



ACTIVITIES ASST SR SERV

Facility Presence Saint Benedict Nursing and Rehabilitation Center

Department ACTIVITIES

Schedule Part-time (benefits eligible)

Shift 4 hour shift

Hours 2:00 PM - 6:00 PM

Location Niles, IL

Req Number 137023

Job Details

Assist the Director and/or the Activities Coordinator to plan, organize, develop and direct the overall operation of the Activity Department in accordance with current Federal, State and local standards and as may be directed by the Executive Director to assure that an on-going program of activities is delivered. The program will respond to the interests of the facility residents and enhance their physical, mental, social and psychological well being and be presented in a manner which embodies the mission and core values. HS diploma or equivalent. Prior experience in working with the elderly in Skilled nursing facility. Excellent communication skills and basic computer skills preferred. Activities Assistant will work part time around 20 hours a week.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=100307>

CAFETERIA WORKER

Facility Presence Saint Joseph Medical Center - Joliet

Department PSJMC FOOD & NUTRIT SER

Schedule Registry/PRN/Flex

Shift Day/PM rotation

Hours Shift Varies

Location Joliet, IL

Req Number 135762

Job Details: Calculate purchases and accept various forms of payment. Clean dining area. Ring up cafeteria purchases and accept payments. Evaluate quality of foods by performing temperature checks, taste testing, ensuring presentation. Verify cafeteria deposits after closing register.

Education and/or Experience:

High school diploma or GED preferred; 3-6 months previous experience required

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10029638>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



CLINICAL AIDE

Facility Presence Resurrection Medical Center
Department RADIOLOGY TRANSPORTATION
Schedule Registry/PRN/Flex
Shift Rotation
Hours 11:00am - 3:00pm
Location Chicago, IL
Req Number 139681

Position Details:

Status: Registry, not benefits eligible
Shift: As Needed
Weekends: Rotating (as needed)
Dept Hours: 11:00am – 3:00pm
On Call: No
Location: Presence Resurrection Medical Center
7435 West Talcott Avenue
Chicago, IL 60631

Summary:

Provides safe and efficient transportation of hospital patients and materials throughout the hospitals.

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
- No experience required
- Basic computer skills preferred.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032607>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Clerk II (File Clerk) - Days - Registry - 1505029048

The File Clerk II is responsible for filing and maintenance of health information records and data, records assembly, completion and archiving.

Specific Responsibilities:

1. Processes admission charts according to department procedure.
2. Reviews records for patient name, medical records number, signatures and additional general information as required on forms and assembles records.
3. Prepares discharge records to ensure timely completion of discharge summaries by professional staff. Completes discharge audit to ensure all paperwork is in record, organizes records for storage.
4. Ability to decipher medical record requests, copy and prepare files for review prior to being sent.
5. Accurately files health information documents according to established records format.
6. Assists with the assembly of patient admission packets and educational materials.
7. File a metric minimum of two (2) inches of paper filing per hour.
8. Maintains confidentiality of all office and record information.

Qualifications:

1. Level of knowledge normally acquired through the completion of a High School diploma.
2. Previous experience in Home Health filing and data entry preferred.
3. Organizational skills necessary to complete multiple tasks in a timely manner
4. Operates standard and/or automated office machines including but not limited to a personal computer, calculator, photocopier and fax/scanner.

Job: Medical Records

Primary Location: IL-Westchester

Hospital/Facility: Vanguard Home Care

Job Type : PT2Y

Shift Type : Days

Apply online at

<https://tenet.taleo.net/careersection/10000/jobdetail.ftl?job=2511947&src=JB-11160>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



CLERK V - STROGER HOSPITAL POLICE/SECURITY - SHIFT: 8:00AM - 4:00PM

Job Number: 00117877

Job Posting: Jun 17, 2015, 4:22:39 PM Closing Date: Jul 1, 2015, 11:59:00 PM

Full-time Shift Start Time: 8:00 A.M. Shift End Time: 4:00 P.M.

