



Booth crew member

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre.

You'll build-up and tear down prints and perform maintenance on the projectors. You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer. What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

Deliver a comfortable, distraction-free, and picture-perfect entertainment experience
Monitor film build-up and tear down process for the highest quality
Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)
Ensure picture-perfect presentations through auditorium and booth evaluations
Identify picture and sound problems and correct accordingly
Execute trailer and pre-feature programming
Assist with other functions and perform other duties as instructed by the General Manager
Uphold AMC's high standards and deliver entertaining company-wide programs
As a booth crew member at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills
Ability to consistently meet deadlines in a timely fashion
Standing, walking, lifting, twisting and bending on a frequent basis
Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too.

We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/booth-crew-member>

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Concessionist

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items
- Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change
- Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock
- Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms
- Perform daily concession maintenance duties
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a concessionist at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Capability to communicate and work effectively with guests in a high-volume setting
- Good verbal communication skills as well as math and cash-handling skills
- Ability to meet tight deadlines under minimal supervision

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Server

As a Server, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You accurately take food and beverage orders, relay orders to kitchen for preparation, deliver prepared food to guests, while providing superior guest service. You will also provide a vital link between our guest and the kitchen staff. Easier said than done, right?

Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.

Possess full knowledge of bar and menu items and be able to make recommendations.

Accurately take food and beverage orders in a timely manner.

Verify guests that purchase alcohol are at least 21 years of age.

Coordinate and assist with reserved seating tactics.

Consistently use suggestive selling techniques.

Collaborate with kitchen staff to ensure that food orders are accurate.

Deliver food and beverage orders within established time frames once the entire order is completed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Server at AMC, you'll need to demonstrate:

Proof of age. (Associates who will be serving, pouring, or mixing alcoholic beverage will need to be 18 and in some states 21).

Complete basic food handling training and obtain any local or state mandated certification. Demonstrated ability to provide superior guest service.

Have a high aptitude for math and cash handling.

Good verbal and written communication skills.

Obtain any necessary alcohol service licensing requirements.

Ability to ascend and descend stairs.

Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a theatre, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/server>

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Busser

As a Busser, you assist the food and beverage team in making sure that every single guest enjoys their experience. How so? You clear, clean, reset tables and assist wait staff. Restock food service supplies while constantly maintaining a clean and safe environment in the auditoriums, lounge and bar. Easier said than done, right?

Let's break it down into some of your soon-to-be responsibilities:

Ensure cleanliness of the Fork & Screen auditoriums, lounge and bar.

Assist wait staff and the bussing of tables.

Clear and reset tables both before and after presentation.

Maintain a clean and well stocked bus station at all times.

Assist with crowd control and seating of guests as needed.

Perform exit greetings at auditorium doors at the end of each presentation.

Perform Ticket Taker duties as needed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Busser at AMC , you'll need to demonstrate:

Ability to provide superior guest service.

Possess good verbal communication skills.

Have a general knowledge of theatre policies, prices, menu, and bar selections.

Ability to work with minimal supervision.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at

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Cook

As a Cook, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You'll ensure consistent food quality, prepare orders in a short period of time and prepare menu items in accordance with established recipes and guidelines. In addition, you'll maintain a clean, sanitary, and safe work area in a fast paced environment. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Maintain communication with other cooks to assemble food orders within established average ticket time while preparing several different orders simultaneously.

Adhere to recipes to ensure consistent food quality and presentation.

Answer questions courteously, accurately, and quickly. Perform required sanitation procedures. Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions.

Uphold cleanliness and ensure proper sanitation of entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you run a kitchen operation like a well-oiled machine?

As a Cook at AMC, you'll need to demonstrate:

Proficiency in kitchen operations and execution.

Complete food handling training and obtain any local or state mandated certification.

Must be able to cook food to recipe standards.

Must have working knowledge of U.S. measurements, weight and volume.

Ability to follow instructions on safe use of all chemical/cleaning materials.

