



**Full time Road Driver**

Palatine, IL

Job ID: ILPLA37

UPS Freight is hiring individuals to work as Full-Time Road Drivers. This position involves the driving of a tractor-trailer for the over-the-road delivery of freight to two or more service centers and then returning to the original domicile.

Road Drivers must pass a DOT physical and successfully pass a road test. Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat and Twin Trailer endorsements, issued by this state. Road Drivers are expected to comply with all appearance standards.

Applicants must be at least 21 years of age; and must have at least one year of tractor-trailer experience. Applicants must be able to read, write and speak the English language.

Applicants must also meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers.

Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws; and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity

Apply online at <http://jobs-ups.com/palatine/driver/jobid5577660-full-time-road-driver-jobs>

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**Full time City Driver**

Palatine, IL

Job ID: ILPLA39

UPS Freight is hiring individuals to work as Full-Time City Drivers. This position involves the driving of a tractor-trailer and the daily pick up and delivery of freight from numerous commercial and residential customers on a given route.

City Drivers must pass a DOT physical and successfully pass a road test. Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat and Twin Trailer endorsements, issued by this state. Pick-Up & Delivery Drivers are expected to comply with our appearance policy.

Applicants must be at least 21 years of age; and must be able to read, write and speak the English language.

Applicants must meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers.

Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws, and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity

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**Part-Time Counter Sales Rep (O'Hare Airport)**

Job ID 98230

# Positions 1

Location US-IL-Chicago

**Mandatory Requirements:**

Educational Background: High School Diploma or equivalent

Professional Experiences: A minimum of one year of sales or customer experience in a high volume or service oriented environment. Passion for customer service and attention to detail – Goes the extra mile. Proven strong sales and closing skills and the ability to friendly, engaging manner. Motivated to achieve and exceed targeted goals

Knowledge: Strong computer proficiency, including typing skills and the ability to navigate through multiple computer systems

Proficiency in English

**Must be able to:**

Demonstrate good communication skills both written and oral. Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply.

Have the competitive drive and confidence to succeed in a commission-based environment. Work in a fast paced environment with a variety of tasks. Excellent organizational and time management skills. Demonstrate sales, professionalism and interpersonal skills. Show a high level of ownership, accountability and initiative.

Show proven experience of working well within a team.

Work flexible shifts including weekends and holidays; and work overtime as required.

Work outdoors during all weather conditions.

Stand for long periods of time.

**Physical Requirements:**

Applicant must possess all hearing, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following such as sitting, standing, speaking, hearing, writing, typing, filing, seeing, and reading. Knowledge of equipment operation such as computer terminal, telephone, calculator, and fax machine is required.

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-dtag.icims.com/jobs/98230/job>

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## **Bartender**

As a Bartender, you ensure consistent drink quality by preparing orders in a short period of time and in accordance with recipes and guidelines established by the Food and Beverage department. You will also maintain a clean, sanitary, and safe work area in a fast paced environment, while providing superior guest service. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.  
Verify guests that purchase alcohol are at least 21 years of age.  
Possess full knowledge of bar and menu items and be able to make recommendations.  
Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area. Deliver food and beverage orders within established time frames.  
Consistently use suggestive selling techniques. Ensure that alcohol is consumed in designated areas only. Set up and maintain appropriate stock levels for the bar.

Assist in placing orders for all liquor and bar related supplies.  
Conduct inventory of all liquor and bar related supplies.  
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?

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

Provide proof of age (21 or older).  
Possess basic food handling training and obtain any local or state mandated certification.  
Success in a high volume bar environment.  
Demonstrated ability to provide superior guest service.  
Have a high aptitude for math and cash handling.  
Demonstrate excellent verbal and written communication skills.

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 helping run a food and beverage operation, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/bartender>

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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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## **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

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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

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### **Booth crew member**

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre.

