



Lockwood Restaurant Chef (Job Number: F001CBK)

Work Locations: The Palmer House Hilton 17 East Monroe Street Chicago 60603

Lockwood Restaurant Chef responsible for leading the culinary production of a AAA (4) Star (4) Diamond high volume restaurant, implement new and current culinary trends and host a leading role in public relations while offering outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences. Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

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 Lockwood Restaurant Chef, you would be responsible for leading the culinary production of a designated kitchen 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:

- Lead daily culinary production, to include, but not limited to, preparation and production of meals, food quality and presentation, compliance with all safety and sanitation standards and regulation, team member productivity and performance, cost controls and overall profitability
- Perform general management duties including, but not limited to, systems management, budget and forecasting, report generation, department management and meeting participation and facilitation
- Visually inspect, select and use quality food and beverage products including, but not limited to, fruits, vegetables, meats, fish and spices
- Create and implement new menus and individual food items
- Monitor and develop team member performance to include, but not limited to, providing supervision and professional development, conducting counseling and assisting with evaluations, scheduling and assigning work and delivering recognition and reward
- Recruit, interview and train team members

Apply online at https://hilton.taleo.net/careersection/us_external/jobdetail.ftl

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Guest Service Agent (Job Number: FRO017RZ)

Work Locations: The Drake Hotel 140 E. Walton Place Chicago 60611

A Guest Services Agent with Hilton Hotels and Resorts is responsible for greeting and registering guests and checking guests out of the hotel in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will I be doing?

As a Guest Services Agent, you would be responsible for greeting and registering guests and checking guests out 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:

- Greet guests and complete the registration process to include, but not limited to, inputting and retrieving information from the computer, confirmation of guest information and room rate, selection of rooms, coding electronic keys, promoting marketing programs, providing a welcome packet and ensuring guest knows location of room and/or has a bell person accompany him/her:
- Assist guests with check-out including, but not limited to, ensuring rooms and services are correctly accounted, using the point-of-sale system, handling money, processing credit and debit cards, accepting and recording various forms of payment, converting foreign currency, making change and processing gift certificates and cards
- Demonstrate a thorough knowledge of hotel information including, but not limited to, room categories, room rates, packages, promotions, the local area and other general product knowledge and answer guest questions and inquiries
- Use up-selling techniques to promote hotel services and facilities and to maximize room occupancy
- Respond to guest inquiries and requests and resolve issues in a timely, friendly and efficient manner
- Field guest complaints, conduct research and resolve and negotiate solutions for guest satisfaction
- Receive, input, retrieve and relay messages to guests

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FT Cook IV (Job Number: KIC0142T)

Work Locations: Waldorf Astoria Chicago 11 East Walton Chicago 60611

A Cook 4 with Waldorf Astoria Hotels and Resorts is responsible for assisting and preparing food for the kitchen team in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

What began with the world's most iconic hotel is now the world's most iconic portfolio of hotels. In exceptional destinations around the globe, Waldorf Astoria Hotels & Resorts reflect the culture and history of their extraordinary locations, as well as the rich legacy of Waldorf Astoria. Simply stated, Waldorf Astoria embodies timeless elegance.

We are bringing that legacy to life every day, with fresh, modern expressions of the essence of Waldorf Astoria. We are providing guests the exceptional environments and the personalized attention that are the source of those unforgettable moments that create a singular experience.

If you understand the value of providing guests with an exceptional environment and personalized attention, you may be just the person we are looking for to work as a Team Member with Waldorf Astoria Hotels & Resorts.

What will I be doing?

As a Cook 4, you would be responsible for assisting and preparing food for the kitchen team 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:

- Set up and perform preparation work for food items including, but not limited to, soups, sauces, salads, etc.
- Stock and maintain designated food stations(s)
- Maintain cleanliness and food sanitation standards at all times
- Practice correct food handling and food storage procedures according to federal, state, local and company regulations

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FT Ambassador Front Office (Job Number: FRO017Y2)

Work Locations: Waldorf Astoria Chicago 11 East Walton Chicago 60611

The Ambassador position will be directly responsible for the guest's arrival and departure experience in addition to any operational needs as it relates to the specific guest's requests, recommendations and touches including working in the front office, be

What will it be like to work for this Hilton Worldwide Brand?

