



**Job Title: Child Welfare Nurse Specialist**

Agency: Children & Family Services

Closing Date/Time: Wed. 07/08/15 5:00 PM Central Time

Salary: \$5,293.00 - \$7,197.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: 1515004-151165

**Minimum Requirements:**

Requires one of the following: (a) graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and three years of progressively responsible professional nursing experience; or (b) a bachelor's degree in nursing and two years of professional nursing experience; or (c) a master's degree in nursing; preferably requires two years pediatric experience and prior experience working within the child welfare system; requires basic computer skills; requires possession of a valid driver's license and ability to travel.

Requires licensure as a Registered Nurse in the State of Illinois-copy of certificate required; requires current CPR (BLS) certification-copy of certificate required.

Work Hours & Location/Agency Contact:

Shift: M-F 8:30 am – 5:00 pm Days Off: Saturday & Sunday

1619 W. Jefferson, Joliet, IL 60435

**Contact:**

Frances Cunningham

Division of Clinical Practice & Development

JRTC, 100 W Randolph 6-100

Chicago IL 60601

Phone: 312-814-5987

Fax: 312-814-5986

Email: [Frances.Cunningham@Illinois.gov](mailto:Frances.Cunningham@Illinois.gov)

**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: Data Manager**

Agency: Illinois Sentencing Policy Advisory Council

Closing Date/Time: Sun. 07/26/15 5:00 PM Central Time

Salary: \$70,000.00 - \$90,000.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: SPAC95-15-0001

Description of Duties/Essential Functions Benefits Supplemental Questions  
Working under the direction of the Deputy Director this position will be responsible for identifying, obtaining, cleaning, connecting, and analyzing data from diverse source with varying levels of quality and quantity. The individual will evaluate data quality and reliability, design interfaces between datasets collected, and develop innovative criminal justice data research to inform the legislative, executive and judicial branches of government. This position will represent the Council and act on behalf of the Executive Director on information technology and data projects involving other state and private entities.

Minimum Requirements: Requires knowledge, skill, mental development and or equivalent years of experience equal to completion of a master's degree from an accredited university with coursework in computer science, statistical analysis, and/or database management. Requires the equivalent of two years of experience or formal training in basic software and scripting languages, such as, but not limited to, Microsoft Office Suite, SQL, Oracle, Java, or Python. Requires competency with data research methodologies such as machine learning, algorithm development, data mining, complex and unclear datasets from diverse sources. Requires experience applying the principles and practices of data management in a public sector environment. Some experience with criminal justice data collection and analysis preferred. Ability to communicate complex, technical information to lay audiences is preferred.

**Work Hours & Location/Agency Contact:**

Work Hours: 9:00am - 5:00pm Monday - Friday

Work Location: IL Sentencing Policy Advisory Council

300 W. Adams, Suite 200, Chicago, IL 60606

Agency Contact: Michelle Tallman / Public Safety Shared Services Center

IDOC, 1301 Concordia Court, PO Box 19277, Springfield, IL 62794 Ph: 217-557-6015

How to Apply: Applicants interested in applying for this position must submit a bid form (if applicable) and a completed and signed NEW version of the CMS-100 Employment application to the agency contact at the address above. This is a NON-CODE title and no grade from CMS is required.

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**Job Title: Human Resources Associate - Opt 2**

Agency: Human Services

Closing Date/Time: Wed. 07/01/15 4:59 PM Central Time

Salary: \$3,314.00 - \$4,274.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10/79-91265

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Human Resources Director, performs specialized human resource activities in the Human Resource Office of Chicago Read Mental Health Center; processes personnel transactions, interprets Personnel Rules, Pay Plan and contract agreements; administers the Group Insurance Program and Worker's Compensation Program.