You'll build-up and tear down prints and perform maintenance on the projectors. You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer. What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

Deliver a comfortable, distraction-free, and picture-perfect entertainment experience  
Monitor film build-up and tear down process for the highest quality  
Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)

Ensure picture-perfect presentations through auditorium and booth evaluations  
Identify picture and sound problems and correct accordingly  
Execute trailer and pre-feature programming  
Assist with other functions and perform other duties as instructed by the General Manager  
Uphold AMC's high standards and deliver entertaining company-wide programs

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

Proficient guest service, administrative and follow-up skills  
Ability to consistently meet deadlines in a timely fashion  
Standing, walking, lifting, twisting and bending on a frequent basis  
Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception

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/booth-crew-member>

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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

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## Server

As a Server, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You accurately take food and beverage orders, relay orders to kitchen for preparation, deliver prepared food to guests, while providing superior guest service. You will also provide a vital link between our guest and the kitchen staff. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

- Greet guests in a timely and professional manner.
- Possess full knowledge of bar and menu items and be able to make recommendations.
- Accurately take food and beverage orders in a timely manner.
- Verify guests that purchase alcohol are at least 21 years of age.
- Coordinate and assist with reserved seating tactics.
- Consistently use suggestive selling techniques.
- Collaborate with kitchen staff to ensure that food orders are accurate.
- Deliver food and beverage orders within established time frames once the entire order is completed.

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?

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

- Proof of age. (Associates who will be serving, pouring, or mixing alcoholic beverage will need to be 18 and in some states 21).
- Complete basic food handling training and obtain any local or state mandated certification. Demonstrated ability to provide superior guest service.
- Have a high aptitude for math and cash handling.
- Good verbal and written communication skills.
- Obtain any necessary alcohol service licensing requirements.
- Ability to ascend and descend stairs.
- Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.
- 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.

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 helping run a theatre, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/server>

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## **Busser**

As a Busser, you assist the food and beverage team in making sure that every single guest enjoys their experience. How so? You clear, clean, reset tables and assist wait staff. Restock food service supplies while constantly maintaining a clean and safe environment in the auditoriums, lounge and bar. Easier said than done, right? Let's break it down into some of your soon-to-be responsibilities:

Ensure cleanliness of the Fork & Screen auditoriums, lounge and bar.

Assist wait staff and the bussing of tables.

Clear and reset tables both before and after presentation.

Maintain a clean and well stocked bus station at all times.

Assist with crowd control and seating of guests as needed.

Perform exit greetings at auditorium doors at the end of each presentation.

Perform Ticket Taker duties as needed.

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?

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

Ability to provide superior guest service.

Possess good verbal communication skills.

Have a general knowledge of theatre policies, prices, menu, and bar selections.

Ability to work with minimal supervision.

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

Ability to ascend and descend stairs.

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

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 helping run a food and beverage operation, great benefits and having fun matter to you, apply today at

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## **Cook**

As a Cook, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You'll ensure consistent food quality, prepare orders in a short period of time and prepare menu items in accordance with established recipes and guidelines. In addition, you'll maintain a clean, sanitary, and safe work area in a fast paced environment. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Maintain communication with other cooks to assemble food orders within established average ticket time while preparing several different orders simultaneously.

Adhere to recipes to ensure consistent food quality and presentation.

Answer questions courteously, accurately, and quickly.

Perform required sanitation procedures.

Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions.

Uphold cleanliness and ensure proper sanitation of entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas.

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 run a kitchen operation like a well-oiled machine?

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

Proficiency in kitchen operations and execution.

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

Must be able to cook food to recipe standards.

Must have working knowledge of U.S. measurements, weight and volume.

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

Ability to work effectively with supervisors and co-workers and with minimal supervision. Ability to meet deadlines. Ability to stand on feet for an extended period of time. Ability to ascend and descend stairs.

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

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.