Collective Bargaining Unit: AFSCME 1111 Health and Hospital Systems

Posting Salary: STARTING SALARY:\$15.82

Organization: Health and Hospital Systems

MINIMUM QUALIFICATIONS: Must possess a High School Diploma or GED Certificate (Must provide proof at time of interview). A minimum of one (1) year of clerical experience in a hospital or healthcare setting is required. Ability to type at a corrected rate of 25 words per minute. (a proficiency test will be administered)

PREFERRED QUALIFICATIONS: Three (3) years full-time work experience in a clerical position.

VETERAN PREFERENCE: When applying for employment with Cook County Health & Hospitals System preference is given to honorably discharged Veterans who have served in the Armed Forces of the United States for not less than 6 months of continuous service, who was not dishonorably discharged.

To take advantage of this preference a Veteran must:

MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION.

IDENTIFY AS A VETERAN ON THE EMPLOYMENT APPLICATION BY ANSWERING YES TO THE QUESTION "Are you a Military Veteran?"

ATTACH A COPY OF THE VETERANS DD214, DD215 or NGB 22 (NOTICE OF SEPARATION) AT TIME OF APPLICATION FILING. PLEASE NOTE: IF YOU HAVE MULTIPLE DD 214S, 215S, OR NGB 22S, PLEASE SUBMIT THE ONE WITH THE LATEST DATE. COAST GUARD MUST SUBMIT A CERTIFIED COPY OF THE MILITARY SEPARATION FROM EITHER THE DEPARTMENT OF TRANSPORTATION (BEFORE 911) OR THE DEPARTMENT OF HOMELAND SECURITY (AFTER 911).

VETERANS MUST PROVIDE ORIGINAL APPLICABLE DISCHARGE PAPERS AT TIME OF INTERVIEW.

MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.

COOK COUNTY GOVERNMENT HEALTH AND HOSPITALS SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.

Apply online at

<https://cookcountyil.taleo.net/careersection/200/jobdetail.ftl?job=133680&src=JB-10320>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



TITLE: Parts Delivery Driver

SHIFT: First

LOCATION: JX Peterbilt –Bolingbrook

EOE STATEMENT

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

We are committed to providing a comprehensive set of benefit choices to our associates and their eligible dependents. Our Full-Time employee benefit package includes medical, dental, vision and life insurance; short and long-term disability, 401(k) Retirement Plan, holiday pay, and paid time off.

Position Overview

The parts delivery driver partners with the parts counter representative to deliver parts to our customers in a timely manner. High performers will have a passion for customer service, a working knowledge of parts and likes to be out of the office and on the road in front of customers.

POSITION REQUIREMENTS

Experience Requirements: In order to be successful, an individual needs to be customer service oriented, detailed and take ownership of the job. Previous experience in route delivery is a plus. Ability to lift up to 75 lbs.

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identify, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

TAGS Driver, Truck Parts, Delivery

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

Apply online at

https://www.appone.com/maininforeq.asp?Ad=369077&R_ID=1067830&Refer=http://www.indeed.com/jobs&B_ID=83

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Warehouse Associate/Driver - Franklin Park, IL-15000382

As a Warehouse Associate, your essential job functions will include the following:

Driving Requirements

- Transport product to and from remote locations via company vehicle.
- Meet delivery schedules and stops as designated.
- Load and unload product efficiently.
- Keep accurate records of deliveries, including appropriate signatures.
- Pick up scrap tires from Dealer Tire customers with proper paperwork.
- Bring back tires from Dealer Tire customers with proper paperwork.
- Properly secure loads and assure loads are within requirements.
- Operate company vehicles in a safe manner and report problems or defects.
- Comply with all DOT regulations. • Follow all JDE business process requirements

Job Qualifications

- Meet the requirements of Dealer Tire's Motor Vehicle Record Policy and Company Vehicle Fleet Policy. • Meet minimum skills requirement as defined by Dealer Tire. • Minimum of one (1) year warehouse experience preferred. • For those with a Missouri Driver's License, you must have a valid Class E license. • Must be able to speak/read English well enough to converse with the public, understand road signs, respond to official questions, and make legible entries on records and reports. • Must be 21 years of age or older. • After hire, be able to pass a driver's road skills test and DOT physical.