**Minimum Requirements:**

Requires knowledge skill and mental development equivalent to completion of two years of college or satisfactory completion of an approved training program. Requires ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact: Monday-Friday 8am-4pm

**CONTACT INFORMATION:**

Summer Doxie

Human Resource Office

Chicago Read Mental Health Center

4200 N. Oak Park Avenue Chicago, IL 60634

fax 773-794-5583

**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: Executive I - Opt H7**

Agency: Human Services

Closing Date/Time: Wed. 07/01/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

\$52,524.00 - \$78,972.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-91-91415

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Local Office Administrator, serves as Office Manager of a local Family & Community Services (FCS) office. Organizes, plans, executes, controls and evaluates the activities of staff engaged in maintaining central files, operating the office switchboard, client transactions processing, office maintenance, petty cash. Monitors local office budget for equipment, commodities, supplies, travel and other administrative costs; authorizes expenditures.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with course work in public or business administration. Requires one year responsible administrative experience in a public or business organization. Requires extensive knowledge of the principles and practices of public and business administration. Requires working knowledge of governmental accounting, program budgeting, personnel, statistics and procurement.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
West Suburban FCRC, 2701 W Lake Street, Melrose Park, IL 60160  
Please submit CMS 100 (revised 10/2014) applications and bid form to:  
Bureau of Employee Services  
Lisa Horsley, 100 South Grand Ave East, 3rd floor, Springfield, IL 62762  
FAX: 217-524-2116

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 H7 - Dept Human Services**

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**Job Title: Office Associate - Opt 2 UNIT 5**

Agency: Human Services

Closing Date/Time: Wed. 07/08/15 4:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-70-15-0033

Description of Duties/Essential Functions Benefits Supplemental Questions  
Performs all clerical duties as assigned by the Unit Administrator, gathers reports and materials sensitive in nature, types complex correspondence, completes all filing, completes timesheets, composes and prepares memorandums and letters, and assists with all clerical duties required. May be assigned other duties that are within the scope of the duties of this position and as needed by the Administrator and facility.

**Minimum Requirements:**

Requires ability to type 45 wpm and be knowledgeable in computers and various software programs. Requires knowledge, skill, mental development equivalent to completion of high school and 2 years related office experience. Requires knowledge and understanding of facility policies and procedures; extensive knowledge of grammar, spelling, and punctuation; and ability to operate office equipment and perform routine maintenance.

Typing test given at James Thompson Center, 100 W. Randolph, Chicago, IL, St 3-300, phone number: 312-793-3565. Typing test results must be submitted with your application.

**Work Hours & Location/Agency Contact:**

Hours of work: Monday - Friday 8:00am - 4:00pm

Contact: Dawn English, Human Resources

Ann M. Kiley Center 1401 W. Dugdale Rd. Waukegan, IL 60085 FAX: 1-847-249-0722

HOW TO APPLY: Current state employees: submit CMS100B promotional application (if applicable) with copy of your typing test to Kiley Center (fax above) and to CMS in Springfield (address on application) to obtain a qualifying grade. NON-state employees: submit a CMS100 application with copy of your typing test to Kiley Center and to CMS (as mentioned above) to obtain a qualifying grade. Bids MUST be received by COB on 7/8/15.

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

Agency: Children & Family Services

Closing Date/Time: Tue. 07/07/15 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1533032-332648

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, provides full-time Receptionist duties and other clerical services to the unit including telephone and in-person reception, miscellaneous typing, mail logging, sorting and distribution, and related tasks. Translates both orally and in writing for Spanish Speaking clients, callers and visitors.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social and medical terminology. Must speak and write Spanish at a colloquial skill level.

**Work Hours & Location/Agency Contact:**

Monday-Friday 8:30 AM to 5:00 PM

DCFS/Elgin Office, 595 S. State Street, Elgin, IL 60123

**SUBMIT BIDS TO: Lora Busse-Fleck**

DCFS Aurora Regional Office, 8 E Galena Blvd., 4th Floor, Aurora, IL 60506

Phone: 630.801.3575

Fax: 630.801.3530

Email: [Lora.Busse-Fleck@Illinois.gov](mailto:Lora.Busse-Fleck@Illinois.gov)

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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## **Receiving Associate**

Location: Chicago, IL  
Requisition ID: 861-921342  
Shift: Flexible  
Status: On Call

**GENERAL PURPOSE OF POSITION:** As a part of the store operations team, the Receiving Associate will process incoming and outgoing freight according to Company standards. Responsibilities in this role will be within 1 of 4 areas: Material Handler, Direct Associate, Processing Associate or Line Handler.

