



Job Title: Public Service Administrator - Opt 6

Agency: Children & Family Services

Closing Date/Time: Wed. 06/11/14 11:59 PM Central Time

Salary: \$6,021.00 - \$9,286.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1447026-471892

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 hours: Monday through Friday 8:30 AM to 5:00 PM

Location: DCFS 1755 Lake Cook Road Deerfield, IL 60015

SUBMIT BIDS TO:

SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100

CHICAGO, IL 60601

FAX (312)814-7134

How to Apply:

CURRENT STATE EMPLOYEES SEEKING A PROMOTION MUST: (1) POSSESS A CMS PROMOTIONAL "a" GRADE FOR THE TITLE OR (2) APPLY FOR A PROMOTIONAL GRADE BY SUBMITTING YOUR CMS 100B TO THE DEPARTMENT OF CENTRAL MANAGEMENT SERVICES DURING THE POSTING PERIOD. IF BIDDING ON A VACANCY ON A DIFFERENT TITLE (LATERAL OR VOLUNTARY REDUCTION), YOU MUST PRE-QUALIFY FOR THAT TITLE BY SUBMITTING A CMS-100 EMPLOYMENT APPLICATION WITH YOUR BID FORM TO THE CONTACT PERSON OR YOUR BID WILL BE REJECTED.

IF YOU ARE NOT A CURRENT STATE EMPLOYEE, OR HAVE NEVER HELD CERTIFIED STATUS WITH THE STATE OF ILLINOIS, PLEASE CLICK ON THE LINK BELOW FOR INSTRUCTIONS ON HOW TO APPLY.

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Job Title: Building/Grounds Laborer

Agency: Central Management Services

Closing Date/Time: Tue. 06/10/14 5:00 PM Central Time

Salary: \$3,176.00 - \$4,502.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC042

Bid ID#: CMS 8688

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision of Facility Supervisor, performs routine cleaning, maintenance and ground maintenance functions for the Department of Central Management Services operated facilities within the Chicago Region - Client Agencies. Travels to various facilities within Chicago area on an as-needed basis.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of high school; requires elementary knowledge of the use and care of janitorial cleaning equipment and buildings and ground equipment. Requires elementary knowledge of building/grounds maintenance and cleaning methods. Requires ability to follow simple oral and written instructions. Requires a valid, appropriate driver's license and the ability to travel. Requires ability to lift 75 lbs.

Work Hours & Location/Agency Contact: Work Hours: 8:00 A.M. – 4:30 P.M.
Work Location: CMS/Property Management/Facilities/Chicago & Northern Region - Client Agencies 5323 S. Western Chicago, 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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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CLASS TITLE: Contracts Coordinator

Code: 0345

Administrative Service

Clerical, Accounting and General Office Group

General Administrative Series

ESSENTIAL DUTIES: Directs and coordinates the preparation and processing of departmental contracts, suborders and direct vouchers for the procurement of materials, supplies and services; supervises and directs staff engaged in contract and payment processing activities; reviews purchase requisitions for accuracy, funding availability and conformance with City procurement policies and procedures; approves requisitions and assigns to staff for further processing; negotiates and monitors minority and women's business participation to ensure proposals and makes award recommendations to the Department of Purchases, Contracts and Supplies; prepares and processes contract revisions, amendments and extensions, oversees the preparation and processing of vendor payments; serves as liaison to the Departments of Law, Finance and Purchases, Contracts and Supplies to expedite and trouble shoot contract related problems.

RELATED DUTIES: Prepares various contract status and summary reports; supervises the maintenance of contract records and related documents; develops and revises contract specifications for materials, supplies and services; monitors vendor performance to ensure compliance with contract terms and conditions.

MINIMUM QUALIFICATIONS: Training and Experience: Graduation from an accredited college or university with a Bachelor's degree supplemented by four years of progressively responsible experience in the procurement of a variety of materials, supplies and services, or an equivalent combination of training and experience. Knowledge, Abilities and Skill. Considerable knowledge of the procurement methods utilized by the City. Considerable knowledge of the legal, technical and financial aspects of procurement. Considerable knowledge of the techniques of contract negotiation. Ability to supervise and review the work of contract and payment processing staff. Ability to evaluate and determine conformance to contract specifications, quality and price proposals. Ability to prepare and interpret contracts. Considerable skill in the application of procurement methods and procedures. Considerable skill in the interpretation and application of purchasing policies. Good negotiation skills. Good oral and written communication skills. Working Conditions: General office environment. Equipment. Standard office equipment.