Competencies Required

- Results Orientation • Agility • Initiative • Influence • Customer Focus

Physical Job Requirements

- Lifting at least 70 pounds. • Continuous lifting, bending, crouching, and twisting.

Drug Policy

- Dealer Tire is a drug-free environment. All applicants being considered for employment must pass a pre-employment drug screening before beginning work.
- There will be random drug testing for all Dealer Tire warehouse employees.

Primary Location NA-USA-USAIL-Franklin Park-WH

Schedule Full-time

Unposting Date Ongoing

Recruiter Shayla Harris

Apply online at

<https://dealertire.taleo.net/careersection/2/jobdetail.ftl?job=24290&src=JB-10000>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Call Center Manager- Part Time - DIS0000601

The District Office is seeking a Call Center Manager (Part-Time).

Anticipated Schedule: Monday - Thursday: 3:00pm - 8:00pm

Friday: 10:00am - 6:00pm Saturday (possibly): 9:00am - 1:00pm

Leads and manages the call center team ensuring that the call center provides excellent customer service and delivers quality information to students, faculty, staff and the general public who inquire about City Colleges of Chicago's academic programs and other services. Develop and administer budgets, schedules, and performance standards. Exerts influence in the development of overall objectives and long-range goals of the organization. Assess and manage workflow by monitoring staff, analyzing operational processes and procedures in response to customer inquiries and complaints; developing efficient solutions to improve overall customer experience and prevent issue recurrence. Prepare and maintain reports related to Call Center performance. Oversee the selection, motivation, training and evaluation of all staff on a continuing basis. Responds to requests for information in person, via telephone and by email. Greets guests, advises and confers with students and employees on program and class scheduling, and connects callers to employees or provides contact information. Maintains ongoing relationships with campus staff and administration to remain current with all marketing and academic components and special events. Manages customer service and client relationships with students and academic leadership. Coordinates problem resolution with appropriate departments. Refers Financial Aid and Information Technology troubleshooting questions to appropriate departments. Maintains a clean and customer friendly environment. Adheres to CCC Customer Service Excellence Standards. Performs related duties as assigned.

Qualifications: Associate's degree and five years of experience with a minimum of 2 years managerial experience in a customer service environment; Bachelor's degree preferred. Working knowledge of City Colleges of Chicago's marketing function and operations is preferred. Excellent verbal and written communication, organizational, and administrative skills required. Must be able to work well with internal and external constituents and possess the ability to handle all situations with tact and diplomacy. Must be self-directed, innovative, flexible and able to assess current operations in an effort to develop practical solutions to improve the functioning of the department. Must be able to complete tasks in a timely manner.

Job: Other Office/Administrative Support

Primary Location: District Office

Employee Type: Part Time | Regular Union Code: N/A

Job Posting: Jun 12, 2015, 9:14:20 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Security Officer – Tyson - (23918)

Education High School or GED

Career Level Entry Level

Category Services - Operations

Employment Status Hourly

Travel Required None

Shift Type N/A

Essential Duties

Accept the responsibilities and fulfills the obligations of a security officer by protecting life and property, preventing and reducing losses and crimes against the employer's business or other organizations and institutions by observations and reports.

Maintain constant surveillance of assigned areas providing maximum visibility.

Be familiar with the location and operation of fire alarms, firefighting, first aid and other safety equipment. Complete all daily activity reports, incident reports, supplemental reports and other written documents in compliance with company and client policy.

