



Administrative Assistant - Equal Opportunity (Job Number: 140000BS)
Central-125 South Clark Street (Talent Office)

In order to be successful and achieve the above responsibilities, the Administrative Assistant must possess the following qualifications:

Type of Education Required:

High School Diploma or GED equivalent required. Bachelor's degree preferred.

Type of Experience and Number of Years:

Three or more years of related experience in an office environment required.

Knowledge, Skills, and Abilities:

- Excellent planning and organizational skills, including ability to manage calendars, 'to do' lists, and incoming requests from multiple constituencies.
- Strong written and verbal communication skills, including ability to draft formal memos and emails, to log detailed meeting minutes, and to serve all constituents with a 'customer service'/solutions-oriented approach.
- High level of comfort with basic office technology tools, including the internet and Microsoft Outlook, Word, Excel, and PowerPoint.
- Exceptional attention to detail and error-free mindset in all work delivered.
- Self-starter with ability to conduct and follow through on multiple projects concurrently, both independently and as a member of a collaborative team.
- Ability and willingness to learn and adapt quickly amidst new and shifting priorities.
- 'Can-do' attitude and solutions-oriented approach to problem solving.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

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City Gate Grille

□2020 Calamos Ct Ste 100 Naperville, IL
Job ID: 8118167
Job Type: Part Time
Shift Type: Night
Compensation: N/A
Experience: < 1 Year

Job Description

Bar backs and food runners needed

Apply online at <http://www.shiftgig.com/job/naperville/il/food-runner-job-openings-at-city-gate-grille-8118167>

Panino's Pizza

□1968 Dempster St Evanston, IL
Job ID: 8118021
Job Type: Part Time
Shift Type: Night
Compensation: Hourly + tips
Experience: < 1 Year
References: Preferred

Italian Restaurant Evanston seeking help

Job Description

Looking for a motivated person with personality to work at a family restaurant.

Must be able to work nights and weekends

Paninos Pizzeria 1968 Dempster St Evanston Il 60202 847-475-6200 ask for Patty

Requirements & Skills

®Must be 21+, able to work nights and weekends Bassett Certified a plus

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School Counselor (Professional School Counselor)(Job Number: P015647)
North/Northwest Side-5510 North Christiana Avenue (Mary G Peterson School)

Description

Under the direction of the school principal the elementary school counselor provides support in the school environment with duties and responsibilities that include but are not limited to the following:

PRIMARY FUNCTIONS

- Formulating and instituting a comprehensive developmental school counseling program to assist students in developing realistic goals, positive self-images and an awareness of future academic, vocational and career opportunities.
- Implementing articulation and orientation activities to provide for the smooth transition of students from grade to grade and from school to school.
- Coordinating and organizing student assessment procedures, including but not limited to the citywide testing program, to provide information that can be used to improve the quality of the instructional program and provide insight and direction for the individual student in terms of educational and vocational decisions.
- Providing students with a career awareness and education program to help students realize vocational life is determined by a succession of choices beginning with school.
- Providing individual and group interventions to reveal student attitudes, feelings, interests, problems, available options and possible consequences to specific decisions to help students be successful in self-directed decision-making.
- Developing appropriate referral and resource services to assist students in utilizing both school and community resources to develop interests, skills, and opportunities.

MINIMUM QUALIFICATIONS

Applicants must have been awarded from an accredited college or university a master's degree in guidance and counseling or a master's degree for completion of an approved program in guidance consisting of 48 semester hours of coursework. Applicants must also hold a valid Type 73 State of Illinois School Service Personnel Certificate with an Endorsement Guidance. (Note: Certificate(s) must show a current registration date.)

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

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Outreach Coordinator (Job Number: 140007A)

Central-125 S Clark St (Access and Enrollment)

Description

The ideal candidate will have a passion for working with parents and school staff to provide accurate and timely information regarding CPS school options and application processes. Major activities include preparing of the annual CPS high school guide, training professionals in the variety of school options and application processes, directing outreach efforts to parents, tapping social media and other community networks, and developing materials on school options and application processes for parents, students, and professionals. Interested candidates must have excellent writing skills and comfortable presenting to diverse audiences.

