



Administrative Assistant-Americas Operations

The primary job responsibilities are:

Prepare correspondence, reports, documents and memos working from notes and direction. Compose routine correspondence.

Plan, organize, maintain and update a variety of files, records and databases.

Maintain staff calendars.

Must work effectively with staff employees to coordinate, and establish work schedules for planned projects. Can marshal resources (people, funding, material support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.

Communicates effectively at all levels both verbally and in writing; responds appropriately to verbal and non verbal cues; can succinctly get messages across that have the desired effect. Must have a keen eye for fine points and accuracy; attention to detail. Views every contact as an opportunity to add value and enhance relationships.

Widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain. The position responsibilities outlined above are in no way to be construed as all encompassing. Other duties, responsibilities, and qualifications may be required and/or assigned as necessary.

Qualifications

Experience: Minimum of 3 years administrative/office experience.

Must be able to project a professional image and be capable of working independently.

Prior experience of working in a hospitality venue a plus.

Education: High School Diploma a must.

Associate's degree or equivalent a plus.

Computer Skills:

Fully proficient in Microsoft office suite.

Efficiency in Excel & Power Point applications.

Property: The Americas

Company: Hyatt Corporate Office

Primary Location: United States-Illinois-Chicago

Pay Basis: Yearly US Dollar (USD)

Schedule: Full-time

Job Level: Professional Staff/Corporate

Job: Administrative

Req ID: CHI007078

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI007078&LangID=1>

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Server- P/T-Stetsons Modern Steak + Sushi

Description

Restaurant servers are responsible for submitting guest menu selections and presenting these food and beverage preferences. The right person will gain menu knowledge and give recommendations from our compilation of cuisine and drink offerings. A Hyatt restaurant server will engage in casual conversation and create the restaurant experience by their style and service attributes. Other duties include general restaurant preparation and maintaining a sanitary environment. If you have experience as a server in a restaurant, we'd love to hear from you!

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing authentic hospitality and meaningful experiences to each and every guest. Hyatt is a place where high expectations aren't just met-they're exceeded. It's a place of outstanding rewards, where talent opens doors to exciting challenges in the hospitality industry.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Hyatt has the best to offer in restaurant server jobs: Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

Qualifications

A true desire to satisfy the needs of others in a fast paced environment.
Refined verbal communication skills. Must have physical stamina to lift moderate amounts of weight. Ability to stand for long periods of time.

This is a great opportunity to get a start with Hyatt as a restaurant server. For immediate consideration of the restaurant server position, click Apply Now and complete an application for the restaurant server position on the Hyatt Careers Site!

Property: Hyatt Regency Chicago
Company: Hyatt Hotel Properties
Primary Location: United States-Illinois-Chicago
Pay Basis: Hourly US Dollar (USD)
Schedule: Full-time
Job Level: Hourly/Entry Level Employee
Job: Food and Beverage/Culinary
Job Category: Bars/Restaurants/Outlets
Req ID: CHI007071

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI007071&LangID=1>

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Program & Event Coordinator (Performances/Night Out in the Parks) Job ID: 2186

Closing Date: 07/12/2015

Cultural/Program & Event Coordinator

Date Posted: 6/23/2015

Location: Central Administration - CULTURE ARTS NATURE

Date Available: ASAP

TITLE: PROGRAM & EVENT COORDINATOR (Performances/Night Out in the Parks)

The Program & Event Coordinator will collaborate with arts organizations of all sizes to enhance park programming primarily via the coordination of performances and events. Additionally, this position will manage many of the performing arts-based partnerships as part of Night Out in the Parks initiative, from the early planning stages through promotion and production. This work involves assessing both the needs of artists and individual parks in order to create mutually beneficial relationships.

CHARACTERISTICS OF THE CLASS:

Under supervision, coordinates special programs and events to bring programming resources to parks that would otherwise be unavailable. Performs related duties as required.

EXAMPLES OF DUTIES:

Plans and oversees special citywide programs in order to bring programming resources to the parks. Meets with individuals from partner organizations and determines tasks and then ensures their completion. Works with key individuals to define tasks and timeliness, gather and disseminate information and execute projects, programs and events. Prepares reports and promotional materials on special programs.

