, appetizing and properly prepared food and beverages
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a Supervisor at an AMC theatre, you'll also be required to demonstrate:

- Proven supervisory experience with effective managerial and training skills
- Persuasive written and oral communication skills along with strong analytical skills
- Ability to effectively delegate and follow up with booth crew members
- Proficient guest service, administrative and follow-up skills
- Equally comfortable communicating and working with guests, supervisors, peers, subordinates, vendors or partners
- Ability to consistently meet deadlines in a timely fashion
- Standing, walking, lifting, twisting and bending on a frequent basis

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too.

We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and health and 401(k) plans.

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## Cook

As a Cook, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You'll ensure consistent food quality, prepare orders in a short period of time and prepare menu items in accordance with established recipes and guidelines. In addition, you'll maintain a clean, sanitary, and safe work area in a fast paced environment. Easier said than done, right?

Let's break it down into your soon-to-be responsibilities:

Maintain communication with other cooks to assemble food orders within established average ticket time while preparing several different orders simultaneously.

Adhere to recipes to ensure consistent food quality and presentation.

Answer questions courteously, accurately, and quickly. Perform required sanitation procedures. Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions.

Uphold cleanliness and ensure proper sanitation of entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you run a kitchen operation like a well-oiled machine?

As a Cook at AMC, you'll need to demonstrate:

Proficiency in kitchen operations and execution.

Complete food handling training and obtain any local or state mandated certification.

Must be able to cook food to recipe standards. Must have working knowledge of U.S. measurements, weight and volume. Ability to follow instructions on safe use of all chemical/cleaning materials. Ability to work effectively with supervisors and co-workers and with minimal supervision. Ability to meet deadlines. Ability to stand on feet for an extended period of time. Ability to ascend and descend stairs.

Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, health and 401(k) plans, and an employee assistance program. If helping run a high volume kitchen, great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/cook>

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## **Facility maintenance manager**

As an AMC facility maintenance manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll make daily, weekly and monthly inspections of the theatre that could result in routine maintenance and repairs. What exactly do we mean by "routine"? Painting, carpentry and plumbing to name a few tasks. Plus fixing concession equipment, seats and any related building components. You'll also train the theatre's facility assistant, who helps you with these duties. Sound hands on? It is. And if that's the way you like it, check out your soon-to-be responsibilities:

Develop routine systems to guarantee constant monitoring of critical areas in theatre  
Complete necessary repairs and schedule any repairs with vendors as needed  
Report facility problems that can't be immediately repaired to the General Manager  
Provide constant attention to all safety issues, ensuring theatre emergency systems are operational through regular inspections and review of vendor maintenance contracts  
Observe, direct and follow-up with janitorial service provider about cleaning duties  
Manage the theatre's variable operating expenses for maintenance, repairs and supplies  
Uphold AMC's high standards and deliver entertaining company-wide programs

As a facility maintenance manager at an AMC theatre, you'll also be required to demonstrate:

Solid mechanical skills and manual dexterity  
Intermediate proficiencies in building trades such as painting, wallpapering, plumbing, fixing seats and repairing equipment  
Excellent written and oral communication skills to clearly describe building issues to supervisors/colleagues  
Extreme attention to detail to perform and document facility inspections  
Proficient guest service, administrative and follow-up skills  
Safe use of all cleaning materials in the theatre  
Experience safely completing tasks with tools, ladders and lifts

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/facility-maintenance-manager>. You could end up working in show business.

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## **Kitchen manager**

As an AMC® kitchen manager you'll ensure the best possible in-theatre dining and entertainment experience available. That's what we do. We're AMC, and we're one of the largest entertainment companies in the world. Right now we're expanding our in-theatre dining locations and need kitchen managers to help run the show. You'll help make sure our in-theatre dining kitchens run smoothly so that guests enjoy their food, beverages and movies. Sound hands on? Here's what we're cooking up:

Assist with daily kitchen operations by focusing on the fundamentals:

- Ensure all menu items are fresh, appetizing and properly prepared
- Provide service that is friendly, helpful and fast
- Maintaining facilities that are clean, safe and in good repair
- Follow recipes to ensure consistent food quality and presentation
- Conduct line checks twice per day to ensure food-safe temperatures and ingredient quality
- Update prep lists to ensure proper amounts of products are always available
- Communicate with cooks to ensure proper assembly of orders within average ticket time
- Monitor portions and presentation on the line while meeting or exceeding production times

Pretty straightforward, huh? We think so. But we're not looking for just anyone. You'll need one year of kitchen experience in a line capacity at a high-volume, high-quality establishment. You'll also have to demonstrate proficiency in kitchen operations and execution. And be ServSafe certified. Possessing relevant knowledge and trends of the food service industry, a culinary degree and H.A.C.C.P. certification would be nice too.

So, think you can follow our recipe? Are you receptive to training and personal development? Do you have effective written and oral communication skills along with strong analytical skills? Are you equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors? Do you possess computer skills and applicable cooking experience? If you're nodding your head "yes," then apply now!

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the restaurant and entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/kitchen-manager>. You could end up working in show business!

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