**RESPONSIBILITIES:** Operate handtruck to move, convey, or hoist shipments from shipping and receiving platform to storage or work area

### **MATERIAL HANDLER**

Ensure that Central Line and Direct Line have all necessary supplies and clear debris from processing area. Clear processed garments/cartons to staging areas  
Ensure the truck is unloaded. Key receive Direct Shipments  
Verify floor readiness of pre-ticketed cartons and move to floor ready staging area

### **DIRECT ASSOCIATE**

Help receive and sort direct cartons when they arrive  
Prepare and finish appropriate paperwork for Direct cartons  
Open cartons, sort, hang, and tag products

### **PROCESSING ASSOCIATE**

Take unprocessed garments from Line Handler  
Check, ticket, and hang garments  
Identify errors in garment count and ticketing  
Handle hang sorter cartons and bring to floor staging area

### **LINE HANDLER**

Open boxes, identify items, and debug garments  
Direct unprocessed garments to Production Associates  
Identify "exceptions" and remove from regular assembly line  
Sort cartons as they come off the Nest-a-flex

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/receiving-associate-chicago-illinois-job-5063750>

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### **Markdown Associate**

Location: Chicago, IL  
Requisition ID: 861-918667  
Shift: Flexible  
Status: Seasonal

#### **GENERAL PURPOSE OF POSITION:**

As part of the sales team, the Markdown Associate will assist in the execution of merchandising and operational functions to Company Standards within a specific department. This individual will be responsible for ensuring markdowns are processed according to company policies and in a timely fashion, ensuring merchandise is properly priced, run markdown reports, provide outstanding customer service to our customers, drive the sales and profitability of the department, and safeguard company assets.

#### **RESPONSIBILITIES:**

Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge. Ensure merchandise pricing is complete and accurate. Read, comprehend and generate all markdown reports for the store  
Assist in conducting audits of assigned areas, mark out of stocks and locate merchandise that is not priced or damaged and report to upper management as needed  
Maintain an awareness of all promotions and advertisements  
Assist in floor moves, merchandising, display maintenance, and housekeeping  
Assist in processing and replenishing merchandise and monitoring floor stock  
Aid customers in locating merchandise  
Communicate customer requests to management  
Participate in year-end inventory and cycle counts  
Assist in ringing up sales at registers and/or bagging merchandise  
Any other tasks as assigned from time to time by any member of the management team

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/markdown-associate-chicago-illinois-job-5056491>

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**Cashiers Associate**

Location: Chicago, IL  
Requisition ID: 838-917763  
Shift: Flexible  
Status: Regular

**GENERAL PURPOSE OF POSITION:**

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

**FOCUS OF POSITION:**

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks  
Deliver excellent customer service and demonstrate a high degree of professionalism

**RESPONSIBILITIES:**

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service. Maintain an awareness of all promotions and advertisements  
Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers  
Communicate customer requests to management  
Enter all media from register into the tally program  
Maintain orderly appearance of register area and supplies stocked  
Any other tasks as assigned from time to time by any manager

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

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Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/cashiers-associate-chicago-illinois-job-5054392>

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### **Loss Prevention Assoc**

Location: Glenview, IL  
Requisition ID: 162-917319  
Shift: Flexible  
Status: Regular