Responsible for the care and control of radios, keys and other equipment assigned as well as the proper processing and care of all found or otherwise impounded property.

Promote good public relations through courteous, helpful, and professional contact with tenants and guests to client property. Provide appropriate assistance as needed to clients, their employees, guests, and visitors in an expedient and professional manner.

Perform other duties as assigned.

Minimum Requirements

A High School Diploma or GED is required.

Must have or be able to obtain a State Security Guard License.

Previous Security Management, Law Enforcement, or Military experience preferred.

Previous Security Officer or customer service experience preferred.

Must be at least 18 years of age or older.

Must understand, read, and follow written instructions and comprehend verbal instructions.

If this application leads to a conditional offer of employment, you will be subject to an employment/criminal background check in accordance with any federal and/or state and/or local specific law.

Location Chicago, IL 60641 US (Primary)

ABM is an Equal Employment Opportunity/Affirmative Action Employer
(Minority/Female/Veteran/Disability/Gender Identity/Sexual Orientation)

Apply online at <https://abm.mua.hrdepartment.com/hr/ats/Posting/view/23918>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Security at the following location(s): Home Run Inn - Chicago - Chicago, IL

Description:

Perform duties to ensure a safe and secure atmosphere for guests and employees.

Under direction:

1. Monitor restaurant.
2. Address disruptive patrons and escort off property, if necessary.
3. Escort guests and employees to their personal vehicles.
4. Monitor parking lots.
5. Secure building at closing.
6. Secure gates in parking lots.
7. Accompany employee's to perform outside activities.

Perform other duties as assigned. Use personal handgun.

Apply online at

<https://my.peoplematter.com/mja/homeruninnpizza/jobapp/GetStarted?sourceCode=I ndeed&jobOpenings=93e0d641-05f6-4c9e-bd87-a3aa0103d365&jobPostId=af5b7aac-c3aa-4b93-9bab-a4bb0041d645>

Bartender at Kaiser Tiger in Chicago

1415 W Randolph St Chicago, IL

Job Type: Full Time

Shift: Afternoon, Night

Job Description

Kaiser Tiger is a Sausage, Bacon & Beer Bar on Randolph Street in Chicago's West Loop.

We are looking for energetic, outgoing experienced Servers and Bartenders for a part-time or full-time position. You must be able to work weekends.

Send your killer resume to jobs.kaisertiger@gmail.com and let's get this going!

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Host/Hostess at Sullivan's Steakhouse in Chicago

415 N Dearborn St Chicago, IL

Job Type: Part Time

Shift: Afternoon, Night

Neighborhood: River North, Near North Side

Job Description

Sullivan's Steakhouse is a vibrant neighborhood American steakhouse featuring the finest steaks, seafood, hand-shaken martinis, and live music. With locations across the United States, we offer comfortable fine dining in a lively atmosphere. Sullivan's serves the finest hand-cut steaks and the freshest seafood, all complimented by a wide selection of craveable house-made appetizer, soups, salads, side dishes and desserts. Sullivan's proudly serves a well-rounded selection of wine and spirits. Our extensive wine list offers an array of selections from around the world for everyone from the novice to the wine connoisseur. Sullivan's Steakhouse is your destination for a complete night on the town with food, drinks and live entertainment all under one roof.

Now Hiring:

HOSTS

SERVERS

BARTENDERS

COCKTAIL SERVERS

We're looking for staff who are upbeat, energetic and dedicated to guest satisfaction to join our team!

APPLY ONLINE AT <https://www.shiftgig.com/jobs/chicago/server>

You'll enjoy flexible full & part time work schedules, 401(k) with match, Medical, Dental & Vision, EXCELLENT career growth opportunities!

