



Chicago: Now Hiring!

Dylan's Candy Bar, LLC - Chicago, IL

Now Seeking:

- *Party Associates
- *Greeters
- *Maintenance Associates
- *Cafe Associates
- Cooks
- Food Runners
- Bussers
- Bartenders
- Counter Associates

We are looking for enthusiastic and candy-loving associates to join the sweetest team in Chicago! If you are interested in joining the Dylan's Candy Bar Team at our Chicago location, please send a copy of your resume and cover letter to:

YFlorian@DylansCandyBar.com for consideration.

OUTPATIENT SCHEDULER

Location: Schwab Rehabilitation Hospital, Chicago, IL

Required Education: High School/GED

Schedule: Full Time

Shift: Day Shift

GENERAL SUMMARY/BASIC PURPOSE OF JOB: Schedules outpatients for Rehabilitation Services (PT, OT, SLP, Audiology) and Schwab Physician Clinic. Coordinates therapies and transportation. Assures financial coverage for therapy services and maintains various statistical information on outpatient services. Conducts self in a professional manner. Displays excellent customer relations.

MINIMUM WORK EXPERIENCE: Previous experience in health care reception, scheduling,, insurance authorization or office management preferred

KNOWLEDGE & SKILLS: Bilingual in Spanish required. Basic proficiency in Microsoft Word and Excel. Intermediate proficiency with Outlook. Preference to those with prior experience using scheduling software.

Apply online at

https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&tempLate=dsp_job_details.cfm&cJobId=101372&source=Indeed.com

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HUMAN RESOURCES ASSISTANT/RECEPTIONIST (BI-LINGUAL PREFERRE

Location: Sinai Health System, Chicago, IL

Required Education: High School/GED

License/Certification/Registration Required: 1 year of experience required

Schedule: Part Time

Shift: Day Shift

Hours: 7:00 a.m. - 12:00 p.m. / 12:00 p.m. - 5:00 p.m.

Job Details: To perform clerical duties and support members of the department with attention to customer service, professionalism and discretion by maintaining smooth daily functioning of reception office, client reception, correspondence, capturing and processing necessary documentation according to departmental & legal guidelines. Minimum Requirements/Experience: High School diploma or general education degree (GED) One year of previous experience in Healthcare and Human Resources is required. Proficient in Microsoft Suite is required Bi-Lingual Preferred

Apply online at

https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=101294

HOUSEKEEPER WORKER II

Location: Mount Sinai Hospital, Chicago, IL

Required Education: High School/GED

Schedule: Part Time

Shift: Day Shift Hours: 7a-3:30p

ESSENTIAL FUNCTIONS AND DUTIES

- o Moves file cabinets, desks, tables, chairs, office, clinic and hospital equipment, cleaning supplies and equipment and other items as assigned.
- o Cleans lobbies, lounges, rest rooms, corridors, elevators, and stairways.
- o Cleans and disinfect any equipment or other items containment as appropriate under the hospital guidelines.
- o Sweeps, scrubs, waxes, and polishes floor.
- o Dusts furniture. Washes walls, tile, ceiling, and woodwork. Washes windows, door panels and handles, sills fixtures and other assigned areas.
- o Transports trash and waste to disposal area.
- o Trains new employees on departmental procedures.
- o Notifies supervisor promptly of completed/cleaned and disinfected patient rooms, which are available for occupancy.

MINIMUM EDUCATION: High School diploma or equivalent. Must be able to read, write and understand English.

Apply online at

https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=101369

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OPERATOR

Location: Mount Sinai Hospital, Chicago, IL

Required Education: High School/GED

Job Details:

GENERAL SUMMARY/BASIC PURPOSE OF JOB: • Operates cord switchboard to relay incoming, outgoing, and interoffice calls by performing the following duties.

ESSENTIAL FUNCTIONS AND DUTIES

- Accurate and timely receipt and transfer of all calls and to announce all necessary codes.
- Operates console to receive, route and/or transfer a high volume of calls.
- Operate paging equipment to receive, route and transmit messages to appropriate personnel.
- Receives, logs, notifies departments and distributes faxes internally.
- Receive and maintain daily and monthly on-call schedules.
- Knowledge on use of the internal phone and paging system.

MINIMUM EDUCATION: High School diploma or equivalent.

MINIMUM WORK EXPERIENCE:

- Must be able to read, write and understand English.
- Bilingual English/Spanish.
- Previous related experience highly desired.