#### Responsibilities:

Patrol the store and stand at assigned locations in Burlington Coat Factory Loss Prevention Uniform jacket to create a professional and demonstrative visible Security presentation to Customers and Associates  
Detect and deter individuals involved in dishonest or illicit activity in the store. The physical detention of individuals responsible for shoplifting is required as necessary.  
Investigate and resolve internal theft cases at the direction of Loss Prevention Management. Conduct routine inspections of the facility to maintain physical security and protection of assets. Monitor closed circuit television systems, if applicable  
Complete required audits and inspections and provide accurate documentation of results. Represent Burlington Coat Factory in court proceedings associated with Loss Prevention apprehensions and investigations when necessary.  
Enforce company standards as they relate to security and safety procedures  
Participate in the training of new hire associates in matters of loss prevention and safety procedures. Conduct safety inspections and communicate hazards to key holder on duty. Ensure physical security by controlling access of associates and visitors  
Participate in the store's Shortage Control and Safety programs  
Execute directives as assigned by Regional Loss Prevention Manager or Store Management.

#### Skills and Competencies:

Ability to provide outstanding customer service. Ability to communicate effectively, both written and verbal. Ability to execute assigned responsibilities in difficult and stressful situations. Ability to maintain a fair, consistent set of standards, using judgment and discretion and adhere to all company and department policies and procedures.  
Ability to communicate in a clear, concise, understandable manner, and listen attentively to others. Ability to operate all equipment necessary to perform the job  
Ability to stand for extended periods, and to move and handle merchandise, which entails lifting, and perform all functions as set forth above.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/loss-prevention-assoc-glenview-illinois-job-5055521>

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### **Room Attendant/Housekeeper**

Hilton Lisle/Naperville - Lisle, IL

Ensures customer satisfaction by cleaning guest rooms daily according to operational policies, procedures, and Hilton standards.

\$9.40 Per hour upon hire. After the completion of 90 days of continuous employment hourly rate shall increase to \$9.70 per hour.

Schedule will vary, Must be available and flexible for scheduling.

The ability to communicate in English and Spanish is a plus, but not a requirement  
Part time hours available

Apply online by clicking this link [http://www.indeed.com/viewjob?cmp=Hilton-Lisle%2FNaperville&t=Room+Attendant+Housekeeper&jk=3268d12341c0a3d7&sjdu=QwrRXKrqZ3CNX5W-O9jEvUHzi1G2PeHGIwSu8jMdLLdrngm\\_Nd3j2B6sJZ4VVoVSB6KPV1C\\_A6mZ\\_4iGGqEW\\_H4qI7EBxJu6JaG3ZWncdLUg&pub=pub-indeed](http://www.indeed.com/viewjob?cmp=Hilton-Lisle%2FNaperville&t=Room+Attendant+Housekeeper&jk=3268d12341c0a3d7&sjdu=QwrRXKrqZ3CNX5W-O9jEvUHzi1G2PeHGIwSu8jMdLLdrngm_Nd3j2B6sJZ4VVoVSB6KPV1C_A6mZ_4iGGqEW_H4qI7EBxJu6JaG3ZWncdLUg&pub=pub-indeed)

### **FT Ambassador Front Office (Job Number: HOT01PDU)**

Work Locations: Waldorf Astoria Chicago 11 East Walton Chicago 60611

The Ambassador position will be directly responsible for the guest's arrival and departure experience in addition to any operational needs as it relates to the specific guest's requests, recommendations and touches including working in the front office,

If you understand the value of providing guests with an exceptional environment and personalized attention, you may be just the person we are looking for to work as a Team Member with Waldorf Astoria Hotels & Resorts.

Apply online at

[https://hilton.taleo.net/careersection/pr\\_jobs/jobdetail.ftl?lang=en&job=451729&src=JB-11960](https://hilton.taleo.net/careersection/pr_jobs/jobdetail.ftl?lang=en&job=451729&src=JB-11960)

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**Bellperson (Full Time) (Job Number: HOT01MGH)**

Work Locations: Hilton Chicago and Towers 720 South Michigan Ave., Chicago 60605

A Bellperson with Hilton Hotels and Resorts is responsible for transferring and storing luggage and responding to guest requests in the hotel's continuing effort to deliver outstanding guest 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).

