



**Community Support Services is looking to hire a bilingual (English/Spanish) service coordinator.**

This position requires a college degree, willingness to work with people with disabilities, fluency in English and Spanish, access to a car, and ability to work early evening as needed. This position is located in Cicero IL.

Please direct interested candidates to email or fax a cover letter and resume to:

Ms. Meloneze Gilbert  
Director of Employee Services  
[mgilbert@cssservices.org](mailto:mgilbert@cssservices.org)  
fax # is 708-3547412

**Telecommunications Supervisor (Full-Time)**

Job ID: FRO0188R

*Location Name: The Palmer House Hilton*

*Location Address: 17 East Monroe Street, Chicago, IL, USA*

Full/Part Time: Full-time

Organization Hilton

The Telecommunications Supervisor will oversee the communications department including departmental budget and financial goals, coordinate installation and maintenance of new and existing telecommunications equipment to maintain Hilton's high standards of telephone service.

What will it be like to work for this Hilton Worldwide Brand? One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences. Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

Apply online at

<http://jobs.hiltonworldwide.com/en/jobs/descriptions/telecommunications-supervisor-full-time-job-chicago-illinois-4526143?cntry=united-states>

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**Job Title: Social Services Career Trainee**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,305.00 - \$4,731.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:  
Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD  
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:  
This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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### **Front Office Overnight Manager on Duty**

Hilton Location Name: The Palmer House Hilton

Location Address: 17 East Monroe Street, Chicago, IL, USA

Full/Part Time: Full-time

Brand Organization Hilton

A Front Office Overnight Manager on Duty will manage Front Office Operations to ensure profitability, control costs and quality standards to ensure total guest satisfaction.

Oversee room reservations, front office systems, supplies inventory, scheduling, forecasting and department budget to maximize revenue.

Compile and prepare financial reports, including: rate and availability calendar. Interview, train, supervise, counsel, schedule and evaluate staff.

Provide leadership and guidance to Front Office staff ensuring consistent quality service is provided.

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Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/front-office-overnight-manager-on-duty-job-chicago-illinois-4496144?cntry=united-states>

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## **Health Club Guest Service**

Job ID: FRO018C5

*Location Name: Hilton Chicago O'Hare Airport*

*Location Address: O'Hare International Airport, Chicago, IL, USA*

Full/Part Time: Full-time

Organization Hilton

Greets guests and members with a friendly, sincere welcome. Supervises activities in the exercise and pool area to ensure safety and enjoyment in a well maintained facility. Solicits for new members and processes membership applications.

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

Specifically, you would be responsible for performing the following tasks to the highest standards:

- Greets guests and members promptly with a friendly, sincere welcome. Registers guests by determining status of guest (member, Honors, etc.) Collects fees by cash or charge and makes change when appropriate. Provides locker key and towels to guests.
- Maintains sufficient supplies of guest amenities, including, but not limited to, towels, locker keys, and spa toiletries. Maintains sufficient supplies of retail sundry items, including, but not limited to, clothing, sports drinks, and protein bars, available for sale to guests. Processes sale transaction by cash or charge and makes change when appropriate.
- Answers the telephone and answers all Athletic Club related questions. Schedules massage appointments.
- Maintains all equipment and facilities by physically performing periodic inspections of facilities and equipment. Notifies appropriate departments to report deficiencies.
- Maintains cleanliness of facility which includes retrieving towels, picking up debris, or rearranging equipment and furniture
- Instructs and assists guests in lifting weights, up to a maximum of 100 lbs., onto machines, as well as spotting guests on weight machines.

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/health-club-guest-service-agent-job-chicago-illinois-4535296?cntry=united-states>

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### **Utility Steward (Part-Time)**

*Location Name: The Palmer House Hilton*

*Location Address: 17 East Monroe Street, Chicago, IL, USA*

Full/Part Time: Part-time

Organization Hilton

A Utility Steward with Hilton Hotels and Resorts is responsible for transporting and cleaning cooking utensils and serviceware in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

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What will I be doing?