Qualifications for Job:

- Proficiency in Word, Power Point, and Excel required, experience with Adobe InDesign and social media beneficial
- Strong written communication skills including preparing documents for publication in both languages.
- Devise innovative outreach strategies to targeted communities based on city-wide demographic data.
- Strong speaking skills including professional development training, media interviews, and public speaking to diverse audiences.
- Extremely detail-oriented with good organization skills.
- Must be able to meet deadlines and work under pressure. Willingness to pitch in wherever needed.
- Ability to pro-actively anticipate issues and be solution oriented.
- Ability to multi-task and prioritize work activities to ensure project completion.

Experience and Education Required:

- Bachelor degree with experience in communications and marketing.
- Knowledge of Chicago communities and social service organizations is helpful.
- Writing experience is essential—candidate must provide writing samples and/or portfolio of marketing campaigns or other evidence of innovative outreach materials.
- Experience presenting to large and diverse audiences.
- Knowledge of CPS policies and admissions criteria a plus.
- Fluency in Spanish is a plus.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

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Pupil Personnel Services Coordinator(Job Number: 1400062)

Central-125 South Clark Street (Diverse Learner Supt&Svcs)

Description

The Pupil Personnel Services Coordinator collaborates with other ODLSS staff to support school principals and other school personnel in working with students who experience personal, social, medical, clinical and/or emotional issues that prevent the attainment of academic success in the classroom setting. They respond to principal and staff needs regarding related service provider assignments, evaluation and support schools through timely, effective and efficient problem solving. Through collaboration and advocacy, the Coordinators support school system goals and priorities, as well as the missions of the Office of Diverse Learner Supports + Services.

In order to be successful and achieve the above responsibilities, the Pupil Personnel Services Coordinator must possess the following qualifications:

Type of Education Required: •Masters degree from accredited college or university
•REACH certification or commitment to complete REACH certification within timeline specified by hiring manager

Type of Experience and Number of Years:

- 3 years of experience as a manager or supervisor of staff
- Type 73 required and Type 75 preferred
- Three to five years working as a related service provider in a school or clinical setting (e.g., school psychologist, school social worker, etc)

Knowledge, Skills, and Abilities:

- Familiarity with CPS district
- Established track record of excellent working relationships with key stakeholder groups (e.g., collective bargaining units, building administrators, directors, etc.)
- Innovation and proven excellence is at the heart of the desired candidate
- Track record of successful team leadership
- High level of initiative and keen leadership skills, commitment to drive high level of collaboration in all Pupil Personnel Services functions and strive to improve overall ODLSS functions
- Proactive approach to problem solving; ability to quickly process complex information and present it clearly and simply to varied stakeholders (related services team, school personnel, central office and families)
- Consistently deliver exceptional results and great ideas
- Outstanding oral and written communication skills, strong presentation skills
- Self starter, structured and creative

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Part or Full Time Host/Hostess

Union Sushi + Barbeque Bar

□230 W Erie St Chicago, IL

□River North, Near North Side

Job ID: 8117287

Job Type: Part Time

Shift Type: Afternoon, Night

Compensation: TBD based on experience

Experience: 1-3 Years

Job Description

Union Sushi + Barbeque Bar is looking for a part or full-time experienced host/hostess for various dinner/evening shifts Sunday - Saturday and a lunch/afternoon shift on Friday. Must be able to perform the following:

1. Welcoming customers to restaurant and seating accordingly
2. Managing reservations through Open Table
3. Assisting in setting up the dining room for both lunch and dinner shift
4. Managing takeout and delivery orders
5. Able to work well with others and maintain positive attitude in fast-paced environment
6. Must have previous experience in a high volume restaurant

Please feel free to stop by the restaurant at 230 West Erie Street to fill out an application and drop off your resume.

ABOUT UNION SUSHI + BARBEQUE BAR

Union Sushi + Barbeque Bar is a bustling neighborhood restaurant located in Chicago's popular River North neighborhood. Union combines the tempered art of Japanese dining with a fresh, colorful and urban vibe. Embracing an American warmth and personality, this playful juxtaposition reveals a restaurant that is welcoming, accommodating and stylish. A true riff on what is expected or traditional - East or West.