What will I be doing?

As a Bellperson, you would be responsible for transferring and storing luggage and responding to guest requests 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 and escort arriving and departing guests to and from their accommodations

Retrieve and transport guest luggage

Inspect guest rooms and acquaint guests with these rooms and their features

Respond to guest inquiries and requests in a timely, friendly and efficient manner

Organize and store luggage, as needed, according to guidelines

Ensure that management/leadership team is kept fully aware of any relevant feedback from guests and/or other departments

Ensure messages and faxes are regularly delivered throughout the day

Assist with room moves, special luggage deliveries and/or pulls, and attend the main lobby and front door, as needed

Drives property-designated vehicles to and from guest destinations such as guest room or local airport, as needed

Assist in the maintenance, appearance and functionality of equipment

Apply online at

[https://hilton.taleo.net/careersection/pr\\_jobs/jobdetail.ftl?lang=en&job=406129&src=JB-11960](https://hilton.taleo.net/careersection/pr_jobs/jobdetail.ftl?lang=en&job=406129&src=JB-11960)

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### **Housekeeping Supervisor (Job Number: HOT0106E)**

Work Locations: Embassy Suites Chicago - Downtown/Lakefront 511 Columbus Drive Chicago 60611

A Housekeeping Inspector with Embassy Suites Hotels is responsible for inspecting designated guest rooms and/or public areas in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

Embassy Suites by Hilton has perfected the full-service, upscale, all-suite hotel. Built on a long-standing legacy that is both inviting and comfortable, Embassy Suites properties provide guests with "More Reasons to Stay", offering open-air atriums, complimentary cooked-to-order breakfast, spacious two-room suites and complimentary Evening Reception every night. Embassy Suites' bundled pricing ensures that guests receive enormous value at a single price. Whether they are traveling for business, with their family, with a group, or for leisure, our guests return again and again to experience the consistently awarded, best-in-class customer service provided at Embassy Suites.

If you understand the importance of providing an inviting and comfortable experience and feel you can contribute to an award-winning team, you may be just the person we are looking for to work as a Team Member with Embassy Suites Hotels.

What will I be doing?

As a Housekeeping Supervisor, you would be responsible inspecting designated guest rooms and/or public areas 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:

Inspect rooms, verify and report status and/or discrepancies of rooms and enter into property management system (as needed)

Complete work orders, as needed

Perform Suite Attendant and/or Houseperson duties or other housekeeping roles, as needed

Assist in training new hires, as needed

Respond to special guest requests and complaints in a timely, friendly and efficient manner

Perform all Housekeeping related administrative duties

Responsible for distributing work assignments, equipment, supplies and inventories

Apply online at

[https://hilton.taleo.net/careersection/pr\\_jobs/jobdetail.ftl?lang=en&job=431528&src=JB-11960](https://hilton.taleo.net/careersection/pr_jobs/jobdetail.ftl?lang=en&job=431528&src=JB-11960)

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### **Merchandiser Part Time Local Route-1502433**

The Merchandiser is responsible for providing high-quality merchandising support for Dr Pepper Snapple Group brands to retail stores within an assigned territory.

Salary Information: The salary for this position is \$11.65 per hour plus reimbursement for usage of your personal vehicle.

#### **Schedule and Shift**

This is a Part Time, day (1st) shift that typically starts at 6:00am. Must be available to work both weekend days, including Saturday and Sunday. Additional hours will be scheduled during the week, averaging 16-24 hours per week. Assigned Territory: This position will merchandise stores located in and around Woodstock, Huntley and Algonquin, Illinois.

#### **Position Responsibilities**

Merchandise store shelving, coolers and displays with Dr Pepper Snapple Group brands in retail stores. Partner with Sales Representatives/Managers to coordinate delivery and merchandising schedule. Build effective relationships with store personnel to assure superior customer satisfaction. Identify incremental sales opportunities for Sales Representative to pursue. Provide feedback on competitor activities and best practices. Cover routes and provide sales and/or merchandising services as assigned. Available to work weekends and holidays.