Ability to work effectively with supervisors and co-workers and with minimal supervision. Ability to meet deadlines.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, health and 401(k) plans, and an employee assistance program. If helping run a high volume kitchen, great benefits and having fun matter to you, apply today at

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Supervisor

As Supervisor at AMC® you'll assist the management team to make sure the theatre runs smoothly so that every single guest enjoys the show. You'll be the not-so secret to our success.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast
Maintain facilities that are clean, safe and in good repair

Provide an experience that is comfortable, distraction-free and picture-perfect
Serve fresh, appetizing and properly prepared food and beverages

Assist with other functions as instructed by the General Manager
Uphold AMC's high standards and deliver entertaining company-wide programs

As a Supervisor at an AMC theatre, you'll also be required to demonstrate:

Proven supervisory experience with effective managerial and training skills
Persuasive written and oral communication skills along with strong analytical skills

Ability to effectively delegate and follow up with booth crew members
Proficient guest service, administrative and follow-up skills

Equally comfortable communicating and working with guests, supervisors, peers, subordinates, vendors or partners

Ability to consistently meet deadlines in a timely fashion
Standing, walking, lifting, twisting and bending on a frequent basis

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ADMITTING SPECIALIST

Facility Presence Villa Franciscan
Department PSS VLF ADMISSIONS
Schedule Full-time
Shift Day shift
Hours 40
Location Joliet, IL
Req Number 139345

SUMMARY

Directs, facilitates and coordinates the admissions for the facility. Works directly with the Director of Admissions and the Administrative Nursing Management team. Prefer s Registered Nurse within the State of Illinois.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Adhere to federal and state regulations governing long term care.
2. Maintain a neat, well groomed appearance and adhere to the dress code of the position.
3. Comply with infection control guidelines and follow universal precautions and isolation procedures.
4. Must be knowledgeable of Provena Senior Services fire and safety procedures.
5. Project a positive image when dealing with residents, coworkers, families and the public.
6. Attend all mandatory in-services.
7. Work cooperatively with co-workers and other departments.
8. Responsible for remaining up to date on all Federal, State and local laws, JCAHO standards or regulatory agency requirements, which apply to the assigned area of responsibility and ensures compliance with all such laws and regulations.
9. Work cooperatively with the Director of Admissions and the Administrative Nursing team
10. Participate in on call rotation with Admissions Department.
11. Discipline, praise staff when needed, to assure optimal care and assist Director
12. This is a supervisory position in the absence of the Director of Admissions.
13. Other duties as assigned.

EOE of Minorities/Females/Vets/Disability

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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

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>

MATERIALS HANDLER I

Facility Presence Health - Corporate Office
Department SFH - CENTRAL SUPPLY
Schedule Full-time
Shift 8 hour shifts
Hours 8:00am - 4:30pm Mon-Fri
Location Chicago, IL
Req Number 138553

Job Details This position under general supervision, receives, stocks, picks, and distributes supplies to all requesting RHC departments. Decontaminates, cleans, and sterilizes instruments and supplies. Distributes, sets up, cleans and sterilizes equipment. Delivers all needed mail, supplies, and equipment between all off-site corporate facilities via company vehicles. Performs all functions related to the copy center and mail processing and distribution. Completes all required computer functions on both the Patient Care and Finance computer systems for all functions listed.

Requirements: * Six month's experience in supply distribution or stockroom, preferred.
* High School Diploma or equivalent. EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032097>

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DISTRIBUTION TECH II

Facility Presence Health - Corporate Office
Department SMNHC SPD RECEIVING/STORES
Schedule Full-time
Shift Day/Night rotation
Hours 11:00 p.m.- 7:30 a.m.
Location Chicago, IL
Req Number 139066

*POSITION IS LOCATED AT :
ST. MARY & ELIZABETH MEDICAL CENTER
2233 WEST DIVISION
CHICAGO, ILLINOIS*

SUMMARY

Unloads, inspects, verifies quantities, and signs for receipt of all supplies, and equipment purchased or rented by the hospital. Performs all computer transactions and addresses shortages, damages and other claims related to the Receiving process. Researches and resolves invoicing discrepancies. Processes all outgoing deliveries via messengers, FedEx or other carriers, and reconciles and approves invoices for shipping. Also responsible for picking orders, stocking shelves completing par carts, processing in inbound and outbound mail, courier duties, and processing of patient care equipment as assigned.

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 GED required.
Two years Materials Management experience required.

Computer Skills

Experience using healthcare Materials Management system software; basic computer skills including Microsoft Word and Excel.