Union ups the ante on Japanese dining with its high-energy beat, creativity and playful approach to Japanese-influenced cuisine. The menu boasts a variety of flavorful offerings from the Kitchen, Sushi Bar and signature Barbeque Bar showcasing the 600 degree Robata Grill. The beverage program offers a varied cocktail menu of carefully handcrafted and inventive cocktails. A thorough sake collection is available as well as extensive craft beers, liquors and a spirited wine list.

Apply online at <http://www.shiftgig.com/job/chicago/il/hosthostess-job-openings-at-union-sushi-barbeque-bar-8117287>

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"Fitting Room Attendant"

Company: Party City
Location: Chicago, IL
Date Posted: Jul 15, 2014

About the Company

Party City is a division of Party City Holdings, Inc. and has its headquarters in Rockaway, New Jersey.

Party City Holdings Inc. operates retail party goods and social expressions supply stores in the United States under the names Party City, The Paper Factory, Halloween City and Factory Card & Party Outlet and designs, manufactures, contracts for manufacture and distributes party goods, including paper and plastic tableware, metallic balloons, accessories, novelties, gifts and stationery.

Party City is America's largest party goods chain and the country's premier retailer of Halloween costumes, theme party supplies, birthday decorations and other specialty party supplies.

We offer great pay, flexible schedule, a freakishly fun working environment, and a thrilling 30% employee discount!

Job Description :

Deliver exceptional customer service through personal contact with customers while assigned to the Fitting Room Attendant.

You will Direct and monitor fitting room activity. Discuss and direct customers to accessories to complete their character.

In addition, associates help maintain a clean, organized and filled store.

Apply online by clicking http://tourismjobinsider.com/job_detail/apply/?id=D-6094948f761c7c2964cf16006d&utm_source=darkstar&utm_source=darkstar&utm_medium=cpc&utm_campaign=tour-NOfskdJa-ON2_39&utm_term=D-6094948f761c7c2964cf16006d#page=entryPage

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Registrar

Saint Anthony Hospital - Chicago, IL

Intake of all patient appointments, assignment of beds in conjunction with unit charge nurses and nursing supervisor.

Registers and process all admissions by securing all demographic and financial information including signatures.

Initiates calls to insurance companies to begin pre-certification and notification of admission.

Completes and is responsible for the disposition of the death certificates.

Safe keeping of patient valuables upon admission.

Requirements:

Previous admitting or registration work preferred

Ability to type a minimum of 35 wpm without errors required

Excellent communication skills and customer service skills required

Course work related to medical terminology preferred

Experience with healthcare insurance preferred

Bilingual English Spanish preferred

EOE M/F/D/V

Apply online by clicking

http://www.indeed.com/viewjob?jk=c8be081fa3109f0e&q=Customer+Service&l=Chicago,+IL&from=ifa&utm_source=publisher&utm_medium=cpc&utm_campaign=de_noemail

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Join Pitney Bowes as a Major Account Manager

Date: 07/11/2014

Job Location: Chicago, IL

Job ID: 147818

Location: Chicago, IL, US

As a Major Account Manager (MAM) you will be responsible for growing Pitney Bowes market share in the mid-tier mailing market segment in an assigned geographic area. Also, the MAM will act as a consultant to customers offering solutions for the efficient preparation and management of documents, packages, mail and other forms of messaging, in both physical and digital form. This helps them connect with their customers to build loyalty and grow revenue. To help you succeed we provide competitive salary and benefits, excellent incentive-based rewards which reflect your performance, extensive training, an assigned territory of existing customers and a high profile career path for successful performers. This position is located in Chicago, Illinois.

The Job: Sold Quota Attainment - Achieve the assigned total sold quota target including quota from mail finishing, solutions and conquest business sold to current PB customers, competitive and non-users.

Channel Partnering- Partner with dedicated tele-sales and retention resources to ensure complete territory and account coverage. Leverage resources to assist in making customer contacts, validating applications, identifying new sales opportunities, conducting DNA and assist with closing business on an as needed basis. Ensure complete territory and account coverage. Partner with retention resources to assist with "at-risk" customers to resolve issues and assist in retaining customers as needed.

