



## Front Office

Job ID: FRO018B9

Location Name: Hilton Chicago O'Hare Airport

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

Full/Part Time: Full-time

Organization Hilton

A Front Office Manager with Hilton Hotels and Resorts is responsible for directing and administering Front Office operations in the hotels continuing effort to deliver outstanding guest service and financial profitability.

What will I be doing?

As Front Office Manager, you would be responsible for directing and administering Front Office operations in the hotels continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Manage all Front Office operations to include, but not limited to, guest service and registration (check-in/check-out), room inventory and availability, guest service standards and initiatives, product quality, cost controls and overall profitability, marketing initiatives, systems use and management, budgeting and forecasting, department management, policy and procedure implementation and enforcement and meeting participation and facilitation
- Monitor and develop team member performance to include, but not limited to, providing supervision, scheduling, conducting counseling and evaluations and delivering recognition and reward
- Monitor and assess service and satisfaction trends, evaluate and address issues and make improvements accordingly
- Ensure compliance with Hilton standards
- Meet and greet guests and respond to guest inquiries, requests and issues in a timely, friendly and efficient manner and resolves guest concerns
- Initiate and implement up-selling techniques to promote hotel services and facilities to maximize room occupancy and overall revenue
- Ensure team members have current knowledge of hotel products, services, facilities, events, pricing and policies and knowledge of the local area and events
- Complete audit procedures, as needed
- Recruit, interview and train team members

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/front-office-manager-job-chicago-illinois-4527986?cntry=united-states>

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**Lockwood Back Server (Part-Time) Job ID: F0001CM7**

*Location Name: The Palmer House Hilton*

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

Full/Part Time: Part-time

Organization Hilton

A Lockwood Back Server 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.

What will I be doing?

As a Lockwood Back Server, 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/lockwood-back-server-part-time-job-chicago-illinois-4480642?cntry=united-states>

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**Banquet Apply Job ID: F0001CUH**

Location Name: Hilton Chicago and Towers

Location Address: 720 South Michigan Ave, Chicago, IL, USA

Full/Part Time: Full-time

Organization Hilton

A Bartender with Hilton Hotels and Resorts is responsible for preparing beverages and serving beverages and/or food to guests in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will I be doing?

As a Bartender, you would be responsible for preparing beverages and serving beverages and/or food to guests in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Greet guests and respond to guest inquiries and requests in a timely, friendly and efficient manner
- Mix and garnish beverages according to recipe and portion control standards
- Present and serve beverages to guests
- Check guests for proper identification and serve alcoholic beverages to guests in accordance with federal, state, local and company laws and regulations
- Accurately total, process and collect payments from guests to include, but not limited to, using the point-of-sale system, handling money, processing credit and debit cards, making change and processing gift certificates, cards and vouchers
- Stock and maintain the bar to include, but not limited to, beer, wine, spirits, paper products, straws and stirrers, condiments, glassware, ice and produce
- Cut, store and ensure product quality of all beverage-related perishables
- Respond professionally to inebriated guests, as needed

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/banquet-bartender-job-chicago-illinois-4510561?cntry=united-states>

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**Maitre D' - Cape Cod**

Job ID: F0001CVJ

Location Name: *The Drake Hotel*

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

Full/Part Time: Full-time

Organization Hilton

Greets and escorts guests to tables in restaurant. Monitors restaurant, staff and service for efficient and courteous operation.

Maintains reservations and log book. Assists in overseeing and participates in operation for cleanliness and safety. Trains, s

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.

Hilton Hotels & Resorts is one of Hilton Worldwide's ten market-leading brands. For more information visit [www.hiltonworldwide.com](http://www.hiltonworldwide.com).

