



CLASS TITLE: Plasterer Helper

Code: 9455 Labor Service
Non-Competitive Group
Semi-Skilled Labor Series

CHARACTERISTICS OF THE CLASS: Under immediate supervision, assists journey level Plasters in setting up, mixing and applying plaster; and performs related duties as required.

ESSENTIAL DUTIES: Assists in the unloading, carrying and assembling of materials and equipment at job sites; assists in dismantling or breaking down existing plaster surfaces in preparation for repair and plastering work; erects and dismantles scaffolds for jobs involving elevated surfaces; mixes and prepares plaster for application; observes and assists in applying plaster to lath or masonry bases; cleans equipment and work sites once plastering work is completed.

RELATED DUTIES: May prepare work activity reports.

MINIMUM QUALIFICATIONS:

Training and Experience. Enrollment in a US Department of Labor registered plastering apprenticeship training program or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Some knowledge of the work methods and techniques of the plastering trade. Some knowledge of safety practices and procedures. Some knowledge of the tools, equipment and materials of the plastering trade. Physical ability to use the tools and equipment of the trade. Ability to access work areas located above or below ground level. Ability to prepare routine work activity reports.

Some skill in preparing, mixing and spreading plaster. Some skill in the use of tools and equipment of the plastering trade. Basic math skills. Basic oral and written communication skills.

Physical Requirements. Ability to lift and carry supplies, materials and tools weighing up to 30 pounds frequently and up to 75 pounds occasionally.

Working Conditions. Unavoidable exposure to fumes, dust or noise and abnormal temperatures indoors.

Apply online at

http://www.cityofchicago.org/city/en/depts/dhr/supp_info/labor_services_9400series.html

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CLASS TITLE: CONSTRUCTION LABORER

Code: 9411

Family: Construction, Maintenance, and Skilled Labor

Group: Non-Competitive

Series: Unskilled Labor

ESSENTIAL DUTIES

- Prepares work sites, digging and backfilling trenches and tunnel and shaft excavations
- Removes dirt and clears obstructions from around work areas (e.g., catch basins, valve basins, water and electrical vaults, manholes)
- Sets braces and shoring equipment and drives sheeting to support the sides of excavations and prevent cave-ins
- Dismantles concrete and masonry retaining and bearing walls
- Breaks out old pavement, concrete sidewalks, curbs, and gutters
- Excavates and grades ground leveling base and concrete
- Assists skilled trades workers in the construction of scaffolding from ground level to approximately 200 feet above ground
- Operates and maintains pneumatic tools (e.g., jack hammers, concrete/pavement breakers, sandblasters, clay spades)
- Uses hand tools (e.g., shovels, picks, sledgehammers)
- Mixes and pours concrete in specified amounts as directed
- Loads and unloads materials and equipment from trucks and ensures proper tools and equipment are on work site and in working order
- Helps lift and place materials (e.g., pipes, valves, hydrants, castings) into trenches using pipe sticks, ropes, and dollies
- Assists skilled trades workers by readying and supplying needed tools, equipment, and materials
- Sets up barricades, safety cones, and steel street plates around work sites
- Removes rock in underground tunnels
- Marks work sites and identifies area of underground utilities with paint
- Directs vehicular/pedestrian traffic around work sites
- Notifies customers of interruptions in water service

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS: Education, Training, and Experience Completion of the City of Chicago's Laborer-Apprentice Program OR two years of work experience as a general laborer on a construction work site

Licensure, Certification, or Other Qualifications None

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures. The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

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COOK

Facility Presence Resurrection Medical Center
Department FOOD SERVICES
Schedule Full-time
Shift Rotation
Hours 11:30 - 8:00pm
Location Chicago, IL
Req Number 128498

Job Details

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. Prepare, season and cook food for Medical Center patients, visitors and staff, under general supervision. Clean work areas as required for preparing and serving food. Position requires a High school diploma or equivalent. 1-3 years experience or currently enrolled in a Culinary Arts program. Illinois Department of Public Health Food Service Sanitation Certification and City of Chicago Food Service Sanitation Certification preferred

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=435224>

FOOD SERVICE WORKER

Facility Presence Resurrection Medical Center
Department FOOD SERVICES
Schedule Casual/ Part-time (no benefits)
Shift Weekends
Hours 4:00pm - 8:00pm
Location Chicago, IL
Req Number 127819