Qualifications: High school diploma or general equivalency diploma (GED)  
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. EOE Minorities/ Females/ Protected Veterans/ Disabled

#### **Job: Operations**

Primary Location: United States-Illinois-Woodstock

Other Locations: United States-Illinois-Huntley

Organization: Packaged Beverages

Schedule: Part-time

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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**Job Title: Food Service Assistant 2 - Cafeteria (Part-time)**

Department: Dietary Cafeteria

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2015-1161

**Job Description:**

Are you interested in joining a leading health care organization? Do you have previous food service experience? If this describes you, then this is the job for you! We are seeking a dynamic Food Service Assistant II who exemplifies professionalism to join our Food & Nutrition team-

**Position Highlights:** Assembles, operates, and maintains food service supplies and equipment. Assists in tray assembly, loads carts, disposes of garbage and performs cleaning duties. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

*This is a part-time position that is 40 hours every two weeks; benefit-eligible*

**Position Qualifications Include:**

High School Diploma or GED equivalent required. Previous front line foodservice experience preferred. Ability to communicate verbally and in writing in English is required. Ability to demonstrate reading ability required. Ability to demonstrate basic math skills required. Good interpersonal and solid customer service skills required. Able to operate foodservice equipment such as dish-machine, scrubber, etc required. Ability to lift boxes/food weighing up to 65 pounds with or without accommodation required. Work demands 100% walking and/or standing to include- standing in place for extended periods, stooping, bending, lifting, pushing and pulling. Work environment involves the ability to tolerate temperature and climate changes (hot, humid, cold, steam, wet). Ability to work close to hot equipment with potential exposure to broken glass, steam, moving belts, etc. required.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150625165843&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150625165843&)

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**FT Houseperson-Banquet (Job Number: HOT01PDZ)**

Work Locations: Waldorf Astoria Chicago 11 East Walton Chicago 60611

A Banquet Set-Up Attendant with Waldorf Astoria Hotels and Resorts is responsible for setting and cleaning banquet facilities for functions in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

What began with the world/Es most iconic hotel is now the world/Es most iconic portfolio of hotels. In exceptional destinations around the globe, Waldorf Astoria Hotels & Resorts reflect the culture and history of their extraordinary locations, as well as the rich legacy of Waldorf Astoria. Simply stated, Waldorf Astoria embodies timeless elegance.

We are bringing that legacy to life every day, with fresh, modern expressions of the essence of Waldorf Astoria. We are providing guests the exceptional environments and the personalized attention that are the source of those unforgettable moments that create a singular experience.

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

If you understand the value of providing guests with an exceptional environment and personalized attention, you may be just the person we are looking for to work as a Team Member with Waldorf Astoria Hotels & Resorts.

What will I be doing?

As a Banquet Set-Up Attendant, you would be responsible setting and cleaning banquet facilities for functions 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 tables and chairs to meet function specifications.

Clean meeting space including, but not limited to, vacuuming, sweeping, mopping, polishing, wiping areas and washing walls before and after events

Apply online at

[https://hilton.taleo.net/careersection/pr\\_jobs/jobdetail.ftl?lang=en&job=451808&src=JB-11960](https://hilton.taleo.net/careersection/pr_jobs/jobdetail.ftl?lang=en&job=451808&src=JB-11960)

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**Utility Steward (Full-Time)-The Palmer House Hilton  
(Job Number: HOT010NW)**

Work Locations: The Palmer House Hilton 17 East Monroe Street Chicago 60603

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.