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/maitre-d-cape-cod-job-chicago-illinois-4527997?cntry=united-states>

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**Job Title: Accountant Advanced**

Agency: Insurance

Closing Date/Time: Wed. 07/09/14 5:00 PM Central Time

Salary: \$3,696.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: DOI 9294

Minimum Requirements: Requires knowledge, skill and mental development equivalent to Completion of four years College With courses in business administration and accounting. Requires two years of professional experience in accounting, external auditing, budgetary planning and control or public accounting. Requires extensive knowledge of accounting and auditing theory, principles, methods and procedures; of laws, rules and regulations relating to state or non-state accounting or auditing procedures. Requires working knowledge of office methods, procedures, standard office accounting machines and equipment. Requires ability to prepare comprehensive accounting reports; to determine violations and noncompliance with the law and to detect and explain significant irregularities; to review detailed work including written or numerical data and to make calculations rapidly and accurately. Requires skill and ability to evaluate more difficult accounting problems and to analyze and interpret more complex accounting records. Requires ability to establish and maintain satisfactory working relationships and to deal tactfully with controversial problems. Prefers working knowledge of Administrative Code 3113, the Illinois Insurance Code and statutes as they apply to the regulation of producers. Prefers knowledge of accounting applications and the ability to type. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Insurance /Producer Regulatory/P&C Services  
122 S. Michigan Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702

217-782-9993 217-782-9925 Fax

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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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**Job Title: Licensed Practical Nurse I**

Agency: Veterans Affairs  
Closing Date/Time: Continuous  
Salary: \$3,063.00 - \$4,316.00 monthly  
Job Type: Full-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC009  
Bid ID#: 34-50-14-Cont.

Description of Duties/Essential Functions Benefits Supplemental Questions  
Carries out assigned nursing procedures; administers medication, injections, and treatments; takes and records temperature, pulse, respiration and blood pressure; apply and change simple bandages, monitors catheterizations, IV's and transfusions. Observes, records and reports to physicians and registered nurses or supervising nurse the symptoms, reactions and changes in condition of patients. Demonstrates self care activities. Assist patients with activities of daily living. Performs general range of motion exercises with member. Provides emotional and physical comfort. Serves as non-supervisory resource person to less experienced staff providing guidance relative to nursing techniques.

Minimum Requirements: Requires Illinois license as a practical nurse. Requires one year of practical nursing experience. Requires extensive knowledge of practical nursing theory and practice. Requires ability to apply simple nursing techniques as delegated by a physician or professional nurse. Requires ability to provide guidance and leadership to other nursing personnel and promote effective patient interactions. This title is an Upward Mobility target title.

Work Hours & Location/Agency Contact: Varying Shifts and Schedules  
IL Veterans' Home 1 Veterans Drive Manteno, IL 60950  
Human Resources 815-468-6581 Ext. 328

**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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**Job Title: Office Assistant - Opt 2 (NRC Rec Office)**

Agency: Corrections

Closing Date/Time: Thu. 07/03/14 11:59 PM Central Time

Salary: \$2,832.00 - \$3,856.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-14-0375

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Assistant R & C Record Office Supv. (Executive I), performs difficult and complex typing and records maintenance function of the Reception & Classification Center Record Office; types forms and reports.

Position Number: 30010-29-82-442-36-01

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; working knowledge of alpha-numeric sequencing; working knowledge of grammar, spelling and punctuation; working knowledge of basic mathematics; requires ability to type accurately at 35 wpm

Work Hours & Location/Agency Contact: WORK HOURS: 8:00am to 4:00pm Monday through Friday with days off of Saturday and Sunday.  
LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434  
CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693

**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).

**Option 2 - Typing**

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**Job Title: Office Assistant - Opt SS2**

Agency: Environmental Protection Agency

Closing Date/Time: Tue. 07/08/14 5:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 13-034

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the VIM/Field Services Manager, performs a variety of difficult and responsible clerical functions for the Field Services staff; utilizing a personal computer or typewriter, performs difficult typing; performs miscellaneous duties such as filing, xeroxing, mail distribution and travel arrangements; serves as Field Services Section receptionist.

**Minimum Requirements:**

Education & Experience: Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience.

Specific Job Requirements: Requires the ability to proofread and type accurately at 35 words per minute. Requires bending, stooping and/or standing at files and/or copy machine for extended periods of time. Requires the ability to speak and write Spanish at a colloquial level.

Desirable Requirements: Knowledge of personal computers and software.

Work Hours & Location/Agency Contact: Work hours: 8:30 am - 5:00 pm Mon-Fri

Location: 831 Busse Road Elk Grove Village, IL

Contact: Jeff McNeal / IEPA 1021 North Grand Avenue East MC# 11 PO Box 19276  
Springfield, IL 62794-9276

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).