Job Details

Assemble patients trays; service/prepare food and snacks, deliver and retrieve trays. Assist with dish room and sanitation duties. Answering telephones calls and receiving requests from patients and other hospital staff. Shows initiative in resolving patient, family members and/or nursing concerns

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=499132>

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Table Fifty-Two is seeking an Events Coordinator & multiple FOH positions

Table Fifty-Two

52 W Elm St Chicago, IL

Near North Side, Gold Coast

Job ID: 7465489

Job Type: Full Time Shift Type: Night

Compensation: Hourly plus tips

Experience: 1-3 Years References: Preferred

Front Servers: -Must have at least 2-3 yrs. experience in fine dining and ability to work in a fast paced environment. -Must possess strong knowledge of food, wine & spirits.

-Great personality & work ethic a must! -Weekend availability a must!

Server Assistants: -Must have at least 1-2 yrs. experience as a server or server assistant in a fine dining environment. -Must have a clean polished appearance.

-Weekend availability a must!

Host: -Must have at least 1-2 yrs. experience in fine dining and ability to work in a fast paced environment. -Must have great communication skills & a warm welcoming demeanor. -Open Table experience a plus.-Must have a clean polished appearance.

-Open availability preferred. Position will be full time, weekends required & an hourly wage. (Wages TBD upon experience.)

Special Events Coordinator: -Must have at least 3-4 yrs. experience as an event coordinator in the food & beverage industry. -Must have been an event coordinator in your most recent job. -Open Table experience a plus. (Position also requires some light reservations work as well for booking large groups/private events.) -Must have great communication skills, a clean polished appearance with a warm welcoming demeanor & possess great attention to detail! -This position is a full time position with open availability a must! (Some weekends may be required so that you can meet/greet the guests and group contacts of the events that you book.) -Compensation TBD upon experience.

PLEASE DO NOT APPLY IF YOU DO NOT MEET THE ABOVE REQUIREMENTS. SEND RESUMES VIA EMAIL ONLY (put the position you are applying for in the subject line). **NO PHONE CALLS TO THE RESTAURANT PLEASE.** *You will not be seen without a scheduled appointment.*

Requirements & Skills: Must be able to work nights and weekends. Open availability preferred. Full and Part Time positions available.

Apply online at http://www.shiftgig.com/job/chicago/il/bus-person-job-openings-at-table-fifty-two-7465489?utm_campaign=Engagement&utm_medium=Email&utm_source=New-Job-Posted&utm_content=7465489

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Kitchen Worker

Crew Bar + Grill

4804 N Broadway St., Chicago, IL

Uptown

Restaurant and bar Company needs cleaning and maintenance person

Description of Duties:

Responsible for the cleaning and maintenance of the all areas of multiple restaurant and bar businesses excluding the kitchens. Provide basic handyman level repair services on an as needed basis. This includes daily cleanings and specific projects as designated by the immediate supervisor. The cleaning and maintenance position is responsible for maintaining supply levels of cleaning products, proper use of cleaning supplies and materials by submitting order requests to the immediate supervisor. Position is currently part-time and may become full-time in the future.

Essential Functions: These functions may change over the course of employment. Daily cleaning of the bar, restaurant, bathrooms and exterior of restaurant and bar locations. Seasonal watering of outdoor plants and basic maintenance of landscaped areas. Perform minor scheduled maintenance on equipment and HVAC. Provide basic maintenance and repair tasks (minor electrical, plumbing, painting, drywall, and carpentry type repairs). Twice weekly cleaning of basement storage and office areas. Restocking of supplies after these have been checked in by the General Manager or Manager on Duty. Assisting in other tasks as requested by immediate supervisor. Report any maintenance concerns to the immediate supervisor with a proactive plan to address found issues. Ability to travel between work locations using own vehicle. Ability and willingness to work most weekends and holidays. Maintaining a regular & reliable attendance on the job. Getting along well with fellow employees and maintain a professional business relationship at all times. Fluent in English. Proficient with email, phone and text communication.

Desired Qualifications: Knowledge of proper cleaning procedures, tools and products. Efficient use of time to insure that all customer areas are ready before opening. Friendly nature and positive attitude. Willingness to work as part of a team and pitch in wherever necessary. Able to lift and carry food, beverage, and other items greater than 50lbs.