Excellent verbal communication skills as well as customer service skills essential.

Schedule: Call/Registry

Shift: Varied Shifts

Hours: Various. Based on department needs.

Apply online at

https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=101319

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MENTAL HEALTH WORKER

Location: Mount Sinai Hospital, Chicago, IL

Required Education: High School/GED

GENERAL SUMMARY/BASIC PURPOSE OF JOB: The Mental Health Worker provides culturally competent biopsychosocial assessments, counseling, and case management services for clients who are in need of mental health services.

ESSENTIAL FUNCTIONS AND DUTIES

- Charts patient's progress in conjunction with the specific treatment plan.
- Competent group facilitation and 1:1 interactions.
- Treats and cares for patients demonstrating understanding of cognitive, physical, emotional and chronological status.
- Demonstrates technical competence necessary to provide care to unit patients; seeks out opportunities to increase competence.
- Anticipates and provides for discharge needs beginning with completion of admission belongings form and storage of patient's belongings.
- Participates actively and collaborates with multidisciplinary treatment team members in the treatment planning process to develop a common approach and obtain successful short and long term outcomes.
- Demonstrates competence in the application of restraints and post-restraint debriefing.

MINIMUM EDUCATION: High school graduate.

MINIMUM WORK EXPERIENCE:

- At least two years' experience in the mental health field is **REQUIRED**; experience in the substance abuse treatment field is a bonus.
- Successful completion of Hospital and Unit orientation programs.
- Must be culturally sensitive.

REQUIRED LICENSES, CERTIFICATES, REGISTRATIONS:

- CPR certification required.

Schedule: Full Time

Shift: Varied Shifts

Hours: Days. Evenings. Nights. Rotating.

Apply online at

https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&tempLate=dsp_job_details.cfm&cJobId=101288

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PAYMENT POSTING CLERK

Location: Sinai Medical Group, Chicago, IL

Required Education: High School/GED

Schedule: Full Time

Shift: Day Shift

Hours: 8a-4:30p

General Summary/basic PURPOSE OF JOB:

The Payment Posting Clerk position is primarily responsible for the accuracy and reliability of accounting transactions listed on a patient's account. Many standard operational practices are affected by the timely fulfillment of the posting clerk's responsibilities. Speed, accuracy and attention to detail are highly desirable characteristics for this position.

Results Anticipated:

- Accurate application of cash/adjustments to Accounts Receivable inventory.
- Timely completion of deadlines and operational goals.
- Improved reliability of statistical reporting tools.

Essential Functions and duties

Responsibility for the daily processing and reconciliation of lock box deposits with LSS A/R batch Totals.

Demonstrate a working understanding of third party payor remittance formats and payment posting process necessary to correctly resolve patient accounts.

Generate periodic credit balance reports to begin patient and insurance refund processes.

Review and reclassify Accounts to initiate appeals processes.

Notify supervisor of significant variations in insurance plan allowable rates or payment Methodologies or processes.

Restates and reclassify accounts to change of collection series categories.

MINIMUM Education: · High School graduate or equivalent

MINIMUM WORK EXPERIENCE: Previous experience posting payments and Adjustments in Medical Accounts Receivables

Understanding of Generally Accepted Accounting Principles.

Apply online at

https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&tempLate=dsp_job_details.cfm&cJobId=101130

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DISBURSEMENTS ACCOUNTING

Location: Mount Sinai Hospital, Chicago, IL

Required Education: High School/GED

GENERAL SUMMARY/BASIC PURPOSE OF JOB: Under the direction of the Disbursements Supervisor, responsible for the accurate recording of all the manual transactions in Payroll including incorporation of maintenance information into the Employee Master File; prepare account reconciliation and perform special projects; and assist in the processing of time cards and perform other related functions.

ESSENTIAL FUNCTIONS AND DUTIES

- o Reconcile vendor statements with information in the Meditech system and resolve differences.
- o Data entry, using the personal computer, data required for the following:
The quarterly earnings reconciliation in conjunction with the preparation of the Employment Tax Return, Form 941.
- o The employee advances transaction.
- o Reconcile the employee advances subsidiary ledger to the General Ledger.
- o Investigate and clear all items outstanding for more than 30 days.
- o Void checks and verify against maintenance report.
- o Maintain records of garnishments, wage assignments, and tax levies.
- o Match purchase order with related invoices via the Meditech interface module; complete processing on the AP module; and process/track prepaid.
- o Perform all tasks relating to the payroll deduction input and the vendor remittance.
- o Process time cards and perform other tasks attendant to the Payroll processing.
- o Match purchase order with related invoices via the Meditech interface module; complete processing on the AP module; and process/track prepaid.
- o Review and process check requests/petty cash vouchers verify documentation, accuracy of account number distribution; and signature approval; and request General Ledger account numbers as necessary.