As a Steward, you would be responsible for transporting and cleaning cooking utensils and serviceware in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you will be responsible for performing the following tasks to the highest standards:

- Wash dishes and operate the dishwasher to clean all chinaware, silverware and cooking utensils
- Scrub pots and pans
- Burnish, de-tarnish and polish silver
- Stock and maintain supplies and equipment
- Perform cleaning duties including, but not limited to, mopping and removing trash
- Transport and store clean serviceware
- Train other stewards, as needed
- Prepare and place clean serviceware for events and functions

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/utility-steward-part-time-job-chicago-illinois-4528733?cntry=united-states>

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## **GENERAL LABORER**

Requisition Number: 162925

Job Title: GENERAL LABORER

City: Accomac

Available positions:

Premium Jobs: Live Hang (both shifts available)

DS Cutup Line Lead (Leg Line - prior leadership experience preferred - internal candidates given first priority); NS Ossid Machine Operator (technical/mechanical experience preferred - internal candidates given first priority); 2nd Shift Truck Loader (prior shipping/forklift experience preferred - internal candidates given first priority)

Production Positions: NS Evisceration (USDA helper); NS Grading (bird grader); NS Cut-up (parts grader/floor person); NS Debone (floor person/trimmer/packer); NS Multivac (floor person - lifting up to 50 lbs); NS Cooler (stacker)

The job summary listed below may not be a complete list of all the essential functions of the job.

The general laborer job (production position) works on our production line processing our chicken products. This job may require working with live chicken (live hang/receiving), raw chicken or cooked chicken. Typical position assignments include, but are not limited to: live hang, debone, cut up, evisceration, marination, stack off, multivac, and overwrap.

### Required Qualifications

at least 18 year of age legally authorized to work in the United States  
strong work history, worked for one employer for at least 6 mths in past three years  
willing and able to stand for several hours lifting up to 50 lbs willing and able to work in wet and extreme cold and hot conditions; willing and able to work around dust, feathers, animals (if applicable), and various cleaning chemicals  
Preferred Qualifications excellent work history, worked for one employer for more than 6 mths in the past three years previous manufacturing, production, especially food production experience

Details: Perdue family of companies is an equal opportunity, affirmative action employer committed to hiring a diverse workforce.

Apply online at

<http://acme.balancetrak.com/lists/103/jobdescription.aspx?q=4wTxMv76WNE6PnxO8vyDk%2byHCl8TR5dl3Txu41je5HZn9bwYWKnZ3XQTxwUtpF3%2b%2bqW07Veb2Bk%3d>

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## **Coordinator-Facilities - MAL0000267**

Primary Objective: Initiates efficient methods to address the logistical needs for facility usage on the campus. Coordinates facility usage for both internal and external community organizations as well as internal college activities. Responsible for technical equipment set-up and operation and coordinating maintenance and security for specified events.

- Coordinating with internal and external groups and/or agencies to efficiently address logistical issues concerning the uses of campus facility resources.
- This includes scheduling rooms and providing security/maintenance/audio-visual and hospitality support.
- Set-up and operate technical equipment (microphones, tape recorders, sound systems, lighting, etc.) needed for an activity or event.
- Completing all administrative/clerical duties associated with facilities management. This entails creating and distributing monthly calendar of events on campus, assessing fees, issuing appropriate forms, forwarding notices to groups/agencies and relevant campus departments, maintaining equipment inventory and ensuring repair and/or replacement of all audio/visual technical equipment.
- Perform hospitality duties which include being physically present on campus at all events/activities sponsored by the campus and/or outside groups.
- Assure that special set-up requests are completed in a timely manner.
- Supervise hourly and work study staff.
- Performs other duties as assigned.

### Qualifications

- An Associate's Degree (Bachelor's preferred).
- Three years experience in facility management.
- Technical knowledge of the operation of varied audio/visual equipment.
- Excellent verbal and written communication skills and computer proficiency Excellent organizational skills.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer. Thank you for your interest in CCC!

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

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**Job Title: Technical Trainer - Rail**

Location: Chicago, IL, US

Job Type: Full - Time Permanent

Department Rail Maintenance Training

SALARY TARGET IS \$64,155. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target.