Apply online at

http://www.cityofchicago.org/city/en/depts/dhr/supp_info/administrative_services0300.html

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Job Title: Painter

Agency: Central Management Services

Closing Date/Time: Tue. 06/10/14 5:00 PM Central Time

Salary: \$40.75 / Hour

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: PR000

Bid ID#: CMS 8707

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs journeyman tasks in the painting, redecorating and refinishing of walls, woodwork, furniture and fixtures. Determines amount and type of materials needed.

Minimum Requirements:

Requires no formal education. Must be able to bend, stoop, reach, lift and carry heavy loads. Must be able to climb ladders and stairs. Must be able to clearly communicate verbally and in written form.

Work Hours & Location/Agency Contact:

Work Hours: 7:00 A.M. – 3:30 P.M., ½ hour unpaid lunch

Work Location: CMS/Property Management/Facilities/Chicago/Northern Ann Kiley Center 1401 W. Dugdale Rd. Waukegan, IL (Lake 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

You will be contacted if chosen for an interview.

How to Apply:

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Markdown Associate

Location: Chicago, IL
Requisition ID: 812908
Posting Date: 6/1/2014
Shift: Flexible
Status: Part Time

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.

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 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:

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

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Cashiers Associate

Location: Chicago, IL

Requisition ID: 838-808450

Shift: Flexible

Status: Part Time

Bring your passion for fashion to today's Burlington Coat Factory.

If you are interested in a career in retail, consider joining one of the largest off price retailers of apparel and home furnishings in the nation.

We always have a large selection of quality name brand merchandise at huge savings; coats, clothing and shoes for the whole family, fashionable accessories, home decor, and everything for baby.

Burlington means one-stop shopping for labels you love at prices you love even more. With more than 450 stores, we're always looking for good talent that can drive results.

Direct Supervisor Job Requirements - Internal Use Only -

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.

Come join our team. You're going to like it here!

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/cashiers-associate-chicago-illinois-job-4455536>

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Customer Service Supv

Location: Chicago, IL
Requisition ID: 474-808809
Shift: Flexible
Status: Part Time

GENERAL PURPOSE OF POSITION:

The Customer Service Supervisor (CSS) is responsible for ensuring the highest level of customer service throughout the store. As a leader on the customer service team, the CSS will assist in the supervision of cashiers and customer service associates. This individual will focus on improving the overall customer experience through interaction with customers on the selling floor.

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:

Drive the delivery of exceptional customer service by insisting on friendliness and creating a heads up mentality on the part of all store associates.
Expedite front lines, direct flow of customers, and ensure that each customer receives outstanding customer service

Direct Supervisor Job Requirements - Internal Use Only -

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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Shoes Associate/Clerk

Location: Chicago, IL
Requisition ID: 557-807591
Shift: Flexible
Status: Part Time

GENERAL PURPOSE OF POSITION: As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard 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: Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service. 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
Assist in completing price changes as a member of the mark-down team
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 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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Receiving Associate

Location: Chicago, IL
Requisition ID: 838-807251
Shift: Flexible
Status: Part Time

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.

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: 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: 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

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Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/receiving-associate-chicago-illinois-job-4446973>

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Merchandising Team Associate

Location: Chicago, IL

Requisition ID: 474-802623

Shift: Flexible

Status: Part Time

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 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:

Flow Floor Ready merchandise onto the sales floor within 24 hours of receipt while maintaining consistent and compelling merchandise presentation

Replenish merchandise timely and monitor floor stock levels to ensure the store is properly stocked at all times

Execute floor moves, merchandising directives, display maintenance and general recovery (i.e., folding, straightening, etc) as directed by the manager on duty

Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge

Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge

Timely and proper placement of merchandise for maximum impact according to Burlington's visual presentation guidelines

Maintain an awareness of all promotions and advertisements and execute merchandise placement for sales and other promotional events

Return fitting room "go-backs" and customer returns to the selling floor ensuring they are properly sized and EAS tagged

Assist in weekly sizing maintenance projects, replace missing merchandise tickets and assist with markdowns when requested by the manager on duty

Participate in year-end inventory and cycle counts

Understand the causes of shortage and how to prevent it

Any other tasks as assigned from time to time by any member of the management team

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Apply online at

<http://careers.burlingtoncoatfactory.com/jobs/descriptions/merchandising-team-associate-chicago-illinois-job-4432637>

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CLASS TITLE: SAFETY ADMINISTRATOR

Code: 0289

Family: Human Resources

Group: Statistical, Technical And Analytical

Series: Personnel

MINIMUM QUALIFICATIONS

Education, Training, and Experience Graduation from an accredited college or university with a Bachelor's degree in Safety Management, Industrial Hygiene or a directly related field, plus five years of work experience in safety management , or an equivalent combination of education, training and experience provided that the minimum degree requirement is met . Licensure, Certification, or Other Qualifications Valid State of Illinois Driver' s License is required OSHA Construction 10/30 Hour Training Certification is preferred Professional certification as a Certified Safety Professional (CSP) or a Certified Industrial Hygienist (CIH) is preferred