Option SS2 - Spanish Speaking/Typing

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**Job Title: Public Service Administrator - Opt 2**

Agency: Insurance

Closing Date/Time: Wed. 07/09/14 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: DOI 9341

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business administration and insurance; requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization. Requires extensive knowledge of public and business administration, principles and practices, of agency programs and service objectives, activities and operational systems; of staff utilization and employee motivation; of agency policies and procedures. Requires ability to develop and manage a supportive agency program; to analyze administrative problems and adopt an effective course of action; to develop, install and evaluate new and revised methods, procedures and performance standards; to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures; to develop and maintain cooperative working relationships. Requires the ability to travel.

Specialized skills: Requires two years experience with advanced insurance concepts and principles. Requires supervisory experience and the ability to train and motivate employees. Requires a thorough knowledge of the Illinois Insurance Code, rules and regulations, related to complaints resolution.

Work Location: Illinois Department of Insurance  
Producer Regulatory Services/P&C Market Analysis/P&C Complaints  
122 S. Michigan Ave - Chicago, IL - Cook County  
Agency Contact: A & R Shared Services Center  
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702  
217-782-9993 217-782-9925 Fax

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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).

Option 2 - Fiscal Mgt/Acct-Insur---

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**Job Title: Training Manager**

Agency: Illinois Courts/Administrative Office of the Illinois Courts

Salary: \$58,676.00 / Year

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 087

**Minimum Requirements:**

**Education, Experience & Training Requirements:** A minimum of two (2) years progressively responsible professional experience, preferably post J.D., and preferably in an educational or training environment, or in the development and administration of adult education or training programs, or other relevant legal related work environment. A J.D. from an ABA accredited law school is strongly preferred. Successful candidate must possess organizational, project management, oral and written communication skills, and have a demonstrated knowledge of standard office technologies and legal research products including at a minimum, Microsoft Office 2007 (Word, Excel, Publisher, Outlook), Adobe Reader, PowerPoint, LexisNexis and Westlaw research tools, and a familiarity with Word Perfect, Keynote (Apple), online meeting technologies (GoToMeeting, WebEx, etc.) and distance learning technologies.

**Physical Requirements:** Ability to sit and stand for extended time periods. Lifting, carrying and transporting of office-related equipment and materials to-and-from meetings and event sites expected. Normal office working environment requiring extensive use of a personal computer, telephone, facsimile, copier, scanner and other office technologies, in addition to the management of off-site facilities and technologies during judicial education events and meetings.

**Work Hours & Location/Agency Contact:** Monday - Friday 8:30 a.m. - 5:00 p.m. with additional work hours and occasional state-wide travel to-and-from training events and meetings, including some weekend, early morning and evening travel, and overnight stays.

Administrative Office of the Illinois Courts / Judicial Education Division  
222 North LaSalle Street, 13th Floor Chicago, IL 60601 Gloria Evans (312)793-2125

**How to Apply:** Applicants must submit a completed Judicial Branch Employment Application, letter of interest and resume to:  
Cyrana Mott, Assistant Director / Administrative Office of the Illinois Courts  
Judicial Education Division 222 North LaSalle Street, 13th Floor Chicago, IL 60601

Position will remain open until filled; those persons submitting materials by July 31, 2014 will be given earliest consideration.

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**Job Title: Lottery Regional Coordinator**

Agency: Lottery

Closing Date/Time: Wed. 07/02/14 5:00 PM Central Time

Salary: \$4,612.00 - \$6,990.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: LOT 9192

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, plans, directs and supervises a staff of Lottery Sales Representatives in promoting Lottery activities, in an assigned geographical region; coordinates and administers Lottery operations and programs with a designated region of the State; provides assistance and advisory services to sales retailers; investigates and resolves problems and complaints related to accounts receivable and other accountability issues and discrepancies; monitors and analyzes sales records; compiles and prepares a variety of management reports; travels to visit business organizations and meet with sales staff.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years college with courses in marketing, public relations or business administration; requires three years progressively responsible professional experience in marketing, sales or a promotional field. Requires working knowledge of the State Lottery law, rules, regulations, agency policies and procedures. Requires a valid, appropriate driver's license and the ability and willingness to travel; requires automobile liability insurance coverage.