Sullivan's Steakhouse is an Equal Opportunity Employer

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Server at The Original Mother's in Chicago

26 W Division St Chicago, IL

Job Type: Part Time

Shift: Night, Overnight

Job Description

Located in the vibrant Gold Coast - Rush and Division neighborhood, featuring lively nightlife, great drinks and fun! Original Mother's is seeking experienced, motivated and high-energy cocktail servers! Our organization has been in the nightlife business for over 65 years. We are great at what we do and we are always looking for people to be great with us! We offer a fun working atmosphere, amazing opportunity to make CASH!!!, flexible schedules, and will be hiring immediately! Our bars are high volume so only those with high volume experience will be considered. Must be able to work nights and weekends, and have at least one year of experience preferred.

Please submit your resume for consideration or APPLY IN PERSON!!!

8 W. Division, Chicago, IL 60610, 2nd Floor M-F from 10-4p.m. Or at the venue Wed., Thur., Friday after 9 p.m. Ask for Glenn!

Food Runner at The Hampton Social in Chicago

353 West Hubbard St Chicago, IL

Job Type: Full Time

Shift: Morning, Afternoon, Night

Job Description

We're looking for full-time (and a few part-time) staff for a brand new restaurant/bar. It's a Hamptons East Coast themed seafood eatery with casual fare and a huge 50 person bar. Our space is fresh, bright, welcoming and contemporary.

We're going to have coastal food and weekend brunch. Located across from East Bank Club on Hubbard and Kingsbury in River North. Interviews are being held next week June 22nd-30th, training will start July 1st.

Servers, bartenders, and hosts need to be experienced, professional, and enthusiastic. Please email your resume to Nick@thehamptonsocial.com to schedule an interview.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Title Security Officer

Auto req ID 2543BR

Branch Chicago

Job Requisition Location Chicago

NOW HIRING! Whelan Security is searching for bright and talented professionals who wish to share in the unique culture of our family business – one where people feel inspired, encouraged, and rewarded.

We are looking for intelligent, courteous individuals with a friendly attitude, professional demeanor, great customer service skills, and the ability to communicate effectively.

Qualifications

A successful candidate must meet the following requirements:

Legally authorized to work in the United States

At least 21 years of age or older as required by applicable law or contractual requirements

Possess at least a high school education or equivalent (GED)

Demonstrate a stable work history

Pass an extensive background screening which includes, but is not limited to, criminal background checks (local, state and federal), drug test, aptitude tests, skills assessment, interviews, and personality profile (behavioral assessment)

Previous contract services, hospitality, military or law enforcement experience is desirable.

If you have an interest in joining a leader in the contract security industry and would like to work at some of our outstanding client locations in the Chicago area – APPLY NOW!

Click "Apply" to begin the application process immediately; or if you wish to expedite your application, we encourage you to visit our local branch office located at 33 North LaSalle Street, Suite 1730, Chicago, IL 60602 to apply in person. For more information, you can also call us at 312-372-4790.

Apply online at

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=205675&partnerid=26003&SiteId=5325&codes=Indeed>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



TITLE: Visitor Services Representative

EOE STATEMENT

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

The Adler is home to three full size theaters, extensive interactive exhibitions, and a significant collection of antique scientific instruments and print materials. In addition, the Adler boasts the lakeside Doane Observatory, one of the only research-active, public urban observatories, and the only place in Chicago where the public can see planets, stars, and galaxies up-close and in person.

DESCRIPTION

The Adler Planetarium (Chicago, IL) has an opportunity available in our box offices for a part-time Visitor Services Representative. The Guest and Member Services Team is responsible for providing memorable customer service to Adler guests. This role functions as a cashier at the box office and provides customer service related to all forms of ticket and membership sales; coat check services and greeting and checking in groups. The Representative should be knowledgeable of museum policies, the Guest and Member Services department procedures and Customer Service Statement.

Duties and Responsibilities: Greet visitors and guests with an outgoing and friendly demeanor. Assist visitors with making admissions and show decisions, informing guests of Adler ticket packages, memberships, and other offerings. Provide exceptional customer service to all museum guests. Conduct transactions accurately and timely and reconcile daily reports accurately and timely. Reconcile cash drawer and receipts with end-of-day reports. Respond to internal museum requests, manage will call requests, and answer telephones when necessary.