MINIMUM EDUCATION: • High school diploma or general education degree (GED) required. • Associate's degree in Accounting, Finance or equivalent is preferred.

MINIMUM WORK EXPERIENCE: • At least one year of experience in payroll processing and reporting. • Strong aptitude and proficiency in MS Office products, including Word, Excel, Access, Outlook.

Schedule: Full Time

Shift: Day Shift

Hours: 8:30a-5p

Apply online at

https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&tempLate=dsp_job_details.cfm&cJobId=101370

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Account Executive / Greyhound

Location: CHICAGO

Department: GPX

Application Deadline: Monday, June 22, 2015

Key Duties:

Maintain and increase revenue opportunities from the top charge account customers in an assigned territory. Definition of territory: one or a combination of towns or cities where GPX operates a terminal or agency operation

Solicit new revenue opportunities from new and existing users (exclusive of top assigned customers). Heavy emphasis on new business development

Make regularly scheduled appointments (at least one visit per top assigned accounts every 60 days) and develop affinity between GPX and customer

Meet and exceed monthly revenue quota (assigned as by National Sales Manager)

Submit accurate daily, weekly and monthly reports

Set up and maintain a current Regional Competitive Information File of GPX competitors

Work closely with regional sales and operational teams, ensuring all sales leads increase revenue opportunities

Required to attend trade shows and provide sales support within the Agency network

Comply with all corporate policies and procedures

Qualifications:

A four year degree preferred

Five years direct sales experience in freight transportation preferred

Proficiency in Microsoft Office Software preferred (Word, Excel, PowerPoint)

Experience with sales/customer management software preferred (Access, Act, Goldmine, Salesforce.com etc.)

Must have strong analytical, interpersonal, and decision making skills

Must have strong listening, customer satisfaction, written, verbal and presentation skills

Must have strong sales cycle management skills and ability to sell new business with a high degree of success

Must have strong organization and follow-up skills

PURPOSE: Sell and promote GPX products to both existing and potential commercial customers Act as liaison between the customer and GPX Departments when required Work closely with the GPX operating group to ensure all customer expectations are being met

Apply online at <https://www.greyhound.com/en/careers/details.aspx>

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Body Shop Maintenance Manager / Greyhound

Location: CHICAGO

Department: Maintenance

Application Deadline: Sunday, May 31, 2015

Key Duties:

- Establishes objectives for the department, jointly with his/her manager, and attains these objectives
- Prepares and manages the annual operating budget of the body shop
- Maintains efficient communications within the department, as well as between departments. Endeavors to promote harmony and a team spirit with all departments
- Examines coaches to determine the degree of needed repairs
- Evaluates the cost of labor and parts
- Give direction, coach and discipline employees when appropriate.
- Implement corporate policies and practices.
- Ensuring compliancy of all OSHA and EPA regulations.
- Perform quality control checks on all equipment before leaving the garage.
- Lead employees to achieve goals and objectives
- Develop reports and performance indicators.
- Other duties as assigned.

Qualifications:

- High school graduate or GED
- 3 + yrs of supervisory/ mgmt. exp. in ground transportation maintenance or related field required
- 3 + yrs of Body Shop repair exp. to include painting and collision repair
- Mechanical background preferred
- Proven ability to work up written estimate for collision or routine body repairs
- General knowledge of all OSHA and EPA regulations
- Ability to solve problems and make real-time decisions
- Strong written and verbal communication skills required
- Attention to detail
- Able to led employees to perform the highest quality work and exceed expectations
- Must be motivated and possess strong interpersonal skills
- Union knowledge and experience preferred
- Experience interviewing and training
- Skill in working as part of a dynamic team.