MINIMUM QUALIFICATIONS: Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Arts Administration or a related field supplemented by three (3) years of event planning, arts management, or related experience; or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities: Knowledge of education and curriculum design principles. Ability to understand and implement elements of community based programming. Interpersonal, oral and written communication skills. Organization and planning skills.

ANTICIPATED SALARY OFFER: \$43,000 - \$45,000 per year

Apply online at

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Attendant Part-time (South Region) -YEAR ROUND Job ID: 2192

Closing Date: 7/14/15

Custodial/Attendant (H)

Date Posted: 6/30/2015

Location: Hamilton Park

Region: South

THIS POSITION IS BUDGETED FOR UP 20 HOURS A WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt
Salary: \$14.13 per hour

Apply online at

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Intern (Seasonal) Job ID: 2194

Closing Date: 07/14/2015

Administrative/Intern (H)

Date Posted: 6/30/2015

Location: Natural Resources Department

Region: Districtwide

ANTICIPATED DURATION OF SEASON: 12 weeks, 24 hours per week

CHARACTERISTICS OF THE CLASS:

Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

EXAMPLE OF DUTIES: Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

MINIMUM QUALIFICATIONS:

Training and Experience:

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities: Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Salary: \$12.00 per hour

Apply online at

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Permits Coordinator (M) Job ID: 2196

Closing Date: 07/15/2015

Administrative/Permits Coordinator

Date Posted: 7/1/2015

Location: Central Administration - REVENUE

CHARACTERISTICS OF THE CLASS:

Under general supervision, controls permit issuance to external concerns for special events, tournaments, festivals, etc. on Chicago Park District property.

EXAMPLES OF DUTIES:

Ensures that all necessary requirements are met prior to issuance of permits for external users of Chicago Park District property. Ascertains the nature of proposed event and ensures that party is advised of procedures as well as cost, Chicago Park District rules and insurance requirements. Obtains all necessary clearances and signatures prior to request for formal approval by the Board of Commissioners. Makes the Park Users Manual available to those seeking special permits. Analyzes event proposal and available information on sponsor in order to ascertain the need for liability insurance covering property damage, product liability, etc. Coordinates vendor activities through the appropriate channels when necessary. Ensures that all required payments are made in a timely manner.

Coordinates event scheduling through all affected departments. Arranges for formal presentations when necessary including public hearings and alerts staff of the need for presentations. Arranges for physical changes through the work order system. Keeps abreast of progress and ensures that all agreed to Chicago Park District obligations are fulfilled prior to event. Issues permits to all parties that have satisfactorily met requirements. Responds to verbal and written complaints concerning the issuance of permits.

DESIRABLE MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business Administration or related field. Experience that involved compliancy and/or coordination activities is also desirable. Equivalent combinations of education and experience may also qualify for this position.

Knowledge, Skills and Abilities:

Knowledge of Chicago Park District rules and regulations for facility and property use; Skill in writing permits and correspondence of both a technical and sensitive nature; Good coordination skills; Ability to communicate permit requirements, rules and regulations in both written and verbal forms. SALARY: \$40,000 per year

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ASSISTANT DIRECTOR Job ID: 2197

Closing Date: 07/15/2015

Professional/Assistant Dir of Park Services

Date Posted: 7/1/2015

Location: Revenue Dept

Region: Administration

CHARACTERISTICS OF THE CLASS:

Under direction, assists the Director of Park Services in the management of the Department of Park Services. Performs related duties as required.

EXAMPLES OF DUTIES:

Assists in developing and monitoring the budget for all of Park Services. Monitors the performance of outside contractors. Works with the Director to identify opportunities to increase revenue and improve services. Prepares reports on the status of Park Services. Assists in the selection of contractors and oversees the administration of contracts. Ensures compliance to contracts. Together with the Director, services as a liaison to contractors. Interfaces with core users of Park Services. Oversees and monitors customer satisfaction and resolves customer concerns and issues. In the absence of the Director, assumes the duties of supervising the department.

MINIMUM QUALIFICATIONS:

Training and Experience:

Bachelor's Degree in Business Administration, Public Administration, or related field supplemented by one to three years' experience managing varied operations; or an equivalent combination of education and experience is required.

Knowledge, Skills and Abilities:

Knowledge of organization management principles and practices. Knowledge of Human Resources management. Ability to prepare and monitor budgets. Effective communication skills both written and oral. Supervisory skills.