EOE of Minorities/Females/Vets/Disability

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EXECUTIVE ASSISTANT

Facility Presence Health Partners
Department RHCP-ADMINISTRATIVE
Schedule Full-time
Shift Day shift
Hours 8:00 am to 4:30 pm
Location Chicago, IL
Req Number 140182

Job Details

Under general supervision and acting on own initiative, the Executive Assistant performs diverse and advanced administrative and secretarial duties for senior level officer(s).

Assignments involve work of a confidential complex nature, necessitating exposure to large amounts of sensitive information and contacts requiring considerable discretion, judgment, tact, and diplomacy, as well as a thorough knowledge of the practices and procedures of the function, general organizational structure, policies and programs.

Handles a wide variety of situations and conflicts involving the daily administrative functions of the office.

Must have five years prior secretarial experience with at least two years at the executive level.

This position is based in Des Plaines, IL.

Presence Health is the largest health system based in Illinois, created in November 2011 through the merger of Provena Health and Resurrection Health Care.

With over 150 locations, from physician offices and convenient outpatient centers to quality hospitals and senior living communities, were in communities big and small.

Visit presencehealth.org to learn more.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032809>

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OFFICE COORD

Facility Presence Saint Joseph Hospital - Chicago
Department REHAB & FITNESS CENTER
Schedule Part-time (benefits eligible)
Shift Day shift : Hours varies
Location Chicago, IL
Req Number 140002

Position Locations:

Rehab and Fitness Center, 1525 W. Belmont, Chicago, IL

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

Under general supervision, provides secretarial, receptionist, and general office support. Assignments may involve work of a confidential nature and require a basic knowledge of the practices and procedures of the function. Carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case.

Supervisor provides instructions on new assignments and checks work for accuracy.

1. Receives, assists, and directs visitors, patients and telephone calls.. Responds to or directs inquiries concerning the department's operation and related matters. Accurately relays all messages to appropriate personnel.

2. Schedules appointments, screens referrals, oversees patient appointment scheduling activities including prioritization of cases to be treated/canceled in events of professional staffing limitations to assure maximal productivity of professional staff and quality patient care. Transcribes orders.

3. Enters charges and credits in to the billing system. May register accounts and independently verify billing information and pre-authorization status, collects payments, handles billing complaints and discrepancies and refers to manager if necessary. Works directly with financial departments to facilitate timely and effective billing and collection processes.

4. Assembles patient charts, processes Medical Record storage and release, works with Medical Records on department issues. Establishes and maintains departmental record keeping and filing systems. Classifies, sorts and files correspondence, patient records, reference materials and the like. Retrieves and assembles specific data from files.

5. Maintains knowledge and accurate use of current e-mail, database and word processing software, copier, fax machine, and other similar machines.

6. Recommends, develops, and implements improvements in clerical processes that enhance operations.

EOE of Minorities/Females/Vets/Disability

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PROJECT COORDINATOR

Facility Presence Health Partners
Department RHCP-ADMINISTRATIVE
Schedule Full-time
Shift Day shift
Hours 8:00 am to 4:30 pm
Location Chicago, IL
Req Number 140183

Job Details

Presence Health Partners is hiring a full time Project Coordinator. The individual in this role provides administrative support to PHP leaders.

Handles large variety of situations and conflicts involving the daily administrative functions of the office including confidential matters.

Assists with special projects implementations, report preparation, program execution, research and presentation.

Must be able to type 65-70 wpm, take shorthand and speed writing. High School diploma or GED from an accredited institution is required.

Associates or equivalent in Secretarial Science/Business preferred. Minimum 5 to 7 years experience is required.

The position is based in Des Plaines, IL.

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With over 150 locations, from physician offices and convenient outpatient centers to quality hospitals and senior living communities, were in communities big and small.

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EOE of Minorities/Females/Vets/Disabilities

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Usher

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct
- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As an usher at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

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Part-Time Driver Franklin Park

Job ID 2015-142208

Category Customer Service/Support - Driver

Location US-IL

Area Chicago O'Hare Airport

Overview: Enterprise Rent-A-Car is the largest and fastest growing privately owned automotive rental and leasing company in the U.S. With over 7,000 branch offices worldwide, Enterprise ranks #1 in the Insurance Replacement Market with yearly revenues of over \$10 billion.

The Driver delivers vehicles safely and timely to the appropriate destination(s).

The starting salary is \$8.75/hour

Responsibilities:

The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions.