Qualifications

Minimum of 5 years of proven sales success. Proven ability to personally execute the solutions sales process, developing new and building account relationships to consistently achieve and exceed sales goals and business results. Four (4) year college degree with a high-level of business acumen is preferred. Proven use of Customer Relationship Management (CRM) tools. Strong knowledge of the mailing and print industry is preferred. Valid Driver's License and clean record

All interested individuals must apply online. Pitney Bowes is an Equal Employment Opportunity/Affirmative Action Employer that values diversity and inclusiveness in the workplace. Women, Minorities, Individuals with Disabilities and Veterans are encouraged to apply.

Apply online at <http://www.beyond.com/job.asp?id=173810605&aff=3089C0C6-C6FE-40E5-A1F2-26E2702F3C8F>

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Telephone Interviewer and Bilingual Telephone Interviewer

Description

TeleSight is looking for qualified applicants (college students encouraged to apply) to conduct customer satisfaction surveys for various Fortune 500 companies in a casual call-center environment. NO SELLING involved!

Qualifications

Applicants must speak clearly with proper enunciation, type at least 40 w.p.m. also pass an assessment test. Qualified applicants must display professionalism and the ability to represent TeleSight and our clients respectfully.

To Apply

If interested in applying please email your resume to employment@telesight.com.

Attention: BOH - Bussers, Barbacks, Sweepers

Parliament

□ 324 W Chicago Ave Chicago, IL

□ Near North Side, River North

Job ID: 8115289

Job Type: Part Time

Shift Type: Afternoon, Night

Compensation: Minimum Wage/+ Tips

Experience: < 1 Year

Job Description

Parliament & The Kensington Roof Garden & Lounge - River North's nightlife destination is looking to add to the team!

We are looking for experienced, personable and responsible individuals that possess the talent and service experience to be a part of two of River North's latest concepts.

We will conduct an open call for bussers and barbacks on Wednesday, July 23rd from 11am - 1pm.

Requirements & Skills

8Must be 21, Strong verbal written and communication skills

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CHAUFFEUR/Limo Driver

Company Rose Paving Co
Location Bridgeview, IL 60455
Job Type Full Time Employee
Years of Experience 2+ to 5 Years
Career Level: Experienced (Non-Manager)

Summary: Multi-faceted Personal Chauffeur for 2 busy business executives in the Southwest Suburbs of Chicago. Serves as the primary operator of a 2007 Stretch Lincoln Limousine transporting 2 co-owners to their designated destinations.

Responsibilities:

- Chauffeur duties / Personal Errands
- Limo vehicle maintenance, fueling, cleaning, waxing, obtaining repair quotes, making repair appointments, taking the limo for repairs
- Day trips and some occasional overnight trips
- Assist in the sale of or the purchase of vehicles
- Occasional acting Security Guard at private events
- Following accurate time reporting policies
- Knowledgeable regarding road and safety rules
- Extensive knowledge of the Chicagoland area up to Michigan, Wisconsin and Indiana borders
- Ability to read maps and be able to determine the most time efficient routes
- Ability to use a GPS

Expectations:

- Available any day of the week
- Able to work various hours (mornings, afternoons, night and late night)
- Available within 24 hour notice
- Occasionally able to drive up to 15 hour days (provided within guidelines of the IL law)
- Dependable and on time
- Valid driver's license in good standing with an excellent driving record
- 3 - 5 years driving a stretch limousine

Benefits:

- Full benefits package provided including health and 401k
- Paid vacation and personal time
- Cell phone provided

Apply online by clicking this link

http://jobview.monster.com/getjob.aspx?JobID=136052178&JDNJobDocument.JobID=83983191&AdID=14744247&ImpressionGuid=146aa158-da40-4f17-a870-3254f1ad7b62&AffiliateGuid=4e27f588-f8c2-4aba-b677-4800279d657c&CampaignID=&Premium=&RendererID=699&code=&unit=&stracking=&jvs=cf,can-6342,can,0&WT.mc_n=JDN000003

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Job Title Coordinator, Career Development and Programs

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Learning and Support

Position Summary

SALARY TARGET IS \$52,000. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target.

Under general supervision, manages and executes special Learning and Support initiatives focused on enhancing the employability and experience of potential long-term employees through comprehensive internship and apprentice programs. Coordinates the development of additional initiatives of similar purpose according to departmental goals and objectives.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's Degree or professional designation in a related field, or a combination of education and experience related to this position.

Three (3) years of experience working in or with a social service agency.