Requirements & Skills

Must work weekends and holidays. Fluent in English

Previous cleaning and maintenance experience required

Apply online at <http://www.shiftgig.com/job/chicago/il/kitchen-worker-job-openings-at-crew-bar-grill-7546561>

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Job Title: Rehabilitation Counselor Trainee

Agency: Human Services

Closing Date/Time: Mon. 06/09/14 4:00 PM Central Time

Salary: \$3,718.00 - \$5,491.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: EMHC-14-1701

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, for a period not to exceed twelve months, participates in an agency-sponsored training program for Rehabilitation Counselors; completes work assignments to develop knowledge, understanding and practical skills in order to provide vocational training and counseling for Elgin Mental Health Center patients.

Minimum Requirements:

Requires a Master's Degree with major coursework in Rehabilitation, Counseling, Guidance, Psychology, or a closely-related human service field.

Work Hours & Location/Agency Contact: Shift: 8:00am - 4:00pm
Elgin Mental Health Center - CPS Hinton

CONTACT INFORMATION:

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 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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CLASS TITLE: ASPHALT LABORER

Code: 9464

Family: Construction, Maintenance, and Skilled Labor

Group: Non-Competitive

Series: Semi-Skilled Labor

MINIMUM QUALIFICATIONS: Education, Training, and Experience • One year of work experience in the paving and repair of street surfaces using asphalt materials and/ or related asphalt equipment. **Licensure, Certification, or Other Qualifications** • A valid State of Illinois Driver's License is required **CODE: 9464**

WORKING CONDITIONS • Exposure to outdoor weather conditions • Exposure to loud noise, fumes or dust • Exposure to hazardous conditions (e.g., traffic, heavy machinery)

EQUIPMENT • Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads) • Safety devices or equipment (e.g., cones, barricades, metal plates) • Standard tools and equipment used in asphalt pavement work (e.g., shovels, brooms, picks, rakes, smoothers, tampers, forks, hand roller) • Power tools (e.g. pneumatic jackhammers, hammer drill)

PHYSICAL REQUIREMENTS • Heavy lifting (up to 100 pounds) is required

- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to operate applicable power tools, hand tools and equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge Some knowledge of: • *use of street surface paving and repair equipment and asphalt materials • *work procedures relating to surface pavement and re-surfacing with asphalt • *applicable safety practices and procedures specific to working with and handling asphalt materials • *use of safety equipment and protective gear
Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures. The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

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Job Title: Reimbursement Officer I

Agency: Human Services

Closing Date/Time: Mon. 06/09/14 4:00 PM Central Time

Salary: \$3,575.00 - \$5,237.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: EMHC-14-1702

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, determines the financial liability of recipients and/or their legally responsible relatives. Assist facility employees in the explanation of statutes, policies and procedures relevant to the reimbursement program.

Determines liability/charges for care and maintenance based on the assets/income of each recipient, their estates, and/or responsible relatives. Monitors all recipients' cases with outstanding charges. Completes referrals for the Central Office for those cases that are a collection problem or are uncollectible.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, with courses in accounting, economics or business administration, preferably including courses in insurance, estate and probate law.

Requires one year of work experience in the reimbursement field.

Work Hours & Location/Agency Contact: Shift: 8am - 4pm

Location: Elgin Mental Health Center - Recipient Resource Unit (RRU)

CONTACT INFORMATION 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 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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Job Title: Administrative Assistant II - Opt J2

Agency: Financial & Professional Regulation
Closing Date/Time: Fri. 06/06/14 5:00 PM Central Time
Salary: \$4,522.00 - \$6,853.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: DFPR 9164

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction, serves as a staff assistant to the Chief of Real Estate Prosecutions for the Division of Professional Regulation. Assists in the planning, development and establishment of statewide policies and procedures. Conducts research on special projects and established policies and procedures; makes recommendations. Serves as spokesperson in confidential and controversial situations

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires two years of professional experience in a public or private organization. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.
Work Location: Illinois Department of Financial & Professional Regulation
Professional Regulation Division/State-wide Enforcement Section/Real Estate Prosecutions Unit
100 W. Randolph St, Chicago, IL - James R. Thompson Center - Cook County
Agency Contact: A & R Shared Services Center
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702
217-782-9993 217-782-9925 Fax

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 J2 - Financial/Profess Reg

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Job Title: Naperville Cashier Jobs

Job ID: 7348871

Job Type: Part Time

Shift Type: Morning, Afternoon

Compensation: Offering TOP PAY!