**EDUCATION/EXPERIENCE REQUIREMENTS:** Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration for safety sensitive positions. Associate's Degree in Engineering or other technology-related fields applicable to the position, or a combination of education and experience relating to this position. Bachelor's degree preferred. Three years teaching/instructing experience in a technical field is preferred. Must be able to obtain Rail Safety Training certification. Must possess a valid Illinois driver's license.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Basic knowledge of the electrical and mechanical equipment used on CTA's 5000-series rail cars, or understanding of similar equipment. Technical knowledge in at least one of the following areas: computer network troubleshooting and analysis, IGBT Power electronics troubleshooting and analysis, hydraulics theory and application, Communications Technology (Voice over IP, analog-digital conversion, and video). Knowledge of hand and power tool safety. Must possess familiarity with common personal computer software utilized in the business environment such as Word, Excel, PageMaker, & PowerPoint. Must be proficient in the use of basic arithmetic including fractions, decimals and percentages. Must possess the knowledge and skills necessary to effectively develop and facilitate training programs in one of the above mentioned areas of expertise. Must have exceptional written and verbal communication skills and the ability to present information in front of an audience. Required to possess basic knowledge of typical methods and procedures utilized in the repair and maintenance of equipment similar to equipment used on CTA rail cars. Must have highly developed analytical, creative and evaluation skills necessary in the development of training programs. Must be thoroughly knowledgeable of the educational applications of audiovisual materials, artwork, mockups and other media. Must be familiar with interactive multimedia. Must possess a temperament necessary to maintain amiable relations with various levels of Authority personnel and outside contractors and vendors. Discretion necessary for working with confidential and sensitive information. Required knowledge of Schematic Print reading.

Applicants, if hired, must comply with CTA's residency ordinance.

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**Job Title Bus Operator**

Location Chicago, IL, US

Job Type Part-time Temporary

Department Bus Operations

SALARY TARGET: \$15.65 PER HOUR

**EDUCATION/EXPERIENCE REQUIREMENTS:** Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to be at least 21 years of age. Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with the following three endorsements: KNOWLEDGE, PASSENGER and AIR BRAKES. Must possess a High School diploma or GED equivalent.

**PHYSICAL REQUIREMENTS**

Required to be standing changing destination and bus numbers, signs, helping people board bus, to walk to relief points, checking bus and sitting while driving bus. Required to lift, to carry and to push of brake pedal and accelerator, windows and to pull door control latch. Required to climb into vehicle and adjustment of mirrors, to balance, to stoop to adjust driver's seat, to kneel, to crouch and to crawl. Required to reach accepting and validating transfer cards and fare cards, adjusting mirror, to handle transfer and fare cards; steering wheel, to finger operating fare box, horn, punching transfers, to feel distributing and receiving transfer and fare cards, to talk announcing streets and answering passenger inquiries, to hear listening to traffic sounds, signal requesting stops, emergency vehicles, passenger questions and radio monitor. Required to see near and far watching stopped vehicles, checking passes/cards and general traffic conditions viewing of traffic signals and riding passes.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Possess customer service experience or skills to provide outstanding customer service to passengers. Must possess a comprehensive knowledge of the rules, regulations and procedures relative to the operation of surface vehicles. Must possess a comprehensive knowledge of pertinent state and municipal traffic laws. Must possess the skills necessary to accurately read and interpret bus schedules. Must possess a thorough knowledge of the fare structure, transfer regulations and the rules and procedures governing Bus Operators. Required to possess a knowledge of arithmetic. Required to speak in a clear and accurate manner. Must possess a thorough knowledge of the preparation and usage of applicable transportation forms.

This is a bargained for position and is not subject to CTA's residency ordinance.  
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**Job Title Contract & Labor Relations Representative**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Labor Relations

SALARY TARGET IS \$64,388. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target.

**EDUCATION/EXPERIENCE REQUIREMENTS:** Bachelor's Degree from an accredited college or university and/or a combination of education and 3-5 years work experience relating to the position required. Masters Industrial Relations, paralegal certification or law degree preferred and/or combination of 3-5 years Employee/Labor Relations, Human Resources work experience.