Work Hours & Location/Agency Contact: Work Hours: 8:00 A.M. – 4:30 P.M.

Work Location: Lottery/Sales/Region 2 586 Territorial Dr.

Bolingbrook, IL (Cook County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702

FAX: 217-782-9925 / Phone: 217-782-6239

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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**Job Title: Office Assistant - Opt 2**

Agency: State Police  
Closing Date/Time: Continuous  
Salary: \$2,939.00 - \$3,634.00 monthly  
Job Type: Full-Time  
Location: Will County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 21-43-ISP08-C002

Description of Duties/Essential Functions Benefits Supplemental Questions  
Performs a variety of complex data entry and clerical functions, utilizing a number of general office procedures related to the processing of criminal and noncriminal justice submissions. Will be assigned to work unit within the civil and criminal processing section. Performs routine and complex data entry functions related to the criminal history record identification program utilizing a variety of screen formats.

Minimum Requirements: Requires knowledge, skill and experience equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numeric sequencing. Requires working knowledge of office practices, procedures, and programs. Requires working knowledge of grammar, spelling, and punctuation. Requires working knowledge of basic mathematics. Requires ability to follow oral and/or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at 35 wpm.

Work Hours & Location/Agency Contact: Varies  
Illinois State Police, Information and Technology Command  
Bureau of Identification Joliet, IL Will County  
Contact: Public Safety Shared Services Center  
1301 Concordia Court Post Office Box 19278 Springfield, Illinois 62794-9278  
Phone: 217.557.6015

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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).

Option 2 - Typing

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### **Cook III (part-time)**

Job ID: F0001CYB

Location Name: Hilton Chicago and Towers

Location Address: 720 South Michigan Ave, Chicago, IL, USA

Full/Part Time: Part-time

Organization Hilton

A Cook III with Hilton Hotels and Resorts is responsible for preparing, maintaining and monitoring quality control for hot food items in the hotel's continuing effort to deliver outstanding service and financial profitability.

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.

Hilton Hotels & Resorts is one of Hilton Worldwide's ten market-leading brands. For more information visit [www.hiltonworldwide.com](http://www.hiltonworldwide.com).

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?

As a Cook III, you would be responsible for preparing, maintaining and monitoring quality control for hot food items in the hotel's continuing effort to deliver outstanding service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards: •Prepare, maintain and monitor quality control for hot food items including, but not limited to, meat, fish, fowl, sauces, stocks and seasonings •Prepare food items according to designated recipes and quality standards •Prepare guest orders in a friendly, timely and efficient manner •Maintain cleanliness and comply with food sanitation standards at all times •Visually inspect all food sent from the kitchen and ensure plates are clean and appetizing •Practice correct food handling and food storage procedures according to federal, state, local and company regulations

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/cook-iii-part-time-job-chicago-illinois-4527973?cntry=united-states>

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**Position Opening at Metropolitan Water Reclamation District of Greater Chicago Job Number:164088084**

Company Name: Metropolitan Water Reclamation District of Greater Chicago  
Location: Chicago, IL

Career Focus: Engineering & Architecture

Minimum Requirements: Graduation from a standard senior high school or the equivalent and four years of technical experience in inventory control. Substitution: Full-time study at an accredited college or university majoring in business or public administration, engineering or allied science may be substituted for the required experience on a year-for-year basis to a maximum of three years.

Examination: The examination will consist of a written test weighted 100%. The minimum passing score on the written test will be 70% unless determined otherwise by the Director of Human Resources. Candidates must achieve a passing score to have their names placed on the eligible list. The written test will assess candidates' knowledge, skill and ability in areas such as inventory management and control; warehouse and industrial plant safety; alpha-numeric comparisons and identifications; numerical problem solving, including mathematical computations; knowledge of automated inventory control and tracking systems; organization and planning; problem solving; reading comprehension; and interpersonal and written communication.

Examination Process: All applicants will be advised in writing if they have been admitted to the examination process. Applicants who do not receive a response to their application by July 25, 2014 should contact the Employee Selection Office at (312)751-5100.