Experience: < 1 Year

Panera Bread

1191 E Ogden Ave Naperville, IL

* Great shift for Mid-Day Associates offering TOP PAY! *

Job Description

Mid-Day Associates

We offer our teams:

Flexibility in your work schedule.

A fun place to work.

Good food.

One free meal during your shift.

Generous 40% discount for you and your family.

Earn a \$50 gas card for every 10 shifts you work.

* Required availability 11 AM - 2 PM

* Shifts will typically be a 2-3 hour time period

* Opportunities available to join our 1191 E. Ogden team in Naperville, IL 60563

Experience in food service or retail preferred. Must be a minimum of 16 years old.

Understanding of basic food safety is a plus.

Our customer wants fast, accurate and friendly service. We take pride in every aspect of our work and perform it with energy and enthusiasm as strong team players.

At Panera, we are empowered to be our best authentic selves every day and to make a difference in the lives of our associates and customers.

Requirements & Skills

Must be a minimum of 16 years old.

Apply online at <http://www.shiftgig.com/job/naperville/il/cashier-job-openings-at-panera-bread-7348871>

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CASHIER POSITION AT FAST-PACED TAQUERIA! FLACO'S TACOS IN PRINTERS' ROW & WATER TOWER

Flaco's Tacos Printers' Row
725 S Dearborn St Chicago, IL
Printer's Row, South Loop
Job ID: 7113971
Job Type: Part Time
Shift Type: Morning, Afternoon, Night
Compensation: \$9.00/hr + tips
Experience: < 1 Year

Job Description: We are a family-business looking to work with happy people that like our family-like atmosphere. Increase your chances and apply in person so we can meet you! Requirements & Skills: Must be 21+, and available to work nights, weekends and Sundays

Apply online at <http://www.shiftgig.com/job/chicago/il/cashier-job-openings-at-flacos-tacos-printers-row-7113971>

Job Title: Chicago Security Job

Job ID: 7362961
Job Type: Part Time
Shift Type: Afternoon, Night, Overnight
Compensation: N/A
Experience: < 1 Year
Rokit Ranch Productions
114 W Illinois St., Chicago, IL
Wrigleyville, Lakeview

Job Description: Performance Requirements: The following are intended as basic requirements. Success will come to the individual that is able to expand upon these job requirements and truly "make it happen." These requirements may change over the course of employment. Oversee security operation during business hours and work with general manager to communicate needs of the security team. Work with general manager to ensure all security staff are receiving adequate training. Complete incident reports should any injuries or incidents occur. Maintain and manage radios and necessary equipment. Provide an elevated level of customer service to all guests. Ensure safety standards and capacity laws are being met. Ensure safety of all staff and guests.

No walkins or phone calls will be considered. Please apply online at <http://www.shiftgig.com/job/chicago/il/security-job-openings-at-rokit-ranch-productions-7362961>

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Job Title: Veterans Employment Representative I - Opt 2

Agency: Employment Security

Closing Date/Time: Mon. 06/09/14 11:59 PM Central Time

Salary: \$3,575.00 - \$5,237.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: RCRA 11484

Description of Duties/Essential Functions Benefits Supplemental Questions Under general supervision, functions primarily as a Disabled Veteran's Outreach Program specialist for the Grayslake Office, providing concentrated employment services in order to enhance the employability of disabled veterans; performs professional level duties in the areas of veterans' outreach and registration, work history assessment, vocational guidance, employment planning, employability services, referral and job placement; contacts potential employers and community organizations to develop employment, training and vocational enhancement opportunities. Assists IETC clients with the various programs and services offered through the Illinois Skills Match (ISM) Program. Veteran's Disability status is an absolute requirement for this position.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of 4 years college with courses in Social or Behavioral Sciences, Business Administration or Marketing. Requires other than dishonorable discharge from the Armed Services of the United States. VETERAN'S DISABILITY STATUS IS AN ABSOLUTE REQUIREMENT FOR THIS POSITION. Requires extensive knowledge of veterans' problems and special needs, including such areas as readjustment to civilian life, benefits available to veterans. Requires ability to follow oral and written instructions; use a personal computer and related software to perform duties assigned.