Drive and deliver vehicles locally or out of area as needed, following all rules of the road

Deliver vehicles to appropriate destination in a safe and courteous manner

Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles

Organize travel route and ensure vehicle paperwork is accurate and timely

May need to communicate via 2-way radio or cellular phone

May be asked to clean vehicles

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age.

12 months work experience preferred.

Must have valid driver's license with no more than one moving violation and/or at-fault accident on driving record in the past three years.

No drug or alcohol related conviction on driving record in the past five years.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for \$8.75 per hour.

Must be willing to work weekends

Must be able to work a flexible schedule of 3-4 days a week, 25 hours a week.

Apply online at <https://us-erac.icims.com/jobs/142208/part-time-driver-franklin-park/job>

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Part-Time Customer Assistance Representative - Sales Position

Job ID 2015-131975

Category Customer Service/Support - Customer Service/Support

Location US-IL

Area Chicago O'Hare Airport

Overview: We are a multi-billion-dollar industry leader that is rapidly expanding and growing. Enterprise O'Hare is a fast-paced, people oriented business that offers incredible earning potential and the stability of an industry leader. The Customer Assistance Representative Sr (CAR Sr) will provide a high level of customer service by assisting both internal and external customers, primarily face-to-face, supporting branch and rental needs. The primary focus of the position is selling optional protection products and providing customer service. The CAR Sr will gain knowledge through local training and hands-on experience to provide administrative support, service customers, and sell products. If you have experience with incentives or commission based sales, this is a great opportunity for you! The CAR Sr. provides a superior, friendly, and efficient transaction (at time of rental) using the company approved sales and service techniques. This person will also facilitate the rental process through verification and documentation of all necessary driver information to provide for an efficient and timely rental and return experience. Lastly, they perform all responsibilities with a focus on the wants and needs of our customers and in accordance with our Quality Standards.

This is a part-time position working during the hours of 4:30PM -1AM, 3-4 days a week and working a weekend day is included. The position pays \$10.00 an hour.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old. High school diploma or GED equivalent required
Some college preferred. Must have at least 1 year prior customer service retail or administrative support experience

Must have a minimum of 1 year of commission or incentive based sales experience

Must have a valid drivers license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 5 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future

Must be willing to work for \$10/hour

Must be able to work 3-4 nights a week from 4:30PM until 1AM including a weekend day

Apply online at <https://us-erac.icims.com/jobs/131975/part-time-customer-assistance-representative---sales-position/job>

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Shuttle Bus Driver (O'Hare International Airport)

Job ID 2015-142205

Category Customer Service/Support - Driver

Location US-IL

Area Chicago O'Hare Airport

DOT Requirements:

We are subject to certain Department of Transportation Regulations. Candidate will be required to submit to and successfully complete a D.O.T. medical examination.

May drive a maximum of 10 hours after 8 consecutive hours off duty prior to starting shift.

You may not work more than 70 hours in 8 consecutive days.

Responsibilities:

Deliver customers and vehicles to appropriate destination in a safe and courteous manner

Greet each customer personally in a friendly and welcoming manner

Operate the courtesy shuttle in accordance with all laws and regulations while following company policy to ensure a safe and pleasant operating environment

Assist customer(s) load and unload luggage, enter and exit vehicle and miscellaneous customer needs

Notify Manager of any customer or vehicle problems including daily maintenance, including but not limited to ensuring proper oil, tire and fluid levels

Provide appropriate local information, distribute maps and handouts as required

Communicate with office and other drivers via 2-way radio or cellular phone

Performs miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 25 years of age. Must have a high school diploma or equivalent.

Must have a valid drivers license No more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years. No drug or alcohol related conviction on driving record in the past 5 years. Previous driving experience in a similar vehicle (large shuttle van or bus) preferred Must have previous customer service experience.

Must be able to lift a minimum of 50 pounds to assist customers.