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

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## **Supervisor**

As Supervisor at AMC® you'll assist the management team to make sure the theatre runs smoothly so that every single guest enjoys the show. You'll be the not-so secret to our success.

Let's take a look at 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

Serve fresh, appetizing and properly prepared food and beverages

Assist with other functions as instructed by the General Manager

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

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

Proven supervisory experience with effective managerial and training skills

Persuasive written and oral communication skills along with strong analytical skills

Ability to effectively delegate and follow up with booth crew members

Proficient guest service, administrative and follow-up skills

Equally comfortable communicating and working with guests, supervisors, peers, subordinates, vendors or partners

Ability to consistently meet deadlines in a timely fashion

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

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 health and 401(k) plans.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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## **Maintenance Mechanic I**

### Summary

Title: Maintenance Mechanic I

ID: 1012

Department: Facilities

### Description

This is a responsible Maintenance Mechanic I, Full-time position.

This position performs preventive maintenance on all base building and life support equipment. This individual installs, repairs, and maintains mechanical/electrical operating equipment and machinery.

The Maintenance Mechanic I assists other mechanics and operators with major repairs and maintenance of building and equipment.

This position is responsible for maintaining the quality of operating equipment and machinery at Shedd Aquarium.

There is a strong emphasis on preventive maintenance.

Responsibilities range from cleaning the tools and equipment rooms to coordinating furniture moves and conference room set-ups, vehicle maintenance, light bulb changes, vent cleaning, and more

### Qualifications:

Education: Minimum of a high school degree required.

### Experience:

Minimum of two years' experience in industrial repair and maintenance.

Minimum of one year mechanical maintenance and repair experience or educational equivalent preferred.

Minimum of one year electrical system maintenance experience or educational equivalent.

Intermediate computer skills including knowledge of Excel

Apply online at <http://sheddaquarium.applicantstack.com/x/detail/a23xwy5i5y2o>

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## **Customer Care Ambassador**

### Summary

Title: Customer Care Ambassador

ID: 1009

Department: Constituent Services

Description: As an integral part of the Aquarium's central information hub, this individual will provide an elite level of service to guests and other teams within the Aquarium. Each team member actively engages guests both in person and over the phone, shares knowledge and information, and provides answers and solutions to guest concerns and questions. Utilizing Shedd's database, Tessitura, Guest Contact Specialists also assist with reporting and tracking. This is a part-time, hourly position. The Constituent Services team is a 7-day operation. Hours may vary, and the individual must be willing to work weekends and holidays regularly.

### Responsibilities & Duties:

Demonstrate commitment to Shedd's vision, mission and values. Work with the Constituent Services Management Team to provide superior customer service to a variety of audiences including Aquarium guests, members, donors, program participants, in addition to many other departments within Shedd. Responsibilities include answering phone lines and responding to email inquiries. Ensure all communication and grievances are handled in a timely manner and in compliance with the Aquarium's customer service standards. Communicate escalated guest concerns to relevant stakeholders including PR, Marketing and CS Management. Track constituent touch points with organization. Provide reports on service, attendance and implement post-visit follow-up communication. Provide support for web sales of tickets for visits and events, process payments for Group Sales and assist with event registration. Attend and participate in required meetings. Other duties as assigned.

### Qualifications:

Education: Minimum High School degree, some college preferred.

Experience: Minimum of 1 year in a customer service position required with a demonstrated ability to be proactive, work independently and accomplish results in a high-level service environment. Similar experience in a museum or cultural institution is desirable

Special Skills & Knowledge: Excellent written and verbal communication, organization and interpersonal skills. Strong customer service skills required.

Flexibility to react quickly to changing priorities and tasks. Detail oriented. Ability to make decisions under pressure and independently. Ability to multi-task and adhere to deadlines. Must be a great team player.

Apply online at <http://sheddaquarium.applicantstack.com/x/detail/a23xwy5zoc1>

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## **Coordinator of Individual Giving, Member and Donor Relations**

### Summary

Title: Coordinator of Individual Giving, Member and Donor Relations

ID: 1006

Department: Development

This role works a Tuesday-Saturday schedule.

