



**Job Title: Building/Grounds Maintenance Worker**

Agency: Military Affairs, Department of

Closing Date/Time: Thu. 06/04/15 12:00 AM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC042 Bid ID#: 15-041

**REQUIREMENTS:** Requires knowledge, skills and mental development equivalent to the completion of high school plus one year of maintenance work experience preferably associated with the building/mechanical trades and/or heavy equipment operation. Working knowledge of construction and maintenance tools, equipment and materials. Elementary knowledge of one or more of the building and mechanical trades. Ability to use hand and power tools, operate heavy equipment and perform semi-skilled manual work in a safe manner. Ability to follow oral and/or written instructions including blue prints and other diagrams. Requires ability to lift and carry 80 pounds, i.e., heavy boxes, supplies, etc.; ability to move heavy furniture and equipment; requires being on feet for long periods of time; ability to climb stairs and climb ladders to change light bulbs, paint, etc.; requires being on hands and knees for extended periods of time to scrub floors and perform landscaping duties; ability to withstand extreme temperature changes to shovel and/or plow snow, mow lawns and perform external maintenance; requires exposure to a variety of chemical cleaning agents. Requires possession of an appropriate valid driver's license pertaining in the appropriate classification as required by law. Must acquire and maintain a Common Access Card issued by Department of Defense for computer access.

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

**WORK HOURS:** Monday-Friday, 8:00am-430pm

**LOCATION:** North Riverside Maintenance Center, 8660 N. Cermak Rd., N. Riverside

**AGENCY CONTACT** Janice Estes, 217-761-3786

**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: Clinical Psychologist**

Agency: Human Services

Closing Date/Time: Fri. 06/05/15 4:00 PM Central Time

Salary: \$5,770.00 - \$8,873.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-81-90505

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction with a facility-wide responsibility, evaluates patients for purposes of emergency or involuntary admissions; signs first certificates if necessary; assesses mental competency and testifies in court regarding recommendation for discharge or continued hospitalization; provides consultation, direction, and supervision to treatment teams regarding treatment of patients who have been found to be neurologically impaired; develops and implements Clinical Neuropsychological Assessment service for the facility.

**Minimum Requirements:**

Requires doctoral degree in psychology and registration as a psychologist by the Illinois Department of Professional Regulations. Supplemented by two years of supervised experience in health services.

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

Shift: 8:00 am - 4:00pm with weekend hours

Location: Elgin Mental Health Center: Community Psychiatric Services

**CONTACT INFORMATION**

Human Resource Office

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

**How to Apply:**

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**Job Title: Correctional Counselor II**

Agency: Corrections

Closing Date/Time: Fri. 06/05/15 5:00 PM Central Time

Salary: \$4,159.00 - \$6,500.00 monthly

Job Type: Full-Time

Location: Peoria County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDOC29-20-15-0025

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college with a Bachelor's degree in behavioral or social sciences; requires written and spoken knowledge of the English language; requires one year of professional experience in corrections, behavioral, social sciences or a related field; requires working knowledge of counseling and guidance principles and techniques; requires working knowledge of theories of personality and deviant behavior, delinquency, criminology and corrections; requires working knowledge of stratification, sociology of the family, racial and cultural minorities, urban sociology and social problems; working knowledge of research techniques and the writing of professional reports.

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

Work Hours: Monday, Tuesday, Thursday & Friday 8:30am-4:30pm

Wednesday 10:00am-6:00pm

Work Location: Fox Valley ATC, 1329 North Lake St., Aurora, IL 60506

Agency Contact: Michelle Tallman / Public Safety Shared Services

1301 Concordia Court, Springfield, IL 62794 Phone: 217-557-6015

**How to Apply:**

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

Agency: Workers Compensation Commission  
Closing Date/Time: Mon. 06/01/15 11:59 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: IWCC-50-15-0005

Description of Duties/Essential Functions Benefits Supplemental Questions  
Performs clerical and support duties for the Arbitration Unit; attends daily court call and enters dates, motions and other information into the Commission's computer system; as unit's word processor, transcribes recorded and written documents; types complex reports, documents, forms, memorandum and letters that contain legal and medical terminology; acts as unit's receptionist, answers telephones and greets members of the public and attorneys.