Must be authorized to work in the U.S. and not require sponsorship, now or in the future. Must be available to work a day during the weekend

Must be available to work the hours of 5:00pm - 1:00AM

Must be willing to work for \$11.00/hour

Apply online at <https://us-erac.icims.com/jobs/142205/shuttle-bus-driver-%28o%27hare-international-airport%29/job>

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Part- Time Building Support Staff /Custodian (O'Hare International Airport)

Job ID 2015-133895

Category Other - Other

Location US-IL-Chicago

Area Chicago O'Hare Intl Arpt

Overview:

Get on the fast track to a more rewarding career with National and Alamo- teams that are committed to quality, innovation, customer satisfaction and employee development. Our philosophy is to take care of our customers and employees first. We know if we do this, success will follow - for both our company and our employees. National and Alamo has an exciting opportunity for a Building Support Staff / Custodian. The Building Support Staff / Custodian handles repairs, preventive maintenance, and grounds maintenance of all on-site buildings and grounds. Maintains appearance and cleanliness standards for all of the buildings and customer service areas, as well as certain lot areas. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Responsibilities:

Maintain clean, professional looking buildings and grounds at all times.

Maintain clean, professional bathrooms and customer waiting areas.

Perform building and grounds maintenance and litter removal, light landscaping and clean-up, irrigation maintenance and light repairs, weather related maintenance, such as snow removal, and all related tasks.

Perform duties in customer service areas during business hours and contribute to the quality of customer service. Perform other related jobs as required.

Follow verbal and written instruction.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years of age.

Experience handling building support responsibilities is preferred.

Must be currently eligible to work in the U.S. and not require sponsorship now or on the future. Must be able to work weekends. Must be willing to work for \$9.00/hour

Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI).

Must be able to work the following shift/schedule: Monday and Friday from 11am to 7:30pm and Sunday 6am to 3:30pm. Shift includes 1/2 hour unpaid lunch.

Apply online at <https://us-erac.icims.com/jobs/133895/part--time-building-support-staff--custodian-%28o%27hare-international-airport%29/job>

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Sr. Customer Assistance Representative-Chicago-Uptown

Job ID 2015-141488

Category Customer Service/Support - Customer Service/Support

Location US-IL

Area Chicago: North Suburbs

Overview:

The Customer Assistance Representative Sr (CAR Sr) will provide a high level of customer service by assisting both internal and external customers, primarily face-to-face, supporting their branch and rental needs.

The CAR Sr will gain knowledge through local training and hands-on experience to provide administrative support, service customers, and act as a rental back-up in a large home city branch.

This role is regular part time.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old

High school diploma or GED equivalent required

Some college preferred

Must have at least 1 year prior customer service retail or administrative support experience

Must have a valid drivers license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 5 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apart from religious observation, must be able to work the following schedule(s):

Thursday/Friday 8am-6pm and Saturday 8am-12pm

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Part-Time Service Agent (Car Detailer)- Forest Park

Job ID 2015-140049

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

Overview:

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The position is based at 7630 Roosevelt Rd Ste 73, Forest Park, IL 60130

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old

Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for a non-negotiable wage of \$8.25/hr.

Apart from Religious observances you must be able to work one of the following schedules:

Sunday 9:45am-1:45pm

Monday 7am-2pm

Friday 7am-3pm

Saturday 8:15am-2:45pm

Sunday 9:45am-1:45pm & Monday-Thursday 3:30pm-8:30pm

Sunday 9:45am-1:45pm & Monday, Tuesday, Thursday, Friday 3:30pm-8:30pm

Monday, Tuesday, Thursday, Friday 12:30pm-5pm & Saturday 8:15am-2:45pm

Monday, Tuesday, Friday 7am-1pm

Apply online at https://us-erac.icims.com/jobs/140049/*part-time-service-agent-%28car-detailer%29--forest-park/job

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Part Time Service Agent-Naperville (W. Ogden Ave.), IL-WEEKENDS

Job ID 2014-114172

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: West Suburbs

Overview: The Service Agent at the Naperville (W. Ogden Ave.), IL location cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

This position is based in Naperville and pays \$10.00 per hour.

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand. Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required) Determine need for and add windshield fluid, gas, oil, water and antifreeze. Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle. Verify appropriate stickers are attached to vehicle (registration, plates, etc.) May be responsible for maintaining an inventory of cleaning supplies. May assist with local automobile deliveries. Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years of age. Must have a valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record in the past 3 years. No drug or alcohol related conviction on driving record in the past 3 years. Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future. Must have reliable transportation to and from Naperville (W. Ogden Ave.), IL
Must be willing to work for \$10.00 per hour

MUST be able to work the following schedules:

Saturday 8:00am - 4:00pm; Sunday 8:30am - 2:00pm

Apply online at <https://us-erac.icims.com/jobs/114172/part-time-service-agent-naperville-%28w.-ogden-ave.%29%2c-il-weekends/job>

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