What began with the world's most iconic hotel is now the world's most iconic portfolio of hotels. In exceptional destinations around the globe, Waldorf Astoria Hotels & Resorts reflect the culture and history of their extraordinary locations, as well as the rich legacy of Waldorf Astoria. Simply stated, Waldorf Astoria embodies timeless elegance.

We are bringing that legacy to life every day, with fresh, modern expressions of the essence of Waldorf Astoria. We are providing guests the exceptional environments and the personalized attention that are the source of those unforgettable moments that create a singular experience.

If you understand the value of providing guests with an exceptional environment and personalized attention, you may be just the person we are looking for to work as a Team Member with Waldorf Astoria Hotels & Resorts.

What are we looking for?

Since being founded in 1919, Hilton Worldwide has been a leader in the hospitality industry. Today, Hilton Worldwide remains a beacon of innovation, quality, and success. This continued leadership is the result of our Team Members staying true to our Vision, Mission, and Values. Specifically, we look for demonstration of these Values:

In addition, we look for the demonstration of the following key attributes in our Team Members:

- Living the Values
- Quality
- Productivity
- Dependability
- Customer Focus
- Teamwork
- Adaptability

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Job Title: Office Assistant - Opt 1

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,845.00 - \$3,519.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: E-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

Minimum Requirements:

Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment.

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

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

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

How to Apply:

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

Option 1 - General

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Job Title: Office Assistant - Opt 2

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$2,845.00 - \$3,519.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: G-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

Minimum Requirements:

Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment. Requires ability to type accurately at 35 WPM.

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

Contact: Employee Services, HCD

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

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

How to Apply:

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Option 2 - Typing

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Front Office Manager (Job Number: FRO017VW)

Work Locations: Hilton Chicago O'Hare Airport O'Hare International Airport Chicago 60666

A Front Office Manager with Hilton Hotels and Resorts is responsible for directing and administering Front Office operations in the hotels continuing effort to deliver outstanding guest service and financial profitability.

What will I be doing?

As Front Office Manager, you would be responsible for directing and administering Front Office operations in the hotels continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Manage all Front Office operations to include, but not limited to, guest service and registration (check-in/check-out), room inventory and availability, guest service standards and initiatives, product quality, cost controls and overall profitability, marketing initiatives, systems use and management, budgeting and forecasting, department management, policy and procedure implementation and enforcement and meeting participation and facilitation
- Monitor and develop team member performance to include, but not limited to, providing supervision, scheduling, conducting counseling and evaluations and delivering recognition and reward
- Monitor and assess service and satisfaction trends, evaluate and address issues and make improvements accordingly
- Ensure compliance with Hilton standards
- Meet and greet guests and respond to guest inquiries, requests and issues in a timely, friendly and efficient manner and resolves guest concerns
- Initiate and implement up-selling techniques to promote hotel services and facilities to maximize room occupancy and overall revenue
- Ensure team members have current knowledge of hotel products, services, facilities, events, pricing and policies and knowledge of the local area and events
- Complete audit procedures, as needed
- Recruit, interview and train team members

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Food & Beverage Supervisor (Job Number: F0001C7Q)

Work Locations: The Drake Hotel 140 E. Walton Place Chicago 60611

A Restaurant Supervisor with Hilton Hotels and Resorts is responsible for assisting management in the direction and administration of a restaurant in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

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What will I be doing?