WORKING CONDITIONS General office environment Field work sites

EQUIPMENT Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator) Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems, scanner)

PHYSICAL REQUIREMENTS No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Considerable knowledge of: Microsoft Office Suite, with emphasis on Excel and Power Point applicable safety and occupational health laws and regulations (e.g., OSHA) government regulations construction safety standards and processes
Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures. The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

Apply online at

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CLASS TITLE: Head Cashier

Code: 0206

Administrative Service

Clerical, Accounting and General Office Group

Cash Receiving and Disbursing Series

ESSENTIAL DUTIES: Assigns and monitors the work of cashiers engaged in processing payments for bills, fees and taxes; accepts various forms of payment and conducts complex payment transactions; reviews customer billing and payment documents for accuracy and completeness and makes corrections as necessary; accesses computer screens to view account records and to enter and process payments and to correct information; issues receipts for transactions completed; provides cashiers with adequate funds to process cash transactions; receives, counts, balances and reconciles monies collected by cashiers ensuring accuracy of transactions; compiles cashiers' register receipts and accounting documents and makes daily deposits; prepares financial reports detailing transactions, including daily register balances and total revenues collected; responds to customer inquiries regarding billing and payment procedures and resolves discrepancies; maintains payment and billing records and related support documents.

RELATED DUTIES: Trains employees on cashiering policies and procedures.

MINIMUM QUALIFICATIONS:

Training and Experience. Two years of progressively responsible experience in receiving, disbursing and accounting for money, or an equivalent combination of training and experience is required. **Knowledge, Abilities and Skill.** Good knowledge of cashiering procedures and practices. Good knowledge of cash balancing principles. Good knowledge of computerized cash registers. Good knowledge of financial report preparation. Ability to plan, organize and review the work of others. Ability to train lower-level employees. Ability to operate a personal computer. Ability to prepare financial reports. Ability to maintain manual and computerized accounting records. Cash Receiving and Disbursing Series. Good skill in the application of cashiering procedures. Good math skills. Good organizational skills. Good human relations skills. **Working Conditions.** General office environment. **Equipment.** Adding machine, calculator and cash register. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

Apply online at

http://www.cityofchicago.org/city/en/depts/dhr/supp_info/administrative_services0200.html

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CLASS TITLE: SENIOR DATA ENTRY OPERATOR

Administration

Service: Administrative

Group: Clerical, Accounting and General Office

Series: Information Technology

CHARACTERISTICS OF THE CLASS: Under general supervision, performs work that primarily involves typing data into a computer terminal, and performs general clerical, word processing, and related duties as required. Positions demonstrate proficiency in the performance of data entry work; exercise independent judgment in resolving discrepancies and problems with data on source documents and generally assigned a greater variety and complexity of data entry work.

MINIMUM QUALIFICATIONS- Education, Training, and Experience • Two years of data entry work experience; or an equivalent combination of education, training, and experience; **Licensure, Certification, or Other Qualifications** • None

WORKING CONDITIONS • General office environment **CODE:** 0665

EQUIPMENT • Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator) • Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner) • Optical character recognition equipment Ability to operate a personal computer and related equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Moderate knowledge of: • clerical methods, practices, and procedures, including data entry • applicable computer software packages and applications • English language spelling, punctuation, and grammar • alphabetical or numerical classification of information. Some knowledge of: • report preparation methods, practices, and procedures. Knowledge of applicable City and department policies, procedures, rules and regulations. Other knowledge as required for successful performance in the Data Entry Operator class series

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures. The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

Apply online at

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Cashier

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

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

Make certain guest service is friendly, helpful and fast

Complete ticket purchase transactions by:

Greeting each guest and identifying tickets requested

Reading a computer screen, operating a keyboard or dispensing manual tickets

Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change

Thanking the guest

Ensure the security of all box office cash and tickets

Keep box office clean and well organized and update box office signage

Distribute and understand how to operate assisted moviegoing equipment

Enforce ratings to keep underage guests from accessing auditoriums with adult content

Perform daily box office maintenance duties and complete various reports as needed

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

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

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Ability to communicate and work effectively with guests in high-volume setting

Good verbal communication skills as well as math and cash handling skills

Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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

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Concessionist

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

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

Make certain guest service is friendly, helpful and fast

Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items

Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change

Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock

Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms

Perform daily concession maintenance duties

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

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

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Standing, walking, lifting, twisting and bending on a frequent basis

Capability to communicate and work effectively with guests in a high-volume setting

Good verbal communication skills as well as math and cash-handling skills

Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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

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Usher

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

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

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

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

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

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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

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Job Title: Compliance Manager

Agency: Office of Management and Budget
Closing Date/Time: Tue. 07/01/14 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: 00000

Minimum Requirements: Candidates should have at a minimum Bachelors of Science degree, a legal / paralegal background and prior compliance and/or audit management experience are preferred. A Master's degree in Public Administration, Business Administration, Economics, Finance, Accountancy or Public Policy is desirable, or a Bachelor's degree in above areas supplemented with appropriate work experience.