Valid State of Illinois Driver's License is be required.

PHYSICAL REQUIREMENTS

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of the operations of college or university internship programs.

General knowledge of basic employability skills and competencies.

General knowledge of MS Office and learning management systems.

Advanced Microsoft Excel and Power Point skills.

Strong project management skills and ability to execute from start to finish.

Strong written and oral communication skills. Strong presentation skills.

Strong organizational skills, analytical ability, and problem solving skills.

Good customer-service skills and a positive attitude.

Ability to manage multiple initiatives, balance competing priorities, and meet deadlines with timeliness and accuracy. Ability to present to a diverse range of audiences.

Ability to establish and retain effective working relationships with diverse groups.

Ability to adapt in a fast-paced, large system environment.

Applicants, if hired, must comply with CTA's residency ordinance.

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Job Title Coordinator, Risk Management Information Systems

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Law

Position Summary

SALARY TARGET IS \$60,000. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target. Under direction, oversees daily operation and management of Authority's Risk Management Information System (RMIS). Configures, customizes, and maintains the RMIS to ensure maintenance and accuracy of data and administers processes for information entered into RMIS. Performs monthly queries and quarterly reporting for internal and external distribution.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's degree in Computer Science, Information Systems, or a related field, with three (3) years of experience in an information system administration role, or an equivalent combination of education and experience.

PHYSICAL REQUIREMENTS

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of the concepts and administration of information systems. General knowledge of the practices and methods of system administration and maintenance.

General knowledge of the principles, practices, and techniques in the installation, maintenance and troubleshooting of information systems.

Basic knowledge of law practices and principles.

Good verbal and written communication skills.

Good organizational skills and able to operate in a fast paced environment.

Ability to apply root cause analysis to determine source of issues and recommend solutions.

Ability to produce technical reports, analysis, and statistical reports.

Applicants, if hired, must comply with CTA's residency ordinance.

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Marketing Coordinator
Department: Marketing & Public Relations
Status: Full Time

Responsibilities

The Marketing Coordinator will support the Marketing Manager with the development and execution of the Museum's advertising and marketing research programs, and lead/support marketing projects as assigned. Specifically, this individual will assist the

Qualifications

Bachelor's degree (B.A.) from four-year college or university; and/or a minimum of 1-2 years of related experience/training; or equivalent combination of education and experience.

Strong ability and experience in marketing/advertising execution.

Solid project management skills with the ability to effectively prioritize workload and diligently follow-through on all projects.

High degree of flexibility and the ability to change course and be imaginative and practical at the same time.

Available a minimum of 35 hours per week.

Available to work nights and weekends at off-site locations.

Excellent interpersonal and written communication skills.

Proficiency with Microsoft Office.

A reliable vehicle and valid driver's license required.

Job requires assembly of displays for outdoor festivals, as well as assembly of floats for parades, etc.

How to Apply » <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/marketing-coordinator/>

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Deputy Director, Facilities and Operations

Department: Facilities & Operations

Status: Full Time

The world-class Museum of Science and Industry is seeking an individual that will assist the Director of Facilities and Operations with the day-to-day management and oversight of general Museum operations and the Facilities and Operations Department, which includes the following groups: Facilities, Life/Safety and Security, Construction Management, Contract Janitorial Services, Contract Protective Services, Contract Pest Management Services and Contract Parking Garage Management.

This position oversees the functioning of building systems including mechanical, electrical, fire/life safety, elevators, parking garage operations, and maintenance of buildings and grounds. These operations are performed by Museum staff and contractors. In addition, the Deputy Director will oversee contractors responsible for facility renovation projects entailing HVAC, electrical systems, and building infrastructure upgrades and renovations.

In the absence of the Director, the Deputy Director is the point of contact for external agencies (includes but not limited to: police, fire, Water Management, Streets and Sanitation, etc.)

Qualifications

Master's degree (M.A.) or equivalent; or four to ten years of related experience and/or training; or equivalent combination of education and experience.

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Ability to write speeches and articles for publication that conform to prescribed style and format.