**PHYSICAL REQUIREMENTS:** May be required to visit field locations where moving vehicle, equipment, or electrical hazards are present.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Experience in contract negotiation, interpretation and administration of labor relations policy and contracts. Skills necessary to research, analyze, and provide oral and/or written guidance quickly and accurately regarding contract interpretation and must be able to make decisions under pressure. Thorough knowledge of labor relations theory, policy and procedures, including the practice of negotiation, mediation and arbitration. Knowledge of the CTA's labor agreements, rules and regulations, policies, procedures, and operations. Must be thoroughly familiar with employee disciplinary and grievance procedures and CTA union rules and regulations pertaining to employee conduct. Required to be familiar with terminal, garage and shop operations, and the types of work performed at these locations. Skills and disposition necessary to present, discuss and defend the CTA's position on labor matters with union officials, attorneys, consultants and management. Suitable temperament and disposition necessary for maintaining effective working relationships with all levels of CTA personnel and outside contacts. Must write and express one's self in a clear, logical and comprehensible manner. Must possess working knowledge of Microsoft Suite including word processing functions required to maintain electronic records of caseloads.

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**Job Title Manager, Maintenance - Bus**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Bus Maintenance

SALARY TARGET IS \$78,147. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target.

**EDUCATION/EXPERIENCE REQUIREMENTS**

Bachelor's Degree or a combination of education and experience relating to position, or equivalent military experience.

5+ years experience in vehicle maintenance and repair.

5+ years of management experience.

5+ years of transit operations experience, preferred.

Experience in interviewing employees regarding accidents, complaints, grievances and/or disciplinary actions.

Position is on call 24-hours a day, 7-days a week for emergencies and to supplement normal maintenance effort when required by weather or another emergency condition

**PHYSICAL REQUIREMENTS**

Must be able to traverse steps, ladders, and pits, lift a minimum of fifty pounds and function in areas where hazardous conditions may be present.

Must be able to work various shifts and hours, sometimes without relief.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Must have knowledge of environmental safety, chemicals and waste.

Must have knowledge of various trade contracts and unions.

Thorough knowledge and understanding of the scope and types of repairs, inspection and maintenance performed at the terminal/garage level required.

Must have knowledge of environmental safety, chemicals and waste.

Must be organized and detail oriented.

Proficient in basic computer operations and word processing, spreadsheet, presentation and database software.

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**Job Title Bus & Truck Mechanic**

Location Chicago, IL, US

Job Type Full-time permanent

Department Bus Heavy Maintenance

SALARY TARGET: \$43.92 PER HOUR

Repairs and maintains Authority owned and operated vehicles including: light, medium and heavy duty bus and truck vehicles, automobiles, mobile operating equipment and associated operating components that include, but are not limited to: diesel engines, automatic transmissions, air brake systems and suspension steering.

**Primary duties and Responsibilities**

Inspects, repairs and maintains mechanical, hydraulic and pneumatic units and components. Disassembles, adjusts, overhauls, reassembles and replaces units and components. Cleans units and parts using various cleaning solvents and solutions. Utilizes a variety of hand and power operated tools to perform repair work and test equipment and gauges to determine proper tolerances and specifications. Analyzes inspection findings to determine vehicle component and part malfunctions. Assists in the instruction of apprentices and other personnel. Operates Authority vehicles in and around shop area. Performs other duties as assigned.

**Qualifications**

Required to have successfully progressed through the Bus & Truck Mechanic Apprenticeship program, or have served required tenure in each position of the job family; or possess a minimum of five years verifiable work experience in a recognized heavy-duty diesel truck or bus repair shop(s); or have related work experience and a certificate/diploma in automotive repair from an accredited trade school or college.

Must be classified as a full-time member of Auto Mechanics - Local 701.

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration.

Required to have or obtain a valid State of Illinois "CDL" drivers license with the required "P" endorsement and "B" classification.

Must supply certain hand tools.

Must pass a physical examination.

This is a bargained for position and is not subject to CTA's residency ordinance.

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**Job Title Engineer II - Mechanical/Electrical**

Location Skokie, IL, US

Job Type Full - Time Permanent

Department Transit Operations

SALARY TARGET IS \$55,000. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target.

Performs mechanical/electrical engineering projects related to revenue vehicles involving the selection and application of appropriate and engineering techniques, procedures and criteria.