**Minimum Requirements:**

Requires extensive knowledge of office practices, procedures and programs.  
Requires extensive knowledge of grammar, composition, spelling and punctuation.  
Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance.  
Requires ability to follow oral and written instructions.

Work Hours & Location/Agency Contact: Monday - Friday; 5:00 PM - 5:00 PM

Illinois Workers' Compensation Commission  
100 W. Randolph St., 8th Floor, Chicago, IL

**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: Stationary Engineer**

Agency: Central Management Services

Closing Date/Time: Mon. 06/01/15 5:00 PM Central Time

Salary: \$43.94 - \$45.70 hourly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 2

Plan/BU: PR000 Bid ID#: CMS 10681

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of eight years elementary school. Requires four years experience in power plant operation and in firing high pressure stationary boilers. Requires working knowledge of the principles, practices and techniques used in the operation of high pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires ability to supervise and direct the work of employees and inmate or patient labor engaged in power plant operation. Requires ability to keep simple records. Requires skill in the control and regulation of high pressure boilers. Requires skill in the use of tools and equipment used in maintaining powerhouse equipment. Requires ability to observe and judge the operating efficiency of power generating and allied machinery.

Work Hours & Location/Agency Contact: Work Hours: Rotating Shifts including Weekends and Holidays (7am-3pm, 3pm-11pm, 11pm-7am)

Work Location: Central Management Services

Bureau of Property Management/Facilities Chicago/Northern/Shapiro

Shapiro Developmental Center, 100 E. Jeffery Street, Kankakee, IL (Kankakee County)

Agency Contact: A & R Shared Services Center

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

217-524-3954 217-782-9925 Fax

You will be contacted by mail if chosen for an interview.

**How to Apply:**

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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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### **Data Analyst**

Location: Chicago

Office: Revenue Services

Department: Paratransit

#### **Job Description:**

Under the direction of the Data Manager, this position is responsible for the data entry, analysis and maintenance of Pace Paratransit records of data including but not limited to Contractor phone sequencer reports, miles, hours, maintenance and repairs.

The Data Analyst position is required to:

- 1) retrieve, enter and maintain Pace paratransit vehicle maintenance and repair, phone sequencer and other service information as required under contract with Pace and in alignment with Pace policy;
- 2) analyze data to verify contract compliance and identify patterns and trends;
- 3) analyze Contractor phone sequencer reports on a daily and monthly basis;
- 4) provide managers with reports on results of analysis and other reports as needed for contract and service oversight;
- 5) provide support to the Data Manager
- 6) adhere to internal external deadlines;
- 7) assist with the development of the Pace procedural manual for Contractors;
- 8) provides support in Paratransit daily operations: This position is required to perform as assigned to meet Pace goals.

#### **Qualifications:**

Qualified candidate must have at least one (1) year experience in data management and analysis or have relevant work experience. Data management and analyst experience is required. A Bachelor's Degree, transportation experience and knowledge of FTA DOT ADA regulations are preferred qualifications. Candidate should have the ability to work with service providers, internal and external entities. Previous experience with Microsoft Word, Excel, PowerPoint, database programs and other reporting software is required. Knowledge of Trapeze is preferred. Candidate must have excellent written oral skills. Applicant must have a good work history and possess a current valid driver's license.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=613](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=613)

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## **At Your Service, LLC**

Are you friendly and dependable? Do you enjoy entertainment? At Your Service is now hiring. Many positions offer year-round employment at the United Center and U.S. Cellular Field. All positions require evening, weekend and holiday availability.