As a Restaurant Supervisor, you would be responsible for assisting management in the direction and administration of a restaurant 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:

- Supervise, support, schedule, assign daily work, inform and train team members in all restaurant activities and operations
- Monitor, observe and assist in evaluating team member performance
- Support and assist team members in handling guest inquiries and requests and in resolving guest complaints
- Ensure compliance with health, safety, sanitation and alcohol awareness standards
- Manage and monitor product quality and service and satisfaction trends, evaluate and address issues and make improvements accordingly
- Assist in monitoring inventory and inventory control

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Job Title: Office Clerk - Opt 1

Agency: Human Services

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

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

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

Minimum Requirements:

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

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

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

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

How to Apply:

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

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Electrician - B (Full-Time) (Job Number: PR0012J9)

Work Locations: The Palmer House Hilton 17 East Monroe Street Chicago 60603

An Electrician with Hilton Hotels and Resorts is responsible for installing, inspecting, maintaining and repairing electrical equipment and systems for safety and functionality 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 an Electrician, you would be responsible for installing, inspecting, maintaining and repairing electrical equipment and systems for safety and functionality 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:

- Respond to guest calls and team member work orders in a timely, friendly and efficient manner to resolve complaints, perform electrical repairs or fulfill guest requests
- Conduct routine preventive maintenance and test all electrical systems, sub-systems and equipment to include, but not limited to, disassembly, replacement, cleaning and repair
- Conduct scheduled and non-scheduled maintenance on all electrical equipment in accordance with wiring diagrams, schematics, operations manuals and manufacturers' maintenance instructions
- Monitor and maintain light fixtures to ensure functionality
- Assemble and disassemble power and lighting equipment for exhibits, meetings and banquets

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Job Title: Office Clerk - Opt 2

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,694.00 - \$3,311.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: C-HCD Continuous

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

Minimum Requirements:

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

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

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

How to Apply:

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

Option 2 - Typing

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Job Title: Rehabilitation Case Coordinator I

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must apply below.

How to Apply:

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

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Bellperson (Part-Time) (Job Number: FRO017XG)

Work Locations: Hilton Chicago O'Hare Airport O'Hare International Airport Chicago 60666

A Bellperson with Hilton Hotels and Resorts is responsible for transferring and storing luggage and responding to guest requests 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 Bellperson, you would be responsible for transferring and storing luggage and responding to guest requests 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:

- Greet and escort arriving and departing guests to and from their accommodations
- Retrieve and transport guest luggage
- Inspect guest rooms and acquaint guests with these rooms and their features
- Respond to guest inquiries and requests in a timely, friendly and efficient manner
- Organize and store luggage, as needed, according to guidelines
- Ensure that management/leadership team is kept fully aware of any relevant feedback from guests and/or other departments
- Ensure messages and faxes are regularly delivered throughout the day
- Assist with room moves, special luggage deliveries and/or pulls, and attend the main lobby and front door, as needed
- Drives property-designated vehicles to and from guest destinations such as guest room or local airport, as needed
- Assist in the maintenance, appearance and functionality of equipment

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Assistant Executive Steward (Job Number: KIC0146H)

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

An Assistant Executive Steward with Hilton Hotels and Resorts is responsible for assisting in the direction and administration of stewarding operations to ensure designated food and beverage outlets have necessary supplies and equipment in the hotels continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences. Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

What will I be doing?

As an Assistant Executive Steward, you would be responsible for assisting in the direction and administration of stewarding operations to ensure designated food and beverage outlets have necessary supplies and equipment in the hotels continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Assist in the management of all stewarding operations to include, but not limited to, inventory management, maintenance of sanitation and cleanliness standards, systems management, budget and forecasting, health inspections, safety initiatives, , report generation, department management, meeting participation and facilitation, implementation of policies and procedures, cost controls and overall profitability
- Implement, oversee and ensure compliance with all sanitation standards and procedures
- Ensure food service equipment is secure, maintained and optimally functional
- Maintain inventory control, daily coordination and distribution of big four items: china, glassware, linen and silver
- Assist in monitoring and developing develop team member performance to include, but not limited to, providing supervision and professional development, scheduling, conducting counseling and evaluations and delivering recognition and reward