**Primary duties and Responsibilities**

Plans, coordinates and conducts detailed phases of mechanical/electrical engineering projects related to repair, modification and maintenance of the Authority's revenue vehicles involving independent judgment in making adaptations and modifications to standard procedures.

Confers with manufacture's representatives and various levels of personnel within the Authority regarding assigned projects.

Conducts inspections and gathers and analyzes pertinent data to provide logical and comprehensive solutions relating to active projects of a non-routine nature.

Monitors and audits active projects evaluating for completeness, efficiency and compliance to pre-established standards. Prepares comprehensive reports relating to the findings of inspections and tests.

Prepares initial sketches, drawings, blueprints, cost estimates, specifications and technical reports through the application of engineering principles.

Prepares and maintains records of current and future projects, maintaining an accurate log of budgetary analysis, work schedules and status reports.

May assist lower level engineers, draftsmen, technicians, etc. in complex assignments.

**EDUCATION/EXPERIENCE REQUIREMENTS**

Bachelor's Degree in Mechanical or Electrical Engineering.

On call 24/7 to assist in incident investigations and during service interruptions.

**PHYSICAL DEMANDS**

Required to physically work on top of, underneath or inside equipment while inspecting and conducting tests.

Applicants, if hired, must comply with CTA's residency ordinance.

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**Warehouse Associate - Entry Level / Full Time / Inventory Control - Chicago, IL**

Job Number: 164874974

Company Name: OldCastle

Location: Chicago, IL

Career Focus: Clerical & Administrative

**\*\*\*Job Description\*\*\***

- \* Fill orders quickly and accurately
- \* Notify Purchasing and Sales when orders cannot be filled as directed and/or notify Lead Warehouse Associate when inventory levels appear low
- \* Initial Pick Tickets as orders are loaded and then ensures secondary verification
- \* Service will-call customers in a professional and timely manner
- \* Inspect condition and quantity of received materials before placing them in the warehouse
- \* Properly place received materials in correct bin locations
- \* Communicate all necessary deviations with the Receiving Coordinator (in advance) to facilitate proper changes in the inventory control system
- \* Label and store all non-stock items
- \* Complete cycle counts and inventory checks in a timely and accurate manner
- \* Load and unload vehicles in a safe and professional manner
- \* Verify product descriptions, condition, amounts, and nomenclature
- \* Reconcile printed tickets to stock
- \* Accurately complete paperwork (Pick Tickets, Inventory Count Sheets, etc)
- \* Moving materials in yard and warehouse as needed
- \* Maintain cleanliness and neatness of warehouse
- \* Perform other duties as assigned

**\*\*\*Requirements\*\*\***

- \* Previous warehouse and inventory control experience
- \* Ability to drive a forklift
- \* Experience working directly with the customer
- \* Ability to communicate with co-workers, vendors and customers
- \* Must be able to work both indoors and outdoors under adverse weather conditions
- \* Ability to handle all types of building products
- \* Ability to lift 75+ lbs repeatedly throughout the day

**\*\*\_Preferences\_\*\*** \* Previous experience working with building materials helpful

**\*\*\*What Allied Offers You\*\*\***

- \* Highly competitive base pay
- \* Comprehensive medical, dental and disability benefits programs
- \* Group retirement savings program
- \* Health and wellness programs
- \* A culture that values opportunity for growth, development and internal promotion

We are an Affirmative Action and Equal Employment Opportunity Employer.\*  
EOE / M / F / Vet / Disability

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## **Warehouse Worker**

DS Waters - Chicago, IL

- Ability to perform mathematical functions of addition, subtraction, multiplication and division.
- Physically able to safely lift bottles and equipment weighing up to 50lbs.
- Able to work flexible, extended hours and weekends as required.
- Able to meet DS Waters driver qualification policy requirements.
- Certified forklift operator.

### Job Description:

- Operate forklift to load/unload route trucks and interbranch trailers.
- Maintain ORACLE inventory control.
- Input loads in and out of ORACLE.
- Maintain clean, orderly warehouse and loading areas.
- Participate in daily inventory activities including cycle counts.
- Verify load sheets and ensure trucks receive correct equipment and product loads.
- Responsible for ordering all products, as well as inventory control.
- To replace employees involved in a labor strike.