Motivated guest service personnel needed in the following positions:

Guest Service Representative - Greeter, Ticket-scanner, Usher

Event Security Representative - Active or retired law enforcement certification required

Security Crowd Managers - Criminal justice studies preferred

Guest Relations Representatives - Dedicated guest service booth representatives, complaint resolution

Suite Representatives - Premium seating access control

Apply online at [http://chicago.whitesox.mlb.com/mlb/help/jobs.jsp?c\\_id=cws](http://chicago.whitesox.mlb.com/mlb/help/jobs.jsp?c_id=cws)

## **ENV SERVICE WORKER**

Facility Presence Saints Mary and Elizabeth Medical Center

Department ENVIRONMENTAL SERVICES

Schedule Full-time

Shift Rotation

Hours 6:30am - 3:00pm; 2:30pm - 11:00pm and 10:30pm - 7:00am

Location Chicago, IL

Req Number 138264

Job Details Essential Functions:

Under general supervision, cleans and sanitizes rooms, hallways/entrances and furnishings in assigned work areas, following established policies and procedures, to maintain high standards of cleanliness and sanitation throughout the facility.

Requirements: Must have the ability to read and understand English.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031410>

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## **COOK**

Facility Presence Resurrection Medical Center

Department FOOD SERVICES

Schedule Casual/ Part-time (no benefits)

Shift 4 hour shift

Hours 4:00pm -8:00pm

Location Chicago, IL

Req Number 137145

Status: Casual/Part-Time, not benefits eligible

Shift: 4 Hour Shifts

Work Hours: 4:00pm – 8:00pm

Weekends: Rotating

On Call: No

Location: Presence Resurrection Medical Center

7435 W. Talcott Avenue

Chicago, IL 60631

### Summary:

This position must be able to perform a variety of functions and tasks pertinent to the production, service, and distribution of foods to patients, employees, and catered services at the specified times. Position will maintain high quality standards in all aspects of production and service.

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience:

- High school diploma or equivalent
- 1-3 years experience preferred

### Certificates, Licenses, Registrations:

- Illinois Department of Public Health Food Service Sanitation Certification required,

City of Chicago certification required for all facilities located in Chicago. Certifications should be secured within six (6) months of hire.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10030711>

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**Teller Supervisor (Broadview)**

Will supervise, manage, and provide direction to the overall teller line operations. Position requires prior experience with teller line operations, environment, and management. Ideal candidate will possess excellent customer service skills; professional appearance and attitude.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

For all career opportunities, please send resume to [HR@seawaybank.us](mailto:HR@seawaybank.us).

**Tellers (Chicago Locations)**

Accepts and processes deposits and withdrawals on all account types, loan payments, utility payments, issues checks, and money orders and other teller related duties as assigned by supervision. High School diploma and 1-2 yrs. of Teller or cashier experience is required.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

For all career opportunities, please send resume to [HR@seawaybank.us](mailto:HR@seawaybank.us).

**Senior Tellers (Chicago Locations)**

Assist supervisor and acts as supervisor during their absence. Coordinates daily teller activities at the respective branches. Provides a high quality of customer service to all customers.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

For all career opportunities, please send resume to [HR@seawaybank.us](mailto:HR@seawaybank.us).

**Tellers (O' Hare Airport)**

Process transactions, service customers, and balance cash drawer daily. Will process foreign currency requests for airport location. Bilingual skills are a plus. High School diploma and 1-2 yrs of cashier experience is required.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

For all career opportunities, please send resume to [HR@seawaybank.us](mailto:HR@seawaybank.us).



### **Administrative Assistant**

G Skin & Beauty Institute - Chicago, IL

This position supports an admissions department at an educational institution. Additional duties include drafting and distributing student mailings, filing student information, scheduling appointments and processing transcript requests. May assist in coordinating student orientations. Strong verbal and written communication, customer service, and data entry skills are required. Performs a variety of Internet research functions and uses word processing, spreadsheet and presentation software. Duties also include fielding telephone calls, filing and data entry. Student interaction is a must for this position. Performs basic clerical tasks. Operates standard office equipment. requires computer knowledge. Full Time Position

17 N. State St., Chicago

Apply online by clicking this link <http://www.indeed.com/cmp/G-Skin-&-Beauty-Institute/jobs/Administrative-Assistant-da3076c7828b7188?sjdu=QwrRXKrqZ3CNX5W-09jEvcD9A2--9riq-7sA7JLcQXPJQ06vzH2zhtCREOgeKB3-fG0Crif--l3saP45Xg6dwHDyNyfdhx64XG2UkQVjfbg>