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Electronics Technician Lead / Greyhound

Location: CHICAGO

Department: Marketing

Application Deadline: Thursday, June 11, 2015

Key Duties:

- Manage all onboard electronic equipment including security components, GPS communication equipment, and onboard media equipment to ensure the highest quality onboard experience is being offered to customers
- This position will be the technical subject matter expert for all onboard electronics, including communicating and training personnel on equipment updates and/or newly sourced equipment
- This position will manage all onboard electronic product manuals including documentation changes to ensure accurate and up to date product manuals are available
- Manage inventory to ensure proper inventory levels are maintained for replacement components and equipment
- Manage all asset tracking tools including supplier provided web based portals to ensure complete and accurate reporting is available
- Communicate regularly with management on the progress of assignments, problems encountered, related with work conditions, equipment or personnel
- Performs any other management requests or directives as requested. Perform duties as assigned to improve the customers onboard experience
- Actively participates in safety or educational training as required

Qualifications:

- 2+ years supervisory experience •5-7 years technical field experience
- Must have a valid DL •Knowledge of machines and tools, including their designs, uses, repair, and maintenance
- Excellent written, verbal, interpersonal, and speech communication skills
- Demonstrated ability to work both independently, as well as, within a team environment •Excellent organizational skills
- Ability to make routine independent decisions
- Ability to set and meet objectives
- Must be able to speak and read conversational English
- Candidate must have excellent communication skills in dealing with clients, management and co-workers
- Candidates must be prepared to travel and follow all company guidelines for travel expenses including managing the use of company credit card

Apply online at <https://www.greyhound.com/en/careers/details.aspx>

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Product Delivery Driver / Coca Cola

Talent Area : Transportation/Driver

Location : Chicago, IL, USA

Requisition Number : HV047413

Full or Part Time : Regular Employee FT

Position Description

THIS POSITION IS ELIGIBLE FOR A \$1,000 SIGN-ON BONUS!!! Externals Only!

All new CDL A Drivers hired effective March 26, 2015 through May 29, 2015 will be eligible for \$1,000 Sign-On Bonus.

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A CDL license required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

Coca-Cola Refreshments is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran, or other protected status.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/product-delivery-driver-chicago-illinois-job-1-5229993>

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Maintenance Mechanic / Coca Cola

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00031910

Full or Part Time : Regular Employee FT

Position Description

Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.

- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment.

- Rebuild and fabricate parts.
- Perform facility maintenance and maintain clean and safe work area.

- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.

- Perform equipment change-overs and production line set ups.
- 2-5 years of industrial maintenance experience required.

- 1+ years of mechanical/electrical experience preferred.
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.

- Previous experience within high-speed industrial environment.
- Demonstrated mechanical and technical aptitude.
- Basic computer skills.

- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-alsip-illinois-job-1-5394265>

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General Laborer (Seasonal) / Coca Cola

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00030807

Full or Part Time : Seasonal/Casual FT

Position Description

Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.

Operate industrial power equipment

Restock and replenish as appropriate.

Perform general maintenance.

Ensure compliance with regulatory and company policies and procedures.

Fill in for other positions as needed.

Perform general warehouse/production/cooler service duties.

Periodic bending, kneeling, lifting of 50+ pounds and climbing.

Available Shifts:

6:00am to 5:15pm (M-Th)

6:00am to 3:15pm (M-F)

5:00pm to 3:30am (M-Th)

3:00pm to 11:30pm (M-F)

6:00am-6:00pm (Fr, Sat, Sun)

6:00pm-6:00am (Fr, Sat, Sun)

High School Diploma Preferred.

0 - 1 year of general work experience.

Prior warehouse/production/equipment service experience preferred.

Ability to operate a manual / powered pallet jack or lift product.

Demonstrated attention to detail.

Forklift certification is a plus.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-seasonal-niles-illinois-job-1-5182120>

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Maintenance Planner – Hourly / Coca Cola

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00033405

Full or Part Time : Regular Employee FT

Position Description

The Maintenance Planner is the liaison between maintenance and operations for identifying and correcting maintenance processes, assuring priority maintenance work is completed utilizing appropriate resources and in conjunction with production schedules.

This role ensures work is done according to established safety standards.

Act as primary contact between production and maintenance to schedule required maintenance, prioritize maintenance schedules ensuring PdM and PM work is completed first.