Work Hours & Location/Agency Contact:

WORK LOCATION: Lake County Work Hours: 8:30 - 5:00, M - F

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 - Qual/Serv-Conn Disab Vet

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Job Title: Receptionist Job

Job ID: 7475625

Job Type: Part Time

Shift Type: Morning, Afternoon

Compensation: \$24

Experience: < 1 Year

References: Preferred

Starbucks

1701 W Division St Chicago, IL

Wicker Park, Goose Island

Job Description: Receptionists and switchboard operators greet clients and visitors, in person or on the phone. They then direct the person to the most appropriate person or department for their needs. Often, the job of receptionist is not limited to reception duties. An increasing number of employers want to have a receptionist able to perform basic secretarial tasks. Since receptionists are usually the first person that customers meet, it is important for the first impression to be the right one.

Requirements & Skills: Must be up to 24 years

No walkins or phone calls will be considered. Please apply online at <http://www.shiftgig.com/job/chicago/il/receptionist-job-openings-at-starbucks-7475625>

LINEN DISTRIB TECH FLOAT

Facility Presence Health - Corporate Office

Department LINEN DISTRIBUTION SERVICE

Schedule Full-time - Shift Day shift

Hours Rotates between 4:00am-12:30pm, 5:00am-1:30pm, 6:00am-2:30pm

Location Chicago, IL

Req Number 126206

Job Details: Provides quality linen items for patients, staff and internal customers. Provides appropriate linen par levels to end users and assists in process improvement programs at multiple locations. The Float Linen Tech is required to work in multiple Linen Distribution Departments and to assimilate to all the processes and procedures unique to every site. The Float Linen Tech is required to provide coverage for all shifts/ hours as assigned. Must have valid Illinois Drivers license and own vehicle.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=485987>

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Administrative Assistant/Customer clerk Entry

City Wide Disposal

3910 S Loomis St Chicago, IL

Job ID: 6769237

Job Type: Full Time

Shift Type: Morning, Afternoon, Night, Overnight

Compensation: \$23-\$30

Experience: 3-6 Years

References: Preferred

Job Description

This position is a highly visible position within a high reliability manufacturing operation setting. The job involves a high level of detail, with extensive knowledge of Power Point, Excel, and SAP. The environment is fast paced where accuracy is a must. In this role the person interacts with all levels of the operation. Excellent communication skills are a requirement. Attention to details and schedules is very important and can be the difference to a customer getting product on time. In this position it requires a thorough knowledge of company policies and practices. Other duties as assigned.

EDUCATION and/or EXPERIENCE:

Four year college degree is required. Expert computer experience using such programs as Word, Excel, Access, Outlook & PowerPoint. 4+ years of related administrative /secretarial experience supporting senior managers. Experience working on assigned company projects and materials that are highly confidential. Prior experience working with computerized inventory systems a plus. Secretarial experience working in a high technology manufacturing environment a plus. Excellent analytical skills required. Excellent planning and organization skills are important.

OTHER SKILLS AND QUALIFICATIONS: Ability to format spreadsheets that include formulas and graphs. Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals. The ability to write routine reports and correspondence. Proficient in PowerPoint to be able to create department work charts and slides. Creating confidential letters and memos with minimum direction. Strong proof reading and editing skills.

Requirements & Skills: Excellent communication both verbally and written and candidate who work under pressure

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

<http://www.shiftgig.com/job/chicago/il/receptionist-job-openings-at-city-wide-disposal-6769237>

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Outgoing and Energetic Doormen/Security Staff Wanted!

Job ID: 6949055

Job Type: Part Time

Shift Type: Night, Overnight

Compensation: 9.00

Experience: < 1 Year

References: Preferred

The Lodge Management Group

8 W. Division Street 200 Chicago, IL

Gold Coast, Near North Side

Job Description

We are looking for engaged, pleasant doormen who have outstanding communication skills. They need to be attentive, have a keen understanding of good service, and a sense of humor. Alertness, reliability, and attention to detail are also must-haves. Do you have these qualities? If you do, please come and apply! As The Lodge Management Group, our business is people. Offering outstanding experiences at our bars. We offer a renowned nightlife on Rush and Division Street.