### **FOOD SERVICE WORKER**

Facility Presence Saint Joseph Hospital - Chicago

Department FOOD SERVICES

Schedule Registry/PRN/Flex

Shift Rotation

Hours 5:30 am - 8:00 pm

Location Chicago, IL

Req Number 138156

*Presence St Joseph Hospital, 2900 N. Lake Shore Drive, Chicago, IL*

### **JOB DESCRIPTION**

The Food Service Worker performs a variety of functions and tasks pertinent to the production, service, sanitation, and distribution of food to both patients and employees. A Food Service Worker may work in various areas of the department such as patient tray line, dish room, pots and pans, sanitation, cafeteria, and storeroom.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031722>

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**Job Title: Unit Coordinator-Mother Baby**

Company Name Little Company of Mary Hospital and Health Care Centers

Employment Type: Full Time

Location: EVERGREEN PARK, IL, United States

Salary: Highly Competitive

Shift Hours/ Days: 72 hours per pay period. 10:45pm-7:15am

Hours/Pay Period: 72

Degree Required: High School/GED

Job ID: 2015-001444-2432-9N

Date Posted: May 5, 2015

Years Experience: 1

Note: Please read the complete description below before applying for this job.  
Complete Description

Under supervision and according to established policies and procedures, the Unit Coordinator performs a variety of general receptionist, secretarial and clerical duties on the assigned patient care unit.

Level of knowledge acquired through completion of a general high school diploma program or equivalent; Certificate of Completion for Unit Secretary training from an approved school preferred or a medical terminology class.

Previous experience as a Unit Secretary preferred; demonstrated competence in medical terminology and computer skills.

**Additional Information**

Weekend and/or Holiday Rotation may be required.

Apply online at

<http://lcm.jobscience.com/JsrApp/index.cfm?cmd=showPositionDetail&cobrandId=2006&masterId=LCM001&positionId=490835&prodApp=cc153c84-af0b-4f17-a32a-75aec3b65159>

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### **HOME HEALTH AIDE HH**

Facility Presence Home Care - Chicago  
Department HOME HEALTH AIDES  
Schedule Full-time  
Shift 8 hour shifts  
Hours 8 am to 4:30 pm  
Location Chicago, IL  
Req Number 138096

Job Details: The Home Health Aide is a paraprofessional member of the Hospice team who works under the supervision of a Registered Nurse or Therapist and performs various personal care services as necessary to meet the patient's/client's needs. The home health aide is responsible for observing patients/clients, reporting these observations and documenting observations and care performed. The Home Health Aide will be assigned in a manner which promotes quality, continuity and safety of a patient's/client's care. Candidates must meet training requirements in accordance with State and Federal laws. Candidates must possess and maintain CPR certification, and be able to travel to multiple locations to conduct home visits.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031244>

### **MEDICAL ASSISTANT**

Facility Presence Medical Group - Chicago & North Suburbs  
Department CHICAGO/HAMLIN  
Schedule Part-time (benefits eligible)  
Shift 8 hour shifts  
Hours 9 am - 6 pm  
Location Chicago, IL  
Req Number 137951

Job Details: Provides Clinical and Administrative support for Presence Medical Group offices.

Requirements: Successful completion of a Medical Assistant program.  
Minimum of 1 year working in a physician office.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031243>

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**Job Posting Title: Receiver/Stocker M-F 4am to 9am**

Job ID 878589BR

Line of Business Store

Job Category Receiving/Stocking

Department 0601 - Receiving

Employment Type I Regular

Employment Type II Part-Time

Location # 1845

Location Name: Chicago-Brickyard, IL

Location Address: 2630 N. Narragansett Ave., Chicago, IL

**Position Description**

Responsible for distributing and stocking merchandise throughout the store including caring for store equipment and cleaning hazardous materials spills. Also responsible for providing excellent customer service by greeting customers and assisting customers in locating, selecting, demonstrating, and loading of merchandise.

**Job Requirements**

Requires late evening, night-time, and early morning availability any day of the week. Physical ability to move large, bulky and/or heavy merchandise. Physical ability to perform tasks that may require prolonged standing, sitting, and other activities necessary to perform job duties.