2015 Salary: \$82,000.00

Senior Executive Service
Exempt

EEO: Officials/Administrators

FLSA:

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Park Supervisor of Recreation Job ID: 2198

Closing Date: 07/15/2015

Recreation/Park Supervisor of Recreation

Date Posted: 7/1/2015

Location: Skinner Park

Region: Central

EXAMPLES OF DUTIES: Supervises staff responsible for teaching, coaching and leading recreation and leisure activities. Plans, develops and supervises athletic and recreation program activities at CPD locations including basketball, baseball, gymnastics, floor hockey and other organized sports. Coordinates and oversees leisure and cultural program activities including table games, preschool classes, seasonal theme parties as well as music, drama, crafts and art craft instruction. Plans, promotes and oversees onsite Park District camp programs. Maintains variety of records covering course registration fees collected, timekeeping/payroll, accidents and other routine reports. Schedules, organizes and oversees activities at various athletic leagues and tournaments. Schedules and coordinates use of facility by community groups. Ensures that fields and/or other facilities are properly maintained. Works with community and advisory groups to determine recreation and leisure needs, interests and areas for improvement. Publicizes park programs and events through a variety of sources. Recruits, screens and trains volunteers to assist in various park program activities. Develops and enforces rules for safety to staff and patrons at park facility.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Bachelor's degree in Physical Education, Recreation, Leisure Studies, Park Management or related field plus 3 years of recreation supervisory experience required. Bachelor's degree plus one year of experience as a CPD Playground Supervisor also qualifies for this position. Requirement may be temporarily waived for applicants who have total of 8 years or more experience as Instructor/Playground Supervisor, providing (1) and least 2 of these years have been as Playground Supervisor and (2) they agree to complete the required Bachelor's degree within 2 years of their appointment as Park Supervisor.

Knowledge, Skills and Abilities: Knowledge of athletic, leisure and recreational theories and principles. Effective oral and written communication skills. Recreation and leisure programming skills. Organizational skills. Ability to effectively supervise the work of others.

SALARY: \$62,143.18 per year

Apply online at

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Re-Post: Special Recreation Instructor (Hourly/Part-Time Year Around Position) Loyola 1230 W. Greenleaf Ave., Chicago IL, 60626 Job ID: 2202

Closing Date: 07/21/2015

Special Recreation/Special Recreation Instructor (H)

Date Posted: 7/8/2015

Location: SPECIAL RECREATION

Region: Districtwide

Level: 3335

CHARACTERISTICS OF THE CLASS:

Under general supervision, plans, promotes, organizes, instructs and conducts recreation and leisure activities designed to meet the needs of people with disabilities and other special populations in Chicago. Conducts classes, coaches teams, controls therapeutic recreation equipment, and recruits and trains volunteers. Serves as liaison with local advisory councils and local park staff. Performs related duties as required.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Completion of at least 20 credit hours in an accredited college or university in Therapeutic Recreation, Physical Education, Recreation or a closely related field, plus one year experience in Therapeutic Recreation, or an equivalent combination of education and experience is required. An Associate of Arts degree in one of these fields is recommended. A Bachelor of Arts degree is preferred. Certification Requirement: Valid CPR certification from the American Red Cross or other nationally recognized organization. Certification Recommended: Therapeutic Recreation Assistant or Specialist (National Council for Therapeutic Certification), Adapted Aquatics Instructor, Water Safety Instructor, Special Olympics Sport Coach (various).

Knowledge, Skills and Abilities:

Knowledge of therapeutic recreation theories and principles. Familiarity with commonly accepted methods and techniques for teaching children and adults with developmental physical or sensory disabilities. Effective oral and written communication skills. Skill in teaching a full range of therapeutic recreation sports and cultural and social activities. Ability to observe and evaluate individual participant progress.

Union: SEIU –Local 73 Career Service EEO: Para-professional FLSA: Non-Exempt
SALARY: 17.45 PER HOUR

Apply online at

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Job Title: Public Service Administrator - Opt 8N

Agency: Public Health

Closing Date/Time: Fri. 07/17/15 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#: IDPH 55269

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Regional Supervisor for the Division of Long-Term Care Field Operations, supervises regional survey staff; plans, schedules and implements state licensure and federal certification survey activities at regional level long term care facilities. Provides technical direction to surveyors on nursing care issues. Serves as working supervisor.