Apply online at

[http://www.indeed.com/viewjob?jk=2a54da6df3369aad&q=Warehouse&l=Chicago,+IL&from=ifa&utm\\_source=publisher&utm\\_medium=cpc&utm\\_campaign=de\\_noemail](http://www.indeed.com/viewjob?jk=2a54da6df3369aad&q=Warehouse&l=Chicago,+IL&from=ifa&utm_source=publisher&utm_medium=cpc&utm_campaign=de_noemail)

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### **Warehouse Worker - HOD**

DS Waters - Chicago, IL.

Ability to work effectively in a team environment. Work with a sense of urgency while maintaining Company quality and safety standards. Ability to comprehend and safely operate production and powered material handling equipment. Possess thorough knowledge of the process and operation of designated machines. Demonstrates good mechanical skills and ability to use proper tools, as provided.

Assist in the Preventive Maintenance and scheduling of maintenance for Equipment utilized. Ability to understand and comply with all QA testing required of position. Ability to stoop, bend, twist on a regular basis; ability to stand for prolonged periods of time. Ability to repeatedly lift 50 pounds. Ability to work flexible, extended hours and weekends, as needed.

Ability to work in the extremes of outside weather; rain, cold, wind and heat. Able to meet DS Waters of America, Inc Driver Qualification Policy Requirements. Work both under direct, close supervision and without direct supervision.

#### **Job Description:**

Position requires work in multiple functional areas including operating forklift to move pallets and racks to/from trucks/production line/storage. Maintain accurate inventory by counting and reporting inbound and outbound vehicles. Maintain clean and orderly industrial yard, work station and plant facility and perform GMP sanitation tasks.

Position will participate in all inventory activities including daily and period end cycle counts. Work within Oracle to complete transportation, purchasing, production and inventory paperwork.

Perform quality control checks and understand basic qualitative concepts. Operate various types of fillers and palletizers. Work on production line and cooler refurbishing area. Maintain established industrial standards and adhere to code of "Good Manufacturing Practices". This is not a complete description of the Warehouse Worker position

Apply online at

[http://www.indeed.com/viewjob?jk=80136a10fd5efafa&q=Warehouse&l=Chicago,+IL&from=ifa&utm\\_source=publisher&utm\\_medium=cpc&utm\\_campaign=de\\_noemail](http://www.indeed.com/viewjob?jk=80136a10fd5efafa&q=Warehouse&l=Chicago,+IL&from=ifa&utm_source=publisher&utm_medium=cpc&utm_campaign=de_noemail)

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## **Concierge (Full-Time)**

Job ID: FRO01876

Location Name: The Palmer House Hilton

Location Address: 17 East Monroe Street, Chicago, IL, USA

Full/Part Time: Full-time

Organization Hilton

A Concierge with Hilton Hotels & Resorts serves as a key point of contact for Guests and VIP Guests throughout their stay at the hotel, providing information about the hotel and the local vicinity.

What will it be like to work for this Hilton Brand? One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences. Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all. If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

A Concierge, you will serve as a key point of contact for Guests and VIP Guests throughout their stay at the hotel, providing information about the hotel and the local vicinity. A Concierge is responsible for managing the first impressions of our Guests and, therefore, must perform the following tasks to the highest standards:

- Serve as a key point of contact for Guests and efficiently respond to Guest enquiries
- Provide information, advice and booking services for a wide variety of Guest enquiries, including city tours, theatre tickets, restaurants, doctors, flight bookings, among others
- Process and deliver messages for Guests
- Deliver and safely storage Guest luggage
- Stay current with all hotel services as well as daily VIP requests and special events
- Ensure orderliness and safety guidelines around the lobby and front door areas
- Provide support to Management as required, in cases of emergency
- Project a professional manner with an emphasis on hospitality and Guest service
- Maintain a clean, healthy, and safety working area
- Act in accordance with policies and procedures when working with front of house equipment and property management systems

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/concierge-full-time-job-chicago-illinois-4528730?cntry=united-states>

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## Senior Sous

Job ID: KIC014CX

Location Name: *The Drake Hotel*

Location Address: *140 E. Walton Place, Chicago, IL, USA*

Full/Part Time: Full-time

Organization Hilton

A Sous Chef with Hilton Hotels and Resorts is responsible for assisting with the direction and oversight of all culinary operations in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