**Minimum Qualifications**

Ability to read, write, and perform basic arithmetic (addition, subtraction).

**Preferred Qualifications**

3 months experience operating forklift/power equipment such as lifts, order pickers, and similar equipment.

6 months experience in a warehouse performing inventory handling and stocking.

**EEO Statement** Lowe's is an equal opportunity affirmative action employer and administers all personnel practices without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, veteran status, genetics or any other category protected under applicable law.

Apply online at

<https://sjobs.brassring.com/TGWEBHost/jobdetails.aspx?jobId=4070378&PartnerId=25239&SiteId=5014&type=search&JobReqLang=1&codes=INDEED>

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**4700: Receiver**

D&B Location: Goldcoast, IL

Location Address: 1030 N Clark St., Chicago, IL. 60610

Job Status Part Time

Positions Remaining 1

**NITTY GRITTY DETAILS:** Delivers an unparalleled guest experience through the best combination of food, drinks and games in an ideal environment for celebrating all out fun. Keeps immediate supervisor promptly and fully informed of all problems or unusual matters of significance and takes prompt corrective action where necessary or suggests alternative courses of action. Properly stores and secures all products received Inspects all products upon delivery for quality, temperature, and condition Vegetable washes all produce upon receipt. Performs proper rotation of all food and beverage products upon receipt-first in/first out mentality. Properly handles and stores all chemicals received. Pulls thaw of frozen food products on delivery days. Breaks down boxes and disposes of them properly. Cleans and maintains storage and delivery areas. Maintains receiving log by competently tracking all deliveries and missing items. Communicates with manager on duty in regard to all deliveries and missing items. Communicates with Business Analyst in regard to any open purchase orders. Maintains a favorable working relationship with all other company team members to foster and promote a cooperative and harmonious working climate that will be conducive to maximum team member morale, productivity and efficiency/effectiveness.

**STUFF OUR ATTORNEYS MAKE US WRITE:** The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the team member will regularly be required to: Must be friendly and able to smile frequently. Must be self disciplined and motivated. Restaurant or warehouse experience preferred, but not required. Employee needs to be able to communicate effectively with multiple vendors while performing job efficiently. Strong math and verbal skills needed. Is dressed in accordance with dress guidelines, looking neat, clean, and professional at all times. Must demonstrate ability to read and communicate in English. Must be able to read invoices and shipping receipts. Must be able to articulate clear greetings, requests for assistance, and farewells. Must demonstrate ability to clearly verbalize vendor's needs to management.

Apply online at

<https://sjobs.brassring.com/TGWEbHost/jobdetails.aspx?jobId=157894&partnerid=25714&siteid=5284&codes=IND>

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**Job Title: Dockworker Part-time**

Job ID 408335BR

Address Line 1: 10100 Virginia Ave

City: Chicago Ridge

State: Illinois

Zip Code: 60415

Position Status: Part-Time

Grade: DKP

**POSITION OVERVIEW:**

Transport freight across dock area to/from trailers for loading to trailers.

Disclaimer: This job description is general in nature and is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

**QUALIFICATIONS:**

- High school diploma or equivalent, preferred
- Must be at least 18 years of age
- Prior experience in warehousing, freight handling and/or fork lift operations preferred
- If hostler/yard mule duties required, experience preferred
- Ability to count and perform basic math, with or without a calculator
- Basic written and verbal communication skills (documentation, communication with peers, supervisors, etc.)
- Ability to lift/carry hand freight of varying weights several times a week, to lift dock plates weighing approximately 100 pounds, and to open trailer doors requiring approximately 75 pounds of lift force, up to several times per day or more
- Ability to bend, twist, squat, pushing/pulling freight throughout shift
- Ability to follow instructions and complete required training
- Ability to work independently and/or as a team member
- Previous dock/warehouse experience preferred

**WORKING CONDITIONS:** • Dock environment; exposure to varied weather conditions, exhaust, fumes, dust, noise • Hours may vary due to operational need • Frequent contact with service center personnel; fast-paced, deadline oriented

Division Category: Handler/Dockworker

Company Name: FedEx Freight Inc.