The ideal candidates will possess the following skills and interests:

- Excellent organizational, planning and project management skills and attention to fine detail;
- An understanding of tax-exempt bond issuances and related IRS requirements;
- Ability to review, interpret and apply state statutory requirements relating to budgetary and financial reporting
- A commitment to public sector involvement and to public policy issues, and an understanding of or willingness to learn the policy-making process;
- Ability to conduct sound and detailed analyses from both a programmatic and a fiscal perspectives;
- Ability to work in a high-paced, fluid environment, providing accurate information frequently on very short timelines;
- Ability to handle multiple tasks, and projects;
- Ability to interact well with agency representatives, constituents, and legislative and Governor's Office staff;
- Pro-active approach to work, to develop appropriate areas for analysis, to identify problems before they form and to offer solutions.

SALARY AND WORK LOCATION Salary will be determined by the level of education and experience when the job offer is made. All work is out of the GOMB Office located in Chicago, Illinois. Work hours are 8:30am to 5:00pm Monday through Friday.

How to Apply: Submit resumes by mail, fax, or e-mail.

Email: Jobs.omb@illinois.gov

ATTN: Personnel
603 Stratton Building
Springfield, IL 62706
Fax: 217.524.4876

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Job Title: Human Resources Representative

Agency: Children & Family Services

Closing Date/Time: Wed. 06/11/14 5:00 PM Central Time

Salary: \$4,077.00 - \$6,096.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1407002-077523

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs professional duties in the area of transactions administration and employee programs for DCFS for assigned agency divisions; explains collective bargaining agreements, rules, and pay plans; answers questions for management regarding contractual language and its application in the filling of vacancies; coordinates and applies requirements of employee programs, including Rutan, Upward Mobility, and Alternative Employment; provides guidance and training to field liaisons.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years of college and one year of professional experience, preferably in human resources, or satisfactory completion of an approved training program; requires possession of a valid driver's license and ability to travel.

Work Hours & Location/Agency Contact: Monday-Friday 830a-500p
8 E. Galena Blvd, Aurora Illinois 60506 Supervisor: Tracie Crockrell

Contact: Tracie Crockrell
Office of Employee Services
JRTC/100 W. Randolph, 6-100 Chicago, IL 60601
PHONE: 312-814-1222 FAX: 312-814-1224

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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Dishwasher

As a Dishwasher, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You maintain clean and sanitary conditions of all cooking utensils, flatware, china, and stemware. In addition, you maintain a clean and safe environment in all back-of-house areas. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Clean and sanitize all cooking utensils, flatware, china, stemware and workstation throughout the shift.

Sweep and mop the stockrooms and walk-in refrigerator nightly.

Maintain dishwashing equipment by following manufactures' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

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

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

Ability to work at a fast pace while standing for long periods of time.

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

Possess good verbal communication skills.

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

Ability to work with minimal supervision.

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

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

Ability to ascend and descend stairs.

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

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

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

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

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

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32000 PATIENT CARE ASST/UNIT ASST 49205

Category: Patient Care Support

Facility: Gottlieb Memorial Hospital

Department: 32000 INTENSIVE CARE UNIT

Schedule: Full Time

Shift: Nights

Hours: Mon-Sun 3:00am-11:30am, including every other weekend

Job Details: The Patient Care Assistant/Unit Assistant performs a variety of direct patient care procedures and administrative duties under the supervision of the nurse or unit manager.

Position Requirements:

Minimum Education:

Required: High School Diploma plus training acquired through work experience or education

Specify Degree(s): Certified Nurse Assistant or current Nursing student

Minimum Experience:

Required: Less than one year of previous job-related experience

Preferred: 1-2 years of previous job-related experience

Details: Current nursing student required to have minimum of one med/surg clinical rotation.

Licensure/Certifications:

Required: CPR (Cardiopulmonary Resuscitation)

Preferred: Certified Nurse Assistant

Other: CNA or current nursing student

Required: Basic Keyboarding Skills

Preferred: EPIC

Other: Ability to become proficient with Epic with on the job training.

Apply online at

https://www.healthcaresource.com/gottlieb/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=756702

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