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 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

Apply online at

[https://hilton.taleo.net/careersection/pr\\_jobs/jobdetail.ftl?lang=en&job=440008&src=JB-11960](https://hilton.taleo.net/careersection/pr_jobs/jobdetail.ftl?lang=en&job=440008&src=JB-11960)

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Job Title: Public Service Administrator - Opt 6  
Agency: Children & Family Services  
Closing Date/Time: Wed. 07/08/15 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: RC063  
Bid ID#: 1547014-471990

**Description of Duties/Essential Functions** Benefits Supplemental Questions  
Under administrative direction of the Area Administrator, serves as working supervisor, planning, supervising, reviewing, and coordinating the activities of a team of professional investigators engaged in conducting child abuse/neglect investigations; directs the child protection program within the existing framework of statutes and policies of the Agency; serves as liaison with other disciplines, agencies, and community resources; establishes performance goals and objectives to ensure compliance with statewide performance objectives; refers instances requiring potential disciplinary action to Area Administrator.

**Minimum Requirements:**

Requires a master's degree in social work from a recognized college or university and three years administrative child welfare experience or a master's degree in an acceptable human services field from a recognized college or university and four years administrative child welfare experience; requires a valid driver's license.

**Work Hours & Location/Agency Contact:** Work days & hours

Monday and Friday 8:30 am to 5:00 pm

Tracey Hardrick, Personnel Liaison / Bureau of Operations - Cook

1911 S. Indiana, 10th Floor, Chicago, Illinois 60616

Phone: 312-328-2509 Fax: 312-328-2510 Email: Tracey.Hardrick@illinois.gov

**How to Apply:**

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

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**Job Title: Security Therapy Aide Trainee**

Agency: Human Services

Closing Date/Time: Thu. 07/02/15 4:00 PM Central Time

Salary: \$3,151.00 - \$4,401.00 monthly

Job Type: Part-Time

Location: Kane County, Illinois

Number of Vacancies: 4

Plan/BU: RC009

Bid ID#: 1081-84803 84009 84910-84911TR

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under immediate supervision, receives training and performs beginning level duties in the care and habilitation/treatment of patients who are in a moderate security forensic unit while receiving care for psychiatric symptoms.

**Minimum Requirements:**

Requires ability to participate in and successfully complete comprehensive training program. Requires ability to adjust to and function effectively in an environment with mentally ill patients.

**Work Hours & Location/Agency Contact:**

Shift: To Be Determined After Hire; **MUST BE AVAILABLE TO WORK ANY SHIFT:**

Night Shift: 11pm - 7am; Day Shift: 7am - 3pm; Eve Shift: 3pm - 11pm

Location: Elgin Mental Health Center - Training - Forensic Treatment Program

**CONTACT INFORMATION:**

Human Resource Office

Elgin Mental Health Center

750 S State St., Elgin, IL 60123

Fax: 847-429-4933

**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: Support Service Worker**

Agency: Human Services

Closing Date/Time: Tue. 07/07/15 4:00 PM Central Time

Salary: \$2,700.00 - \$3,641.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10-70-15-0031

Description of Duties/Essential Functions Benefits Supplemental Questions  
Performs duties in one or more of the support service functions: Foods/Dietary, Housekeeping, or Warehouse/Stores. If food service, duties include packing and delivering food and dietary supplies to the individual's homes at the Center; breaking down bulk food for individual meals; assisting in all cleaning functions of the entire food service area; and assisting the Dietary Manager in all phases of the food service operation as required. For all Support Service Worker positions, other duties within the scope of the position may be required and assigned. Requires ability to perform heavy physical work and operate standard equipment and machinery. Other duties may be assigned which are within the scope of the support service worker duties.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires ability to lift items weighing up to 100 lbs. Requires ability to receive and follow oral and written instructions, as well as the items listed under essential functions above. Ability to drive and operate a delivery truck and a lift gate truck (which requires a valid driver's license) and climb a 10 ft ladder preferred.

**Work Hours & Location/Agency Contact:**

Monday - Friday, 7:00am - 3:30pm - may need to work some weekends as required based upon facility needs.

Contact: Human Resources / Ann M. Kiley Center 1401 W. Dugdale Road Waukegan, IL 60085 FAX: 1-847-249-0722

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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