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Classification: Technical Manager IV Salary Range: \$4,915-\$8,975

Position Title: DBE and EEO Contract Compliance Manager

Union Position: Yes No

Position Number: PW414-23-80-000-00-01 IPR#: 37817

Office/Central Bureau/District/Work Address:

Division of Public and Intermodal Transportation/100 W. Randolph, Chicago, IL

Description Of Duties:

This position is accountable for developing, implementing, and managing the policies and procedures for the Division's Compliance Monitoring Plan as it pertains to Disadvantaged Business Enterprises (DBE) and Equal Employment Opportunity (EEO) to ensure the Division is compliant with all pertinent state and federal funding requirements.

Special Qualifications:

The following criteria is required:

- Valid driver's license
- State-wide travel with occasional overnight stays

The following criteria is desired:

- Knowledge, skill and mental development equivalent to four years of college preferably with courses in business administration, human resource management, employment law or public administration or six years work experience in related field
- Understanding of federal and state laws and regulations pertaining to DBE and EEO Programs
- Understanding of DBE utilization regulations and requirements
- Working knowledge of construction industry procedures, methods and terminology
- Strong oral and written communication skills
- Strong computer skills including working knowledge of all Microsoft Office Suites with emphasis in Excel

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Thursday, May 29, 2014, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews. To obtain an IDOT Technical Application http://www.dot.il.gov/techapp/Externaljob_Postings/37817.pdf

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Position Title: Structure Program Engineer

Classification: Civil Engineer V

Salary Range: \$6,190 - \$10,005

Union Position: Yes No Position Number: PW115-23-10-401-20-01

IPR#: 37579

Office/Central Bureau/District/Work Address:

Office of Planning and Programming/Bureau of Statewide Program Planning/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is responsible for developing and managing the structure portion of the Multi- Modal Multi-Year Transportation Improvement Program (MYP), including a recommended annual element, and for ensuring the program achieves state goals and objectives. The incumbent reviews candidate projects for the Major Bridge Program against established criteria and recommends specific projects to be funded.

Special Qualifications: The following criteria is required:

- An Illinois Professional Engineer license
- Valid driver's license
- Occasional travel with overnight stays to attend meetings

The following criteria is desired:

- Nine years experience in civil engineering of which at least five years should be in the specific area of bridge engineering, planning or programming
 - Ability to plan, develop, implement and evaluate assigned activities associated with bridge program development for efficient accomplishment of bridge program objectives
 - Ability to make recommendations on major bridge issues and problems facing the department
 - Working knowledge of the Division of Highways policies, procedures and practices for bridge and highway design and construction
 - A thorough understanding of the National highway Performance Program (NHPP) and Surface Transportation Program (STP) relative to funding for structures, goals and performance measures set by the Federal Highway Administration (FHWA) in accordance with current federal law and National Bridge Inspection Program
 - Strong oral and written communication skills
- Shift/Remarks: 8:00 am 4:30 pm / Monday – Friday

Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Wednesday, May 28, 2014, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews. NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position. Applications will be accepted from qualified permanent DOT employees only.

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Receptionist

Posted Date 5/19/2014

Requisition # 18076

Position Type Full-Time Salaried/Hourly Non-Exempt

Category Other - Other

Department Business Undergrad

Campus Loop Campus Location US-IL-Chicago

General Summary

The Receptionist will report to the Associate Director for Operations. The Receptionist will greet all visitors, answer multi-line telephone system, handle student inquiries, schedule appointments, distribute mail, and perform general office duties.

Minimum Requirements

- High school diploma. •Knowledge of MS Office suite.
- Excellent verbal, written and listening communication skills.
- Superior organizational skills and an eye for detail.
- Refined telephone etiquette. •Professional and reliable.
- Ability to handle multiple tasks in a fast-paced environment.
- Ability to assist diverse populations courteously, accurately and in a timely fashion.