FULL-TIME/PART-TIME: Part-Time

REQ NUMBER:GUE-15-00002

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

Apply online at

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=1056280&B_ID=91&fid=1&Adid=0&ssbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Driver / Guard - Security

Dunbar Armored Chicago, IL 6/18/2015

* FT/PT Hours • \$12.50 per hour

Driver/Guards are responsible for the safe delivery and pick-up of customer valuables and/or cargo via armored truck transportation or van.

The minimum Knowledge, Education, Experience, Skills, and/or Abilities required to perform this job are, including any physical requirements:

1. Must be at least 21 years of age, per Department of Transportation regulations.
2. Must possess a valid driver's license and maintain current license with a good driving record. May be required to obtain a Commercial Driver's License (CDL).
3. Must possess and obtain weapons' permit and any other state/local mandated license required by various states.
4. Experience in security field and/or transportation as a driver is preferred.
5. Must be able to qualify for any other work-related permits required by branch, such as Airport pass, Federal Reserve access, etc.
6. Must be able to read, write and understand English and perform basic math skills. Must have good communication skills and be able to communicate with customers and communicate with one's partner or base location via radio and/or two-way radio.
7. Must be able to lift bagged coin three to five feet, weighing 30-50 pounds a bag, several dozen times daily and carry bags from the vehicle to a customer or back.
8. Must be able to step in and out of an armored truck 40-70 times per day.

Dunbar is proud to be an Equal Opportunity Employer Minority/Female/Disabled/Veteran. All qualified applicants will be considered for employment without regard to their race, gender, religion, disability, veteran or other protected status. We are committed to providing reasonable accommodation to applicants with disabilities. If you require a reasonable accommodation to apply for a position with Dunbar, please call our headquarters office at (800) 888-2129 And let us know the nature of your request and your contact information. Reasonable accommodations are considered on a case-by-case basis.

Employment Type Full-Time/Part-Time
Job Type Skilled Labor - Trades, Transportation, Other
Education Not Specified
Experience Not Specified
Industry Transportation, Military, Security
Job ID 484972

Apply online at

http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?APath=2.31.0.0.0&job_d id=J3F3RH6QFR2918RQQVW&showNewJDP=yes&IPath=ILKGV0A&2015=true

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Patient Service Representative - Neurosciences - Full-Time

Department: Neuroscience Services

Full/Part Time: FT

Shift: Day/Evening

Job Number: 18304

Grade 108DIFFTBL1

Job Description:

Provides front desk coverage. Answers incoming calls, schedules appointments, greets patients, registers new patients in computer system, schedules laboratory and off-site diagnostic tests requested by physician, verifies insurance eligibility and interprets covered benefits. Processes patient charges by totaling fees, applying insurance coverage, calculating adjustments, and receiving and recording payments in computer system.

Location: Edward Neurosciences Institute: 1200 York Rd. Elmhurst- suite 3160

Job Qualifications:

Required Education and/or Experience:

High School Diploma or GED

Keyboard and computer skills

Preferred Education and/or Experience

3-6 months previous business office OR healthcare based experience

Previous insurance and managed care experience

Medical terminology or coding experience

Excellent keyboarding skills

Epic experience

Required Licensed/Certification:

A valid driver's license is required if the incumbent is selected to perform related duties at an off-site location. If the incumbent uses their personal vehicle, the incumbent must maintain automobile liability coverage as required by law and evidence of such coverage may be requested.