Coordinate use of outside contractors for the department and facilities and grounds

Demonstrated understanding of precision maintenance techniques (alignment, shaft tolerances, etc) and predictive technologies (ie Vibration Analysis, Infrared, Oil Analysis, Motor Circuit Analysis etc)

- Analysis, machinery alignment procedures

Three to five years of related maintenance experience is typically required.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-planner-hourly-niles-illinois-job-1-5374112>

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Checker / Coca Cola

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00033594

Full or Part Time : Regular Employee FT

Position Description

Responsible for verifying both inbound and outbound inventory matches.

- Ensure load accuracy at check in and check out by physically counting.
- Maintain required records. - Enter inventory data in handheld.
- Visually inspect all incoming and outgoing vehicles (including climbing onto truck and manually opening bay doors).
- High school diploma or GED required.
- Bachelor's degree preferred.
- 1+ years of general work experience required.
- Prior warehouse/inventory/ auditing experience preferred.
- Strong math skills.
- Basic computer skills.
- Ability to work with minimal supervision.
- Forklift certification is preferred.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/checker-niles-illinois-job-1-5397688>

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Maintenance Mechanic / Coca Cola

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00026058

Full or Part Time : Regular Employee FT

Position Description

- Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.
- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment.
- Rebuild and fabricate parts.
- Perform facility maintenance and maintain clean and safe work area.
- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.
- Perform equipment change-overs and production line set ups.
- Refrigeration/HVAC Trade or Vocational certification preferred.
- 0-5 years of industrial maintenance experience required.
- 1+ years of mechanical/electrical experience preferred.
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.
- Previous experience within high-speed industrial environment.
- Demonstrated mechanical and technical aptitude.
- Basic computer skills.
- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-niles-illinois-job-1-4746482>

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Clerk

Garrett Popcorn Shops - Chicago, IL

Are you interested in joining a team of fun, friendly and energetic people? If so, Garrett Popcorn in O'Hare is the place for you! We are looking for several wonderful people to join the evening and overnight team of one our best and busiest locations. Garrett offers competitive wages and benefits including paid vacation, insurance and 401k, plus free Garrett Popcorn! Check out our job description below and reply with your resume and cover letter attached if serving Garrett Popcorn fans with a smile sounds like the opportunity for you!

Summary: Our clerks meet each of our guests, help them with their selections and prepare their orders. If you like to keep busy and enjoy making people smile, our clerk position may be just the thing. Apply today and have fun where you work!

Responsibilities and Duties: Provide excellent customer service. Smile, have fun and maintain a positive, upbeat attitude! Able to work quickly, while serving customers in a friendly & efficient manner. Maintain food quality at Garrett Popcorn Shops® standards. Bagging and Serving Follow Garrett Popcorn Shops® standards by filling each bag or tin with the correct amount of popcorn. Folding and sealing the bags in the approved Garrett Popcorn Shops® manner to maintain freshness. Communicating with customers in a friendly and upbeat voice.

Store Maintenance:

Every Garrett Popcorn Shop® team member is responsible for ensuring that their store is clean, presentable to customers and full stocked at all times. This includes sharing the responsibilities of cleaning. Depending on the needs of the shop, this person may complete other duties as assigned to advance a particular project.

Qualifications:

Must be at least 18 years of age
Ability to communicate clearly and concisely, both verbally and in writing.
Experience with food preparation in a fast-paced environment.
Excellent professional references.
Passion for excellent food and customer service. Ability to work varied hours/days, including nights, weekends, and holidays, as needed.

Physical Demands

Standing a minimum of 4 hours per day.
Must occasionally be able to lift 50lbs.

Apply online at <http://www.indeed.com/job/clerk-38eda7b0f0a39917>

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Shift Leader

Garrett Popcorn Shops - Chicago, IL

Reports to: Shop Manager & Assistant Shop Manager

Job Summary

Must play a versatile role in daily shop operations to create a fun and exciting experience for our Guests and Team Members while maintaining a clean and efficient atmosphere. The Shift Leader reports to the Assistant Manager/Shop manager when he or she is present, but is the direct report when Shop Managers are not present. Retail and/or food service experience is preferred. Attention to detail, critical thinking, ability to multitask, and a dynamic personality is a must.