Preferred Requirements: •Some college. •Previous office experience.
•Knowledge of PeopleSoft and University operations and policies.

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

Mandated Reporting of Child Abuse & Neglect:

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

http://www.state.il.us/dcfs/faq/faq_faq_can.shtml

DePaul University is an Equal Opportunity/Affirmative Action employer.

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

Apply online at <https://jobs-depaul.icims.com/jobs/18076/receptionist/job>

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Executive Secretary (3)

Posted Date 5/16/2014

Requisition # 18075

Position Type Full-Time

Salaried/Hourly Non-Exempt

Department Women-Basketball

Campus Lincoln Park Campus Location US-IL-Chicago

General Summary

In accordance with the mission of the Department of Athletics, the Executive Secretary (3) will manage the daily operations of the Women's Basketball office within the guidelines of the NCAA, the BIG EAST Conference, and DePaul University.

Principal Duties and Responsibilities

- Serve as administrative assistant to the Head Women's Basketball Coach and Assistant Women's Basketball Coaches.
- Manage their calendar, including, but not limited to: meetings, appearances, and various committee responsibilities of Head Coach.
- Receive and respond to telephone, e-mail and written correspondence, including requests for photos, autographs and other general matters. General operations of the office; such as: order and stock supplies, update photographs in the office and locker
- Knowledge of and adherence to all NCAA rules, policies and procedures pertaining to Women's basketball.
- Attend and participate in monthly NCAA rules compliance meetings.
- Supervise student assistants and team managers.
- Perform other duties as assigned.

Minimum Requirements

- High School diploma.
- Minimum of three years experience in an office environment.
- Valid driver's license.
- Knowledge of Microsoft Office.
- Knowledge of Scoutware or a similar recruiting software.
- Excellent verbal and written communication skills.
- Dedication to serving the department, the University and the student-athletes with the highest level of leadership, initiative and integrity.
- Ability to work evening and weekend hours during the school year.

Preferred Requirements: •College course work.

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Apply online at <https://jobs-depaul.icims.com/jobs/18075/executive-secretary-%283%29/job>

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,447.00 - \$4,491.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

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

Minimum Requirements:

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

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

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

How to Apply:

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

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Part-Time Administrative Clerk

Posted Date 5/16/2014

Requisition # 18073

Functional Title Part-Time Administrative Clerk

Position Type Part-Time

Salaried/Hourly Hourly

Department Naperville Campus

General Summary

The Part-Time Administrative Clerk will report to and be under minimal supervision of the Administrative Office Assistant. The Part-Time Administrative Clerk will perform clerical, secretarial, and office duties for all aspects of the daily operations and services at the Naperville Campus. This position will file, type, provide organizational support, schedule appointments, answer telephones, gather statistical data, assist with the maintenance, inventory, and deliver supplies and equipment, collect and route mail, provide approved access to site space and resources, provide general descriptive information of academic program opportunities, assist students in obtaining access to student services, and assist with meeting and events, and related services. Also, some light lifting of materials up to 20lbs will be required.

The work schedule will be approximately 8–15 hours per week. Shifts will be scheduled during the normal hours of operation, Monday thru Saturday from 8:00 am – 5:00 pm. Hours will be subject to change.

Minimum Requirements

- High School Diploma or equivalent credentials.
- One or more years of general office experience.
- Working knowledge of MS Office Suite, including: Word, Excel, Power Point, and Access.
- Writing, reasoning, and communications skills usually demonstrated by two or more years of college study, or equivalent combination of education and experience.
- Demonstrated strong interpersonal and team skills.
- Demonstrated customer service skills.
- Ability to work independently.
- Ability to anticipate, identify, and resolve issues or problems.

Preferred Requirements:

- 2 years of College or Bachelor's degree.

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

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Apply online at <https://parttime-depaul.icims.com/jobs/18073/part-time-administrative-clerk/job>

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