WRITTEN TEST: *The written test will be administered on Saturday, August 2, 2014 at the Chicago High School for Agricultural Sciences, 3857 West 111th Street, Chicago, IL.* Candidates should report at 9:00 a.m. with the approved admission letter and a driver's license or other form of photo identification. Calculators will be provided. The use of books, study guides, cell phones, PDAs, laptops or other aids during the test is prohibited. Appointments: Appointments will be made from an eligible list with three categories: A (Exceptionally Well Qualified), B (Well Qualified) and C (Qualified). Candidates in the highest category will be given first consideration for appointment. The eligible list has a duration of three years. Appointment is subject to successfully passing a physical examination, drug test, and a criminal history background investigation.

Posting Date \*Class Title - Applications Accepted Online Only:\* Stores Specialist

\*Exam #:\* 14070 \*Opening Date:\* 6/13/2014 \*Closing Date:\* 7/11/2014

\*Qualification Deadline:\* 8/10/2014 \*Minimum Annual Salary:\* 53137.76

\*Maximum Annual Salary:\* 81953.04

Apply online at <http://www.beyond.com/jobs/job-search.asp?id=164088084&aff=F6C5C5E7-7DE2-4969-AB18-B53916CD0B2B&reg=3#>

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### **Warehouse Worker**

Dr Pepper Snapple Group - United States

Warehouse Worker

The Warehouse Worker is responsible for building product orders for outgoing loads for placement on route delivery trucks in an accurate and safe manner.

Salary Information: The salary for this position is \$12.00 per hour.

#### Schedule and Shift

Full-Time averaging 40 hours per week.

This is an afternoon (2nd) shift position, that starts at 3:30PM.

On Fridays, the shift starts at 2:30PM.

You may be required to work 8, 10, or 12 hour shifts or longer based on business needs. Must be available to work weekends as needed.

#### Position Responsibilities

Load route trucks and semi-trailers with propane or battery-operated forklift and/or pallet jack, moving product in and out of the warehouse. Move product to storage areas using the proper equipment. Stack and store merchandise in the appropriate area according to established sequences and procedures. Document all material transfers, shipments and movements electronically and/or on appropriate forms. Ensure items are stored in an orderly and accessible manner. Review orders for shipment and assemble the correct types of merchandise to be shipped. Maintain cleanliness in assigned area.

#### Qualifications

High school diploma or general equivalency diploma (GED)

Experience with operating a forklift

Lift up to 50 lbs repeatedly

Push and pull up to 100 lbs repeatedly

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. Equal Opportunity Employer. M/F/D/V

Apply online at

[http://www.indeed.com/viewjob?jk=1fd8b481d7b7b4bf&q=Warehouse&l=Chicago,+IL&from=ifa&utm\\_source=publisher&utm\\_medium=cpc&utm\\_campaign=de\\_nationwide](http://www.indeed.com/viewjob?jk=1fd8b481d7b7b4bf&q=Warehouse&l=Chicago,+IL&from=ifa&utm_source=publisher&utm_medium=cpc&utm_campaign=de_nationwide)

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**Job Title: Licensed Practical Nurse I- Part time**

Agency: Veterans Affairs  
Closing Date/Time: Continuous  
Salary: \$3,063.00 - \$4,316.00 monthly  
Job Type: Part-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC009  
Bid ID#: 34-50-14-Cont.

Description of Duties/Essential Functions Benefits Supplemental Questions  
Carries out assigned nursing procedures; administers medication, injections, and treatments; takes and records temperature, pulse, respiration and blood pressure; apply and change simple bandages, monitors catheterizations, IV's and transfusions. Observes, records and reports to physicians and registered nurses or supervising nurse the symptoms, reactions and changes in condition of patients. Demonstrates self care activities. Assist patients with activities of daily living. Performs general range of motion exercises with member. Provides emotional and physical comfort. Serves as non-supervisory resource person to less experienced staff providing guidance relative to nursing techniques.

Minimum Requirements: Requires Illinois license as a practical nurse. Requires one year of practical nursing experience. Requires extensive knowledge of practical nursing theory and practice. Requires ability to apply simple nursing techniques as delegated by a physician or professional nurse. Requires ability to provide guidance and leadership to other nursing personnel and promote effective patient interactions. This title is an Upward Mobility target title.