### Responsibilities & Duties:

Demonstrate commitment to Shedd's vision, mission and values.

Provide direct support to the Individual Giving and Membership team, which will include calling lapsed donors/members, new prospects and existing donors to foster donor cultivation and stewardship; and to secure new/additional donations. A significant function of this position will be engaging donors and prospects on the phone. Daily responsibilities on the floor to interact with Guest Experience and Guests will occur as well. This includes interacting with guest experience to talk about promotions, the program and interaction with guests regarding thanking members and converting normal ticket holders. Under managerial guidance, they will execute fundraising projects, cultivation programs for prospective donors, and implementation of the Individual Giving program strategic plan. Coordinate departmental efforts to identify and research new prospects through analysis of the donor database, membership base, and other strategies. Analyze past giving and participation; make suggestions on ways to best engage donors within prospect management pools.

Other duties as assigned in support of other areas of the department when needed.

Qualifications: The candidate will be an intelligent, articulate and highly organized self-starter who maintains high standards for their work and can work effectively with the Aquarium's diverse constituencies. They will welcome the opportunity to build collaborative relationships with their team and other aquarium-wide staff; will enjoy the challenges of managing and meeting deadlines in a fast-paced environment. An awareness and interest in the conservation of aquatic environments and their inhabitants is also important. Must be a great team player!

Education: Bachelors' Degree

Experience: 2+ Years of experience in development, marketing, sales - preferably at a major institution. Tessitura experience a significant plus. Cold calling and phone solicitation a must. Excellent verbal and interpersonal communication skills.

Computer literate in Microsoft Office Suite Experience with fundraising/CRM software and advanced Microsoft Excel skills are highly desirable.

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## **Building Attendant**

Location: Chicago, IL

Department: Housekeeping

2 Part-Time Positions, 24 hours per week

### Job Description

The Field Museum's Housekeeping Team plays a vital role in maintaining the quality and beauty of our historic building for visitors and staff. All Building Attendants operate within a team on the first (morning/day), second (afternoon/evening), and third (overnight) shifts, reporting to the Team Lead and Housekeeping Supervisor. Two part-time shifts available: 1st shift (7:00am - 3:30pm) and 2nd shift (2:30pm - 11:00pm).

### Job Duties

Responsibilities include, but are not limited to the following:

Vacuuming

Damp wiping

Sanitizing bathroom fixtures

Mopping floors

Special project work as assigned

Second and third shift duties include operating heavy equipment to strip and clean floors, and other projects as assigned

### Qualifications

The ideal candidate will possess the following qualifications:

High school diploma or equivalent

Previous housekeeping/janitorial experience strongly preferred

Ability to lift at least 50 pounds

Ability to stand and walk for long periods of time

Ability to bend and reach

Ability to follow verbal and written instructions

Ability and experience using various tools, products, and equipment

Ability to work independently and on team

Pleasant, professional demeanor and appearance with willingness to assist visitors and staff when approached

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## **Membership Team Leader**

Location: Chicago, IL

The Membership Team Leader is responsible for ensuring effective and excellent customer service for members, donors and general museum visitors.

The Membership Team Leader strives to create a welcoming environment through positive staff-member interaction and supports the Floor Operations Team Supervisor and Manager of Membership in providing the Museum's members, donors and general visitors with high quality experiences and promotion of membership sales to meet revenue goals. He/she works at both the Membership desks and in the Membership and Annual Fund office, and assumes the duties of the Membership Floor Operations Supervisor as needed.