If you understand the importance of upholding a brand/Es reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As Sous Chef, you would be responsible for assisting with the direction and oversight of all culinary operations in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability. Specifically, an Executive Chef would be responsible for performing the following tasks to the highest standards:

- Assist the Executive Chef in the direction and oversight of all culinary operations, to include, but not limited to, preparation and production of all hotel meals, food quality and presentation, compliance with all safety and sanitation standards and regulation, team member productivity and performance, implementation of policies and procedures, cost controls and overall profitability
- Create and implement menu selections for special banquet themes and events based on current food trends and regional tastes in partnership with the Executive Chef and Director of Food and Beverage, as needed
- Ensure compliance with federal, state, local and company health, safety, sanitation and alcohol awareness standards
- Assist in monitoring and developing team member performance to include, but not limited to, providing supervision, conducting counseling and assisting with evaluations, training, scheduling and assigning work and delivering recognition and reward

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/senior-sous-chef-job-chicago-illinois-4513115?cntry=united-states>

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### **Events Manager - The Drake**

Location Name: The Drake Hotel

Location Address: 140 E. Walton Place, Chicago, IL, USA

Full/Part Time: Full-time

Organization Hilton

An Event Manager at The Drake Hotel managed by Hilton Worldwide is responsible for executing written sales agreement for moderately-sized and moderately-complex events characteristically limited up to 300 cumulative room nights. Develops and maintains liaison between the customer and their representatives and the hotel by directing each department within the hotel as to their specific role in the pre-planning and execution of on-site convention. Maximizes revenues and controls expenses through effective negotiation of services and accurate forecasting. Responsible for successful execution of event and customer satisfaction to ensure customer remains loyal and books future business with hotel/company.

What will I be doing?

As an Event Manager, you would be responsible for executing written sales agreements for moderately-sized and moderately-complex events characteristically limited up to 300 cumulative room nights. Develops and maintains liaison between the customer and their representatives and the hotel by directing each department within the hotel as to their specific role in the pre-planning and execution of on-site convention. Maximizes revenues and controls expenses through effective negotiation of services and accurate forecasting. Responsible for successful execution of event and customer satisfaction to ensure customer remains loyal and books future business with hotel/company.

Specifically, you would be responsible for performing the following tasks to the highest standards:

- Execute written sales agreements for moderately-sized and moderately-complex events characteristically limited up to 300 cumulative room nights.
- Negotiate terms and pricing of vendor partner agreements and service agreements with companies and organizations affiliated with group business
- Maintain relationships among the customers, their representatives and the hotel to ensure full participation in servicing accounts
- Initiate verbal and written communication with customers and hotel departments outlining details and specifics of the event including, but not limited to, payment structure, room block management, food and beverage, public room rental, exhibit hall fees, incremental and affiliate revenue streams, performance damages and master billing process
- Partner with operations departments
- Monitor and assess service and satisfaction trends, evaluate and address issues and make improvements accordingly

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/events-manager-the-drake-hotel-job-chicago-illinois-4535295?cntry=united-states>

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**Busperson - Cape**

Job ID: F0001CVH

Location Name: *The Drake Hotel*

Location Address: *140 E. Walton Place, Chicago, IL, USA*

Full/Part Time: Full-time

Organization Hilton

A Busperson with Hilton Hotels and Resorts is responsible for setting and clearing dining tables and stocking service stations in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

If you understand the importance of upholding a brand/Es reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Busperson, you would be responsible for setting and clearing dining tables and stocking service stations in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Set and prepare tables for dining, including, but not limited to, folding napkins, cleaning and placing tableware, serving water, etc.
- Ensure tableware is in good and working condition and report any defects for repair
- Stock, maintain and clean designated food station(s)
- Assist food server(s) with table service, including, but not limited to, serving beverages, breads, etc.
- Retrieve and transport dirty tableware to dishwashing area
- Respond to guest inquiries and requests and resolve issues in a timely, friendly and efficient manner

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/busperson-cape-cod-job-chicago-illinois-4527998?cntry=united-states>

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