Apply online at

<https://sjobs.brassring.com/TGWEBHost/jobdetails.aspx?jobId=91981&partnerid=25892&siteid=5069&mode=job&iis=Indeed.com&iisn=Indeed.com>

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### **Forklift Operator**

Nestle Waters North America - Chicago, IL

I have 34 years experience and a valid driver's license.

Operating a forklift to bring material and perform some quality inspection.

Clear blockages from production and more.

Salary: \$45,000.00 /year

Inquire at

<http://www.indeed.com/viewjob?jk=76ebcdd6c8a9ba8f&q=Warehouse&l=Chicago%2C+IL&tk=19luahh3r5ssv8m2>

### **Executive Assistant/Receptionist / Car Outlet**

Address: 2900 W Irving Park Road, Chicago, IL. 60618

#### Overview

- \* Answer incoming calls at headquarters location
- \* Greet visitors in a welcoming, professional manner
- \* Maintain schedules for executives
- \* Make travel arrangements for managers and executive
- \* Handle confidential correspondence and record keeping for key managers and C-suite executives
- \* Handle variety of projects as assigned

#### Qualifications

- \* Must have high school diploma or equivalent
- \* Positive, professional communication skills and ability to interact effectively with all levels of employees
- \* High degree of computer literacy with strong proficiency with all Microsoft Office Suite products

Apply online at <https://careers-totalfinance.icims.com/jobs/1257/executive-assistant-receptionist/job?mobile=false&width=859&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300>

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**Secretary - 90157625 - Chicago**

Date: May 20, 2015

Location: Chicago, IL, US, 60606

Your success is a train ride away.

**ESSENTIAL FUNCTIONS:**

Must be able to type fifty (50) words per minute. Will provide administrative support to the Asst. Superintendent. Handle all incoming calls, requests and correspondence handle personal records. Process purchase requisitions, bills and payment requests for food, hotel and cab vendors. Work with retail tenants. Maintain daily records related to the department. Log all incoming and outgoing mail. Establish new files and maintain present knowledge of union agreement.

**WORK EXPERIENCE:**

Must be familiar with and handle interdepartmental communications, oral and written  
Must be able to operate all office machines

This position is strictly confidential in nature; must comply with Amtrak's Standards of Excellence and safety rules

Requisition ID:12841

Posting Location(s):Illinois

Job Family/Function: Customer Service

Relocation Offered: No

Education Requirements: Associates Degree

Travel Requirements: None

Employment Experience Requirements:3-5 years of experience

We proudly support and encourage U.S. Veterans to apply for Amtrak job opportunities.

All positions require pre-employment background verification, medical review and pre-employment drug screen. Amtrak is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Apply online at [http://jobs.amtrak.com/job/Chicago-Secretary-90157625-Chicago-IL-60606/268382200/?feedId=75300&utm\\_source=Indeed&utm\\_campaign=Amtrak\\_Indeed](http://jobs.amtrak.com/job/Chicago-Secretary-90157625-Chicago-IL-60606/268382200/?feedId=75300&utm_source=Indeed&utm_campaign=Amtrak_Indeed)

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**Administrative Assistant - North District - Kindred Hospital Chicago  
(Job Number: 231634)**

Our mission is to promote healing, provide hope, preserve dignity and produce value for each patient, resident, family member, customer, employee and shareholder we serve. Join us!

Be the "right hand" of a Department manager, taking care of appointments, schedules, correspondence and the thousand details that make YOUR department function successfully, and on time. All of these things are a major part of helping Kindred provide the kind of health care that our patients need, and also the kind that you can be proud of.

**Responsibilities:**

Coordinate schedules, make appointments, arrange travel; coordinate and schedule meetings, prepare agendas, reserve and prepare facilities; record and transcribe meeting minutes

Read/route incoming mail; compose and type routine correspondence

Create and maintain electronic spreadsheets and databases; conduct research and produce financial, statistical, narrative and other reports

Assist with maintaining budgets

Assistant

Aide

**Qualifications**

Must be able to organize, prioritize, follow-up and communicate effectively with all levels of the organization. Should be a critical thinker, able to maintain confidentiality, and be accurate, concise and detail-oriented. Skill in the development and use of spreadsheets and word processing is required. A High School diploma (or equivalent) and two years of experience as an Administrative Assistant or Secretary are also necessary.