Edward complies with all laws related to equal employment opportunity, including the Family Medical Leave Act of 1993. We do not discriminate with regard to race, color, religion, gender, age, national origin, disability, marital status, veteran status, or any other protected category

Apply online at

https://jobs.edward.org/CSS_external/CSSPage_JobDetail.ASP?T=20150618131217&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Cashier (139748) / Whole Foods

Req ID 139748 - Posted 06/16/2015 - Store - Midwest - IL, River Forest - River Forest (10029) - Team/Department (1) - Part-Time - Store - Team Member - United States

SUMMARY: Your role will include assisting customers during the checkout process, performing all cash register functions, bagging groceries, and working at customer service desk on occasion. Additionally you will work to maintain attractive Customer Service displays and support the regional Customer Service vision. You will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members.

REQUIREMENTS:

- Previous Front End or Customer Service experience preferred
- Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers
- Ability to follow instructions and procedures
- Ability to sell proactively
- Ability to learn about natural and organic foods and products
- Effective time management skills
- Strong work ethic and integrity
- Ability to visually examine products for quality and freshness
- Available for flexible scheduling to meet the needs of the department.
- Use of box cutters

Essential Job Functions:

- Stand and walk for extended periods of time.
- Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat.
- Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds.
- Repetitive use of hands for grasping, pushing, pulling, and fine manipulation.
- Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

At Whole Foods Market we provide a fair and equal employment opportunity for all team members and candidates regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Whole Foods Market hires and promotes individuals solely on the basis of their qualifications for the position to be filled.

Apply online at

https://career4.successfactors.com/career?career_ns=job_listing&company=WFM&navBarLevel=JOB_SEARCH&rcm_site_locale=en_US&career_job_req_id=139748&selected_lang=en_US&jobAlertController.jobAlertId=&jobAlertController.jobAlertName=&s.crb=9hg0weuBcdj0ZjCaRPXt60lc6es%3d

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Seafood Service Team Member (145974) / Whole Foods

Req ID 145974 - Posted 06/17/2015 - Store - Midwest - IL, Chicago - Lakeview (10040) - Team/Department (1) - Part-Time - Store - Team Member - United States

SUMMARY: As a member of our Seafood Team, your role will include setting and maintaining attractive Seafood displays and supporting the regional Seafood vision. You will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members.

REQUIREMENTS:

- Previous seafood retail and/or customer service experience preferred.
- Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers.
- Ability to follow instructions and procedures.
- Ability to sell proactively.
- Ability to learn basic knowledge of all products carried in the department and basic seafood cooking procedures.
- Willingness to taste and evaluate all products offered in department.
- Ability to visually examine products for quality and freshness.
- Effective time management skills.
- Strong work ethic and integrity.
- Proper handling of knives and other cutting equipment.
- Available for flexible scheduling to meet the needs of the department.

Essential Job Functions:

- Stand and walk for extended periods of time.
- Bend and stoop to grasp objects and climb ladders.
- Bend and twist neck and waist, reach above and below shoulders and squat.
- Bend and lift loads, not to exceed 50 pounds.
- Push and pull carts weighing up to 100 pounds.
- Repetitive use of hands for grasping, pushing, pulling, and fine manipulation.
- Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

At Whole Foods Market we provide a fair and equal employment opportunity for all team members and candidates regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Whole Foods Market hires and promotes individuals solely on the basis of their qualifications for the position to be filled.

Apply online at

https://career4.successfactors.com/career?career_ns=job_listing&company=WFM&navBarLevel=JOB_SEARCH&rcm_site_locale=en_US&career_job_req_id=145974&selected_lang=en_US&jobAlertController.jobAlertId=&jobAlertController.jobAlertName=&s.crb=9hg0weuBcdj0ZjCaRPXt60lc6es%3d

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Building Attendant

Location: Chicago, IL

Department: Housekeeping

2 Part-Time Positions, 24 hours per week

Job Description

The Field Museum's Housekeeping Team plays a vital role in maintaining the quality and beauty of our historic building for visitors and staff. All Building Attendants operate within a team on the first (morning/day), second (afternoon/evening), and third (overnight) shifts, reporting to the Team Lead and Housekeeping Supervisor. Two part-time shifts available: 1st shift (7:00am - 3:30pm) and 2nd shift (2:30pm - 11:00pm).