Some responsibilities include:

- To ensure that everyone who enters the premises is 18+
- To provide a safe environment ensuring the safety of all of the patrons
- To patrol the building and detecting any undesirables
- To make sure that everybody has a good time
- To Escort any troublemakers outside of the building
- To Report any problems to the manager

If you're interested in this type of environment, look no further. Please feel free to come and apply in person at:

8 West Division Ave. 2nd Floor.

We look forward to meeting you!

Requirements & Skills

Must be 21+; able to work nights; weekends up to 4 or 5 a.m.

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Recreation Leader (SEASONAL) for Gymnastics Department Job ID: 1565

Closing Date: 06/09/2014

Seasonal Only/Recreation Leader (Daycamp)

Date Posted: 5/27/2014

Location: Central Administration - GYMNASTICS

Under direct supervision, provides recreational activities for children ages 3 years old and up during the operation of day camp activities. Performs related duties as assigned or required.

EXAMPLES OF DUTIES:

Accompany groups of children on field trips to educational institutions, public functions or recreational activities. Provide adult supervision to ensure the safety and well-being of children. Lead and participate in games, drills and agility exercises. Read to children and teach simple painting, drawing, songs and similar recreation activities.

DESIRABLE MINIMUM QUALIFICATIONS:

TRAINING AND EXPERIENCE:

High School student or certified (GED) is required but may be waived for seasonal employees who are referred through special hiring programs. Candidates for this position must have reached their 16th birthday at time of hire.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work with individuals or groups of children from ages 3 years old and older; Basic knowledge of childrens' games and recreation activities; Effective oral communication skills; Ability to enforce safety rules; Ability to lead physical, recreational and leisure activities; Ability to exercise good judgment.

Union: SEIU 73 FLSA: Nonexempt
Career Service EEO: Paraprofessional
SALARY: \$11.77 PER HOUR

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Electrician Outside (M) Job ID: 1456

Closing Date: 06/08/2014

Trades/Electrician, Outside (M)

Date Posted: 5/22/2014

Location: Central Administration - FACILITIES MANAGEMENT

CHARACTERISTICS OF THE CLASS:

Under direct supervision, performs outside repair, alteration or construction work of any type on electric light and power equipment, auxiliary apparatus, transmission lines or wiring. Performs related duties as required.

EXAMPLES OF DUTIES:

Installs, maintains and repairs outside electric light and power circuits and equipment. Removes, repairs, adjusts or installs electric light posts, flood light equipment, signal equipment, transformers, cables, switches, terminals or other electrical equipment or apparatus in outdoor locations. Supervises laborers assigned to assist in installing, altering or repairing conduits, manholes, light posts, and similar outdoor structures for electrical circuits. Executes any type of outside electrical work in accordance with prescribed drawing, specifications, rough sketches or verbal instructions. Reads and learns the Electrical Code of the bureau of Gas and Electricity of the City of Chicago, applying to outside electrical installations. Performs related duties as assigned.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Five years of training and experience as an electrician, or completion of an apprentice training program and one year experience, or a Bachelor's Degree in Electrical Engineering from an accredited college or university supplemented by two years of directly related experience, or an equivalent combination of education and experience is required.

Knowledge, Skills and Abilities:

Knowledge of city and state electrical codes, rules and regulations. Knowledge of electrical repair and installation principles and practices. Ability to read and interpret electrical blueprints, diagrams, schematics, etc. Skill in the use of specialized hand tools and test instruments. Ability to compute load requirements for electrical wiring and equipment.

Salary: \$93,288.00 per year

Apply online at

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Finance Cashier

Location: Chicago, IL

The Finance Cashier is responsible for all daily cashier duties and operations of the cash cage.

The Cashier process daily deposits to the bank, operates the cashier window to cash checks under \$75.00 and provide parking pass transactions, and hand-outs scheduled vendor checks and cash advances.

Responsibilities

- Processes daily deposits to the bank from all revenue generating departments of the Museum and assures daily coordination of deposits with armored car service.
- Coordinates, distributes, processes and accounts for "banks" issued daily to guest relations, 3D Theater, Membership, and other Museum staff, as requested, for on-site sales events before and after public hours.
- Provides scheduled cashier window services and maintains inventory of currency, coins, and parking passes.