Duties and Responsibilities:

Assists in the management of staff of approximately 3 to 30 team members.
Assigns, oversees and evaluates work when shop managers are not present
Poise to handle high stress and high volume operation
Self starting with initiative and drive to accomplish tasks on a daily basis
Creating a fun and welcoming experience for all Guests and Team Members
Ensuring that every Guest leaves happy (EGLH)
Holds Team Members accountable for conducting themselves in accordance with Garrett standards at all times
Reporting all Shop performance metrics in accordance with Garrett procedures
All aspects of cash management including depositing cash, management of cashiers, and cash registers
Provides initial and ongoing training in accordance with Garrett training procedures
Assisting and supervising kitchen preparation, production, and waste of our famous Garrett Popcorn while strictly following all production procedures and recipes
Ability to discern between good Garrett Popcorn and great Garrett Popcorn and ensuring only great Garrett is served to our Guests
Assisting and supervising all FOH procedures such as greeting, taking orders, production and packaging of orders, and farewells
Conducting Preshift meetings and Shop meetings on consistent basis
Communication to management of maintenance for shop equipment
Open and appropriate communication with all levels of Shop and Corporate Team Members

Able to lift 50+ lbs and stand on his/her feet for up to 8 hours

Apply online at <http://www.indeed.com/job/shift-leader-031e2fae55662118>

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Staff Accountant

Garrett Popcorn Shops Chicago, IL

5/18/2015

Employment Type Full-Time

Job Type Accounting

Education Not Specified

Experience Not Specified

Manages Others Not Specified

Industry Food

Required Travel Not Specified

JOB DESCRIPTION: Garrett Popcorn Holding Company is currently seeking a Staff Accountant with 3-4 years of experience to join its accounting team at its corporate office in Chicago, IL. This is a full-time, benefits eligible position.

❖ **Key Duties and Responsibilities:**

- o Reconciliation of bank accounts
- o Assurance that internal cash controls are being followed
- o Inventory Analysis
- o Assist with ad hoc record keeping
- o Reconciliation of general ledger accounts
- o Preparation of general ledger entries
- o Significant assistance with preparation of monthly financial statements

❖ **Relevant Responsibilities:**

- o Supports Domestic and International Accounting Departments
- o Assist with tasks required for audit purposes or other financial reporting
- o Develops and implements accounting procedures by analyzing current procedures and recommending changes
- o Performs special requests from upper-management

❖ **Key Competencies:**

- o Self-directed and able to work with independence in a fast paced environment
- o Must have the ability to prioritize workload and perform multiple tasks under accelerated deadlines
- o Must pay acute attention to detail and possess accurate data entry skills
- o Knowledge NetSuite packages is a plus

❖ **Qualifications:**

- o Working knowledge of commonly-used accounting concepts, practices and procedures
- o Undergraduate degree from a four-year accredited university/college in Accounting or Finance is required
- o 3-4 years of experience in an Accounting position

Apply online at

http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?utm_source=indeed.com&rx_source=indeed&utm_campaign=organic&siteid=cb001&job_id=JHS40F798TGXQ0QVLS6&showNewJDP=yes&utm_medium=aggregator&IPath=EXINDSEP_G

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Cook

Garrett Popcorn Shops - Chicago, IL

Summary: Our cooks turn each of our ingredients into something uniquely delicious. They take great pride in consistently producing top quality Garrett Popcorn each day and help maintain stock levels to ensure a steady supply of Garrett Popcorn for each guest. If you think you could help continue the Garrett tradition of handcrafted popcorn made in small batches our night cook role may be right for you. Apply today and be proud of where you work.

Responsibilities and Duties

Smile, have fun and maintain a positive, upbeat attitude!

Follow all recipes with no variation to ensure Garrett Popcorn Shops® is always serving the highest quality products.

Ensure product quality, freshness, and presentation meets the Garrett Popcorn Shops® standards.

Ensure that health and safety guidelines are met, including the proper function of store equipment.

Store Maintenance

Every Garrett Popcorn Shops® team member is responsible for ensuring that their store is clean, presentable to customers and full stocked at all times. This includes sharing the responsibilities of cleaning.

Depending on the needs of the shop, this person may complete other duties as assigned to advance a particular project.

Qualifications

Must be at least 18 years of age

Must be able to work through the night/ weekends/ holidays

Ability to communicate clearly and concisely, both verbally and in writing.

Experience with food preparation in a fast-paced environment.

Excellent professional references.

Passion for excellent food and customer service.

Physical Demands

Standing a minimum of 4 hours per day.

Must occasionally be able to lift 50lbs.

Apply online at <http://www.indeed.com/job/cook-43a37bc36451c5f1>

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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: Kane 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:

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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