Job Duties

Responsibilities include, but are not limited to the following:

- Vacuuming
- Damp wiping
- Sanitizing bathroom fixtures
- Mopping floors
- Special project work as assigned
- Second and third shift duties include operating heavy equipment to strip and clean floors, and other projects as assigned

Qualifications

The ideal candidate will possess the following qualifications:

- High school diploma or equivalent
- Previous housekeeping/janitorial experience strongly preferred
- Ability to lift at least 50 pounds
- Ability to stand and walk for long periods of time
- Ability to bend and reach
- Ability to follow verbal and written instructions
- Ability and experience using various tools, products, and equipment
- Ability to work independently and on team
- Pleasant, professional demeanor and appearance with willingness to assist visitors and staff when approached

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



CNA/UNIT SECRETARY
Facility Presence Saint Joseph Medical Center - Joliet
Department PSJMC OH-STEPPDOWN
Schedule Full-time
Shift 8 hour shifts
Hours 11a-7p
Location Joliet, IL
Req Number 139162

Job Details

*CNA/UNIT SECRETARY
FULL-TIME (11:00AM-7:00PM)
OH-STEPPDOWN
PRESENCE SAINT JOSEPH MEDICAL CENTER*

Perform clerical support and patient service functions for the patient care unit under the direct supervision of the Patient Care Manager, Assistant Patient Care Manager, and/or Charge Nurse.

Perform environmental control, revenue reconciliation, inventory management, data entry processing, and troubleshooting issues.

Assist in the delivery of direct nursing care as appropriate to meet the needs of the clinical area, unit and/or department, and according to established policies and procedures.

Education and/or Experience

High school diploma or GED
Knowledge of Microsoft Word and Excel
Unit Secretary experience preferred (most duties will be as a unit clerk)

Certificates, Licenses, Registrations

Certified Nurse Assistant program certification
CPR Certification

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032069>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Delivery Driver – Part Time / RENT-A-CENTER

2009 E 71ST PL

Chicago, Illinois, United States

JOB ID: 176123

REQ NO: 1576827

Job Description

As a Product Delivery Specialist, you'll be delivering more than just merchandise. You'll play a critical role in delivering on our promise to provide our customers with excellent customer service and the brand-name items they can be proud to have in their homes.

Benefits for Part-Time Coworkers include:

Competitive hourly rate; Flexible time off during the week; Sundays off
Eligible for 401k enrollment

You'll work in a fast-paced and physically engaging environment where you manage a daily delivery schedule to safely and securely load, deliver and install appliances, electronics and furniture in customer's homes and educate customers on how to operate their new items. You'll also be responsible for in-store merchandising.

Key Responsibilities:

Load/unload truck, or other vehicle, per policy to safely protect coworker and merchandise/ Deliver merchandise to customer homes in Company provided vehicle as assigned. Install and set up merchandise, and instruct customers on proper use of merchandise. Pick-up merchandise from customer homes as assigned
Keep vehicles clean and properly maintained as assigned
Complete customer service calls in a timely manner as assigned
Follow all policies and procedures and adhere to all standards
Refurbish merchandise to like new condition
Keep showroom clean and organized, including vacuuming, dusting, and handling household cleaning materials
Keep backroom and all store area neat, clean, and organized, including cleaning restrooms, and taking out trash

Job Qualifications

Must be at least 18 years of age. High school diploma or GED
Friendly with good communication skills. Excellent customer service skills
Valid state driver's license, two years of driving experience, and good driving record
Must be able to lift and move (push/pull) heavy items and merchandise as needed
Typically works 15-22 hours a week depending on business needs

Apply online at <http://raccareers.net/jobsearch/job-details/delivery-driver-part-time/176123/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others