Minimum Requirements: Requires graduation from an approved nursing education program resulting in an Associate's Degree or a Diploma in nursing and three years of professional nursing experience or a Bachelor's Degree in Nursing and two years of professional nursing experience or a Master's Degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires knowledge of Illinois long term care licensing and Federal Certification programs. Must be a certified federal long term care surveyor, having passed Modules A and B of the Federal Surveyor Minimum Qualification Test (SMQT). Requires a valid driver's license and must be able to travel.

Work Hours & Location/Agency Contact: Work Hours & Location: 4 Day Work Week
Office of Health Care Regulations
Division of Long Term Care Field Operations 4212 W. St. Charles Rd, Bellwood, IL
Agency Contact: Office of Human Resources
535 W. Jefferson St. 4th fl., Springfield, IL 62761
Phone: 217-785-2031 Fax: 217-785-2038

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).

Option 8N - Nurse Registered II

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Job Title: Oral Health Consultant

Agency: Public Health

Closing Date/Time: Thu. 07/16/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDPH 71591

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, provides consultation, training, technical assistance and promotes planning, organizing, implementing and evaluating comprehensive oral health programs and projects at the community level; acts as a liaison between the Division of Oral Health and various community stakeholders in oral health including but not limited to: schools, professional associations, local health departments, community based organizations, coalitions and with other state and local governmental entities; Participates in oral health surveillance activities; trains community, professional and interest groups on dental public health and in the prevention and control of oral disease; travels extensively throughout assigned region(s), to central office as well as other areas of the state as needed.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to a Bachelor's degree in public health or a related field plus two years of dental hygiene experience in public health or a related field. Requires possession of an Illinois license as a Registered Dental Hygienist.

Work Hours & Location/Agency Contact: 8:30AM - 5:00PM
Office of Health Promotion /Division of Oral Health 4212 W. St. Charles Rd. Bellwood, IL
Agency Contact: Office of Human Resources
535 W. Jefferson St. 4th fl, Springfield, IL 62761
Phone: 217-785-2031 Fax: 217-785-2038

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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Job Title: Veterans Service Officer

Agency: Veterans Affairs

Closing Date/Time: Tue. 07/21/15 4:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028 Bid ID#: 34-25-16-92055

Minimum Requirements: Requires knowledge, skill and mental development equivalent to two years of college. Requires one year of experience in sales, public relations, welfare work or any other type of work involving extensive public contact. Requires knowledge of benefits and services available to veterans. Requires ability to establish and maintain effective working relationships with veterans, their dependents, community organizations and other agencies. Requires the ability to explain federal and state veterans legislation to employees and the public; and the ability to analyze and interpret military, social and medical records in terms of establishing entitlement to Veterans' Administration benefits.

In accordance with Illinois compiled statutes, Chapter 20, Paragraph 2805/4. This position requires an honorable discharge from service in the Armed Forces of the United States. Veteran must have served during a time of hostilities with a foreign country, and must meet one or more of the following conditions: The veteran must have served a total of at least 6 months. The veteran served for the duration of hostilities regardless of the length of engagement. The veteran was discharged on the basis of hardship. The veteran was released from active duty because of a service-connected disability and was discharged under honorable conditions. * Dates of Hostilities specified in classification specs on file with the Department of Central Management Services.

Work Hours & Location/Agency Contact: Days: Monday-Friday Hrs: 8:30am - 5:00pm
1 hour lunch break

Location: IDVA, 1010 Dixie Highway, Suite 101, Chicago Heights, IL 60411

Contact: Ellen Myers, 833 South Spring Street, Springfield, IL 62704

Phone: (217) 785-4574 Fax: (217) 557-7235

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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Cashiers Associate

Location: Chicago, IL
Requisition ID: 938039
Shift: Flexible
Status: Seasonal

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

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Customer Service Supv

Location: Chicago, IL
Requisition ID: 861-938038
Posting Date: 7/8/2015
Shift: Flexible
Status: Regular

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 SERV

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Receiving Associate

Location: Chicago, IL
Requisition ID: 923128
Shift: Flexible
Status: Regular

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

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

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Sales Associate

Location: Chicago, IL

Requisition ID: 205-5065689

Shift: Any

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

SKILLS AND COMPETENCIES:

Ability to provide outstanding customer service

Ability to maintain consistent merchandising standards

Ability to follow through on projects in a timely manner with minimal supervision

Ability to adjust priorities and manage time wisely in a fast-paced environment

Ability to function effectively in a team environment

Ability to communicate in a clear, concise, understandable manner, and listen attentively to others

Ability to read, count, and write to accurately complete all documentation

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

ADDITIONAL REQUIREMENTS:

Previous retail sales experience within a Big Box or Specialty environment preferred

Availability to meet minimum scheduling requirements as set forth by the company including nights and weekends

Strong interpersonal, communication, organization and follow-through skills

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

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Maintenance Mechanic - Niles, IL

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Other Location :

Requisition Number : 00032047

Full or Part Time : Regular Employee FT

Position Description

Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.

- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment. - Overhaul and install new equipment.
- Rebuild and fabricate parts.
- Perform facility maintenance and maintain clean and safe work area.
- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.
- Perform equipment change-overs and production line set ups.

- Trade or Vocational certification preferred.
- 0-5 years of industrial maintenance experience required.
- 1+ years of mechanical/electrical experience preferred.
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.
- Previous experience within high-speed industrial environment.
- Demonstrated mechanical and technical aptitude. - Basic computer skills.
- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-niles-il-niles-illinois-job-1-5560997>

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Electrician

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00035321

Full or Part Time : Regular Employee FT

Position Description

Responsible for electrical repairs and preventative maintenance on all production equipment/machinery - Provide preventative maintenance and repairs in maintaining PLC based control systems - Maintain and provide repair for compressed air, low pressure steam, and ammonia refrigeration systems

- Maintain contact with supervision and co-workers in order to ensure and report progress - Maintain compliance with all company policy and procedure guidelines
- Remain aware of and trained on all technical advances within the area of responsibility
- Answer and complete service calls in an efficient manner
- Utilize proper waste disposal procedures - Assist and support the department in achieving and maintaining budgetary goals - Maintain an accurate log of all parts used and assist in maintaining inventory - Support and assist mechanics with expertise in electrical equipment - High School diploma or equivalent
- 3 - 5 years previous electrical maintenance experience
- Ability to read and utilize schematics in equipment repair
- Previous experience with Allen Bradley programmable controllers and electro-cam controllers - Previous experience in troubleshooting and maintaining PLC and SLC along with 24-volt and 110-volt control systems
- Knowledge of and experience with electrical and pneumatic transducers and hydraulic systems/controls - Prior experience with steam/compressed air and ammonia refrigeration systems - Ability to plan and prioritize work demands and schedules
- Solid PC system skills and ability to use software applications

Coca-Cola requires applicants to undergo a background verification process prior to commencing employment with the company. Employment with Coca-Cola is contingent on the satisfactory completion of a pre-employment background check.

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General Laborer - SEASONAL

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00034933

Full or Part Time : Seasonal/Casual FT

Position Description

Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.

Operate industrial power equipment
Restock and replenish as appropriate.
Perform general maintenance.

Ensure compliance with regulatory and company policies and procedures.
Fill in for other positions as needed.
Perform general warehouse/production/cooler service duties.

Periodic bending, kneeling, lifting of 50+ pounds and climbing.
High School Diploma Preferred.
0 - 1 year of general work experience.

Prior warehouse/production/equipment service experience preferred.
Ability to operate a manual / powered pallet jack or lift product.
Demonstrated attention to detail.
Forklift certification is a plus.

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Job Title Bus Mechanic

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Bus Maintenance

SALARY TARGET: \$16.66 - \$33.33 PER HOUR

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification. Under direct supervision, performs comprehensive maintenance and repair work on Authority buses.

Qualifications

Must possess a high school diploma or GED equivalent.

Must possess a minimum of two (2) years of verifiable work experience in automotive, truck, or bus repair and maintenance, or applicable military experience, or a combination of education and experience relating to this position. Possession of a certificate/diploma in medium/heavy duty or diesel engine vehicle repair from an accredited trade/vocational school or college will count as verifiable experience.

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with Knowledge and Air Brakes endorsements.

Must pass a mechanics practical test that includes both a physical and a written performance test prior to hire. Must obtain forklift certification, as required by OSHA, through the CTA Bus Maintenance Training Department.

EPA 608 Certification in refrigerant handling and recycling is a plus.

ASE Transit Bus or Medium/Heavy Truck Certifications is a plus.

Must be willing to accept the job related responsibility and accountability that this position requires.

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

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

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