**Job: Administrative/Clerical/Secretarial**

**Primary Location: IL-Chicago-Kindred Hosp - Chicago North Campus**

**Organization: 4637 - Kindred Hosp - Chicago North Campus**

**Shift: Day**

Apply online at

<https://kindred.taleo.net/careersection/kndexternalcareersection/jobdetail.ftl?job=1639407&src=JB-10609>

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**Firefighter / Springfield, Illinois**

City of Springfield  
300 S. 7th Street, Room 309  
Springfield, IL 62701  
Phone: 217-789-2446  
Fax: 217-789-2118  
E-mail: [CityofSpringfieldOfficeofHumanResources@cwlp.com](mailto:CityofSpringfieldOfficeofHumanResources@cwlp.com)  
Website: [www.springfield.il.us](http://www.springfield.il.us)  
Starting Salary: \$49,823.82  
Population: 118,000  
Sworn Officers: 226  
Application Deadline: 7/6/15

CITY OF SPRINGFIELD is seeking applicants for FIREFIGHTER  
The City of Springfield Firefighter examination phases will begin July 25, 2015.

Duties of a firefighter include, but are not limited to:  
Preventing, suppressing and extinguishing fires; Protecting life and property for citizens of Springfield, Fire Protection Districts, Mutual Aid Districts and assigned Districts  
Mitigating hazardous materials; Providing emergency medical service; Assisting in vehicle and other rescue areas; Engaging in ongoing training programs

Requirements are:  
U.S. Citizenship; High School diploma or GED; Valid driver's license at time of hire  
Vision correctable to 20/40 with no monochromatic color blindness; No felony convictions or certain misdemeanors; Current and valid Candidate Physical Ability Test (CPAT) including ladder climb card and ability to pass all required phases of the examination (Deadline for CPAT card is July 17, 2015) Minimum age when taking the exam is 21, and maximum age is 34 unless applicant meets one of the exemptions under the Illinois Compiled State Statute ILCS 5/10-1-7. Current starting salary for a first-year probationary firefighter is \$49,823.82.

Informational packets are now available online at [www.springfield.il.us/HR/Employment.aspx](http://www.springfield.il.us/HR/Employment.aspx) AND  
Office of Human Resources, Room 309  
Municipal Center West, 7th and Monroe Streets, Springfield, IL  
Orientation sessions are scheduled for: May 16, and June 4, 2015  
To register for one of these sessions call: (217) 789-2446 OR  
Email: [CityofSpringfieldOfficeofHumanResources@cwlp.com](mailto:CityofSpringfieldOfficeofHumanResources@cwlp.com)  
Apply to: <http://www.springfield.il.us>

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER M-F-D-V

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**Dispatcher (Part-Time) / Riverside, Illinois**

Riverside Police Department

31 Riverside Road

Riverside, IL 60546

Phone: 708-447-2127

Fax: 708-442-0669

E-mail: [wgutschick@riverside.il.us](mailto:wgutschick@riverside.il.us)

Website: [www.riverside.il.us](http://www.riverside.il.us)

Salary: \$17.25/hour

Population: 8,800

Sworn Officers: 19

Application Deadline: 6/12/15

Requires working all shifts.

Hours vary from zero to 24+ weekly.

Experience preferred, not required.

Computer background in Spillman, MSI systems a plus.

Applicants must:

Be at least age 18

Be a U.S. citizen

Have high school diploma or GED equivalent

Be fluent in speaking, reading and writing the English language

Successfully pass all pre employment and Illinois State mandated exams

Duties:

Police/fire/ambulance/911 radio dispatch, phone calls, recordkeeping, customer service.

Must be able to work without direct supervision.

Applications due 6/12/15 and are at:

Riverside Police Department, 31 Riverside Road, Riverside, IL 60546

OR [www.riverside.il.us](http://www.riverside.il.us)

Attention: Lt. Gutschick

[wgutschick@riverside.il.us](mailto:wgutschick@riverside.il.us)

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