Work Hours & Location/Agency Contact: Varying Shifts and Schedules  
IL Veterans' Home 1 Veterans Drive Manteno, IL 60950  
Human Resources 815-468-6581 Ext. 328

**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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**Job Title: Licensed Practical Nurse II-Part time**

Agency: Veterans Affairs  
Closing Date/Time: Continuous  
Salary: \$3,254.00 - \$4,627.00 monthly  
Job Type: Part-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC009  
Bid ID#: 34-50-14-cont.

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, independently performs a variety of skilled practical nursing functions for physically ill, mentally handicapped or geriatric patients, involving either minor supervisory, lead worker, or other than simple routine practical nursing functions. Prepares and applies special dressings and catheters; obtains laboratory specimens; administers injections; assists in or provides special treatments; records the administration of medications and treatments.

Minimum Requirements: Requires Illinois license as a practical nurse and one years experience as a practical nurse; requires extensive knowledge of practical nursing theory and practice; requires ability to apply simple nursing techniques as delegated by physicians or professional nurses; to provide guidance and leadership to other nursing personnel, and to promote effective patient interaction.

Work Hours & Location/Agency Contact: Various Shifts and Schedules  
IL Veterans' Home 1 Veterans' Drive Manteno, Illinois 60950

Contact: IL Veterans' Home  
1 Veterans' Drive Manteno, Illinois 60950  
Jeri Gulli Phone: 815-468-6581 ext 328  
Fax: 815-468-1596

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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**College Clerical Assistant II (Business/CIS/Paralegal Studies Department) - WIL0000267**

Overview of the position:

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

- Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files.
- Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail.
- Assists in reviewing attendance reports for payroll processing. Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items.
- Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies.
- Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information.
- Adheres to CCC Customer Service Excellence standards.
- Performs related duties as required.

Qualifications

- Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience.
- Proficient in PC desktop and related software programs. Ability to operate a personal computer.
- Ability to keyboard 45 words per minute. Ability to follow verbal and written instructions.
- Skill in basic filing, record keeping and operation of a variety of office machines.

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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## **College Advisor (International Students) - WIL0000266**

### Overview of the position:

Under the supervision of the appropriate Dean, the College Advisor is responsible for assisting with the development, coordination, and implementation of Student Support Services and activities to increase recruitment and retention rates, course completion rates, graduation and/or transfer to either a college/university, or enter the workforce.

### Qualifications

- Bachelor's degree required with coursework in Education, Human Relations, Psychology, Human Services or College Student Personnel. Master's degree preferred. Three years of experience in a higher education student services environment; or supplemented by six years of related experience in a higher education environment.
- Knowledge of academic and occupational programs, articulation agreements, transfer guides, assessment and academic career advisement.
- Experience overcoming barriers similar to those faced by the target population.
- Must be self-directed with the ability to work independently within changing deadlines.
- Financial aid knowledge a plus.
- Ability to analyze and address the educational and personal needs of students.
- Knowledge of the career development process and of available career development resources.
- Demonstrated experience with computers and database related software.
- Excellent verbal and written communication skills required.
- Experience in advising both traditional-aged students and adults in a higher education setting desirable.

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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## **Environmental Services Aide II**

Department: Environmental Services

Schedule: Full Time

Shift: Nights

Hours: 1:00am to 9:30am

### Job Details:

Reporting the Supervisor of Environmental Services and working under direct supervision and according to specific assignments performs a variety of routine housekeeping duties. Maintains the hospital in a clean, sanitary and attractive condition and/or makes beds in discharge units and completes necessary paperwork.

### JOB SPECIFICATIONS:

Minimum one (1) years experience as a housekeeping specialist, or its equivalent. Previous hospital experience preferred.

One (1) to three (3) months of on-the-job training and experience in order to acquire a thorough knowledge of safety procedures, treatment of carpet and floorings; infection control, isolation disinfection procedures and fabric cleaning techniques.

Completion of a high school diploma or its equivalent.

The physical ability necessary to frequently lift and carry moderate weights, push loaded carts and operate cleaning equipment.

The physical ability required for constant standing and walking.

The ability and manual dexterity to operate various floor machines and equipment.

Ability to read, write, and communicate in English and the ability to perform simple arithmetic calculations.

Interpersonal skills necessary to occasionally interact with all levels of hospital personnel.

Apply online at <http://www.westsuburbanmc.com/About/careers.aspx>

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