### Qualifications

Minimum two to three years of supervisory experience in a fast-paced customer service sales environment required, with high level of sales and cash transactions

Must be able to adhere to and execute the policies and procedures within the Membership unit of the Institutional Advancement department

Open schedule availability – must be able to work at least two weekends a month and on all holidays

Proficiency in Ticket Return and Raiser's Edge preferred. Position requires a high level of technical ability and a high capacity to learn ticketing solutions and facilitate problem solving

Proficient with Google docs and Microsoft Office programs, particularly Word and Excel

Strong written and verbal communication skills, with strong attention to detail, and ability to communicate with all Museum staff levels and donor base

Ability to prioritize and implement strategic plans in a multiple-priority environment

Capacity to thoroughly evaluate situations, remain calm and respond under pressure

Must be able to work diplomatically and creatively in a diverse team environment, with ability to motivate others for team and individual growth

Must be able to work diplomatically and creatively in a diverse team environment, with ability to motivate others for team and individual growth

Bachelor's degree or college coursework experience preferred; requires high school diploma

Able to stand, move or sit for long periods of time; ability to lift up to 25 lbs; these expectations can be accommodated

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## **Protection Services Officer**

Location: Chicago, IL

Under direct supervision of the security shift supervisor, the Protection Services Officer performs a wide variety of protective, service and courtesy duties on the shift to which assigned. This position provides a safe and secure environment for visitors and staff, and for Museum collections.

This position is available on the 1st shift (7:30 am-4:00 pm).

### **Responsibilities**

Patrol all assigned areas within the Museum and on Museum grounds to observe, caution, instruct, correct, investigate and report activities to maintain order and protect Museum property, visitors and staff

Respond to requests for assistance and evaluate appropriate courses of action

Respond to emergency situations such as fire, evacuation, or employee/visitor injuries

Maintain a post at assigned Museum entrance to screen incoming personnel

May perform limited emergency first aid treatment in the absence of EMT

Prepare required security and incident reports and records (documents actions taken while on patrol or at post)

Provide customer assistance to Museum visitors

Any other duties as assigned by Protection Services management staff

### **Qualifications**

A high school diploma or equivalent is required

Previous security, military, or law enforcement experience is preferred

The State of Illinois twenty-hour Security Certification is required upon hire

Must be able to communicate effectively, orally and in writing

Demonstrated ability to provide great customer service is required

Must be able to learn and follow multiple detailed instructions, policies and procedures under direct supervision of shift supervisor and lead officers

Must possess the skills necessary to identify security and/or safety hazards and respond according to standard procedures

Position requires the officer to stand, sit and walk for extended periods of time throughout the day

Will be required to lift or move equipment

Routinely exposed to moderate safety hazards while on patrol

Required to lift or move equipment

Routinely exposed to all climate conditions while patrolling Museum grounds

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## **Database Specialist**

Location: Chicago, IL

The Database Specialist is the primary support for the day to day operation of the database and knowledge management of the Institutional Advancement Department (I.A.).

The Database Specialist works with the Database Manager and Data Services Assistant to enter donor gifts and membership applications into the Field Museum's membership/donor database (Raiser's Edge). The position is also responsible for coordination of donor and membership data with other departments.

### Responsibilities

Assist Database Manager with monthly reconciliation and analysis to maintain accuracy within membership/donor database

Assist Database Manager in the preparation of information for management including strategic analyses and market trends

Assist in day-to-day department data entry goals

Develop and implement new processes to track fundraising and membership data, actions and notes

Merge duplicate records and update address information

Contribute to success of the Museum's Institutional Advancement Department with other duties as assigned

### Qualifications

High school diploma required; bachelor's degree preferred

Experience and comfort with databases required; knowledge of Raiser's Edge highly preferred

Familiar with using networks and web in business setting

Organizational skills, efficient and independent work habits

Flexibility and ability to work with competing deadlines

Motivated, innovative, and shows initiative

Proficiency with Microsoft Word, Excel, PowerPoint, and Access

Excellent communication and writing skills with the ability to collaborate on ideas and processes

Maturity necessary to work with confidential and sensitive personal information about donors/members

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