Qualifications

- Must be knowledgeable with the use of PC based computer programs, 10-key calculator and be proficient in use of Excel spreadsheets
- Must have ability and experience in basic accounting in order to reconcile daily cash cage room count
- Excellent attention to detail and analytical skills
- Must be detail oriented and able to manage multiple tasks, comfortable communicating policies and procedures to Museum customers while providing cash cage services
- Consummate team player with strong customer service experience
- Some college preferred with a minimum of one year of banking/ finance or other cashier experience or greater required

Apply online at <http://www.fieldmuseum.org/about/employment>

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Lighting Technician

Location: Chicago, IL

Under direct supervision, the lighting technician works independently and part of a team to maintain exhibit lighting. S/he occasionally assists in the installation and focus of new exhibitions.

This position reports directly to Manager of Exhibit Maintenance, and works closely with Exhibit Maintenance Supervisor and Lighting Designer relative to lighting maintenance and exhibit lighting installations.

Responsibilities

- Make sure that all exhibit cases are lit. Replaces burned out lamps.
- Maintains lamp inventory for temporary, permanent, and traveling exhibits.
- Make sure that all exhibit cases are lit. Replaces burned out lamps
- Maintains lamp inventory for temporary, permanent, and traveling exhibits
- Orders new lamps for exhibitions, tracks deliveries and stocks lighting storage while developing a working relationship with lighting vendor
- Maintain lighting fixture inventory including repair, cleaning, and replacement
- Maintains exhibit lighting equipment, developing cleaning schedules for dimmer panels and lighting fixtures
- Troubleshoots lighting problems and works with lighting supervisor and electrician to solve problems and implement solutions
- Works with maintenance supervisor to implement and track Facilities department work orders to repair lighting electrical problems
- Does low voltage electrical repairs
- Assists lighting designer on the install and focus of temporary exhibits
- Read drawings and written instructions
- Utilize shop skills to perform basic woodworking to assist on building of lighting prototypes
- Performs tasks as assigned by maintenance manager, maintenance supervisor, and/or lighting supervisor

Qualifications

- High school graduate required. Technical or associates degree a plus.
- Minimum of two years related experience
- Able to work on ladders and personnel lifts. Able to work at over 22 feet heights

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Member Benefits Coordinator

Location: Chicago, IL

The Field Museum seeks qualified candidates for the position of Member Benefits Coordinator. This is a full-time position within the Membership Department.

Responsibilities

- Under the supervision of the Member Benefits Manager, coordinate the Annual Members' Nights working closely with all departments within the Museum
- Coordinate other Member special events as assigned including lectures and special exhibit previews
- Assist in managing Adopt A T.Rex and Gift Membership programs. Process all on-line, mail and telephone orders
- Coordinate other Member special events as assigned including lectures and special exhibit previews
- Coordinate monthly Member e-newsletter which includes preparation of copy, selection of images and maintenance of newsletter schedule
- Work with Member Benefits Manager in the preparation of member surveys for the purpose of member satisfaction benchmarking
- Effectively service Museum members and donors at the Membership Desks, via telephone and e-mail. Must offer a high level of energy and enthusiasm when servicing Museum members and guests
- Provide excellent customer service with attention to detail, strong problem solving skills and effective listening skills
- Assist IA data entry team with Raiser's Edge demographic entry as needed
- Must interact with customers face-to-face in a positive manner. Will be assigned to work at the Membership Desk in the public area of the Museum as needed
- Must accurately interpret and follow Museum policies and procedures as outlined
- Quickly analyze inquiries and determine steps for resolution. Goes "above and beyond" to assist members by making their satisfaction a high priority

Qualifications

- Bachelor's degree preferred
- Ability to use Raiser's Edge to access member data and issue special exhibition tickets through Patron's Edge
- Must be available and willing to work weekends and holidays
- Strong interpersonal and problem solving skills required
- Customer service experience in an educational, cultural or entertainment environment or related field preferred
- Excellent organizational skills and multi-tasking skills
- Knowledge of computerized reservations and/or scheduling systems; Knowledge and experience in conference services and meeting planning techniques and practices
- Ability to work under pressure and handle multiple tasks simultaneously while receiving continual interruptions each day
- Quality negotiating skills to assist members and service department providers
- Ability to work independently while maintaining excellent communication and internal/external relationships
- Must accurately access and document information and recall new or changing procedures that may impact customers
- Must be flexible when it comes to office scheduling needs and able to adapt to all areas of member contact whether it is face to face, via letter/email or on the telephone

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