Ability to effectively present information to top management, public groups, and/or boards of directors.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

How to Apply » <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/deputy-director-facilities-and-operations/>

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Job Title Customer Service Assistant

Location Chicago, IL, US
Job Type Part-time Temporary
Department Rail Operations

Position Summary

SALARY TARGET: \$12.40 PER HOUR. Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification. Provides customer assistance at the highest level to transit patrons aboard vehicles and in and around transit facilities, and assists transportation personnel as required.

EDUCATION/EXPERIENCE REQUIREMENTS

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to be at least 21 years of age. Required to maintain a neat and professional appearance, including wearing the CTA issued safety vest and other uniform compliances at all times while on duty.

PHYSICAL REQUIREMENTS

Must be able to lift at least 35 pounds.
Must be able to stand for extended periods of time.
Required to lift and deploy platform gap fillers (35 lbs.), carrying platform gap fillers, and pushing wheelchairs on platform and within rail cars.
Required to climb stairs and balancing on board inspections; assistance of passengers.
Required to stoop to maintain station appearance, picking up debris, kneeling and crouching to clear faregate jams; from side of turnstile in 16' aisle.
Required to reach and handle to maintain information boards and posting notices.
Required to perform duties with noise and vibrations from moving trains.
Required to speak and hear to provide information, greet customers, and listen for questions, comments, and special announcements.
Required to see near for pass verification and far for observing elevators, escalators and platform for customer safety and color vision to distinguish transfer markings, passes, route maps, etc.

This is a bargained for position and is not subject to CTA's residency ordinance.
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Pete's Pizza #2

□ 5847 W. Montrose Ave Chicago, IL

□ Portage Park

Job ID: 8118591

Job Type: Part Time

Shift Type: Night

Compensation: N/A

Experience: 1-3 Years

Family owned and operated Italian Restaurant seeking to fill multiple positions

Job Description

Join the Pete's Pizza #2 Team! Apply today!!! Pete's Pizza #2 is located at 5847 W. Montrose Ave in Portage Park. We are a family owned and operated Italian restaurant since 1976 that has recently completed a full expansion and re-model.

Pete's Pizza #2 is seeking to fill the following positions: managers, server, bartender, busser, chef/cook, phone person, host, and driver. Looking for outgoing, courteous, dependable, punctual, and well-rounded individuals!

Requirements: All Positions: speak/read English, reliable transportation, personable, friendly, drama free and strong work ethic

Managers: minimum of 5 years restaurant management experience (back of house management experience and front of house management experience), must work weekends, must be a certified food service manager, basset certified preferred.

Servers and bartenders: 21 years or older required, 25 years and older preferred, must work weekends, minimum of 2 years experience, and knowledge of craft beer, wine, and cocktails. Bartenders must have a Basset Certification.

Cooks: minimum 2 years Italian restaurant cooking experience, must have a food handlers certificate

Benefits: All Positions: competitive salary(based on experience), fun work environment, and meal discounts

Applications: Email resume to <http://www.shiftgig.com/applynow/811859> or apply in person between the hours of 3pm-5pm Monday-Sunday at Pete's Pizza #2 - 5847 W. Montrose - Chicago

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Locker Room Attendant - Part Time - WIL0000308

Duties and Responsibilities

Wilbur Wright College
Locker Room Attendant (Part-Time)

This is an exciting time in the history of City Colleges of Chicago (CCC), the largest community college system in Illinois and among the largest in the nation. CCC has launched Reinvention, a nationally recognized initiative to ensure even greater student success and outcomes across the system.

Consider being a part of CCC's transformation and join the 5,800 faculty and staff who serve 120,000 students at seven campuses and six satellite sites city-wide. At CCC, employees contribute to the success of our students while enjoying competitive compensation and outstanding benefits packages.

Overview of the position:

Clean and stock locker rooms to CCC's standards of cleanliness.
Monitor conditions in locker room, concerning Safety and Sanitation issues.
Responsible for the cleaning and distribution of towels for men and women.
Maintain and wash all uniforms for Male and Female athletic teams.
Perform other duties as assigned.
Adheres to CCC Customer Service Excellence standards.

Qualifications

Completion of a high school diploma or the equivalent preferred.
Must be able to perform all duties listed above.
Ability to manage multiple tasks and meet time schedules.
Ability to understand and follow oral and written instruction.
Ability to interpret and apply proper sanitation and safety procedures.
Must maintain effective work relationships with those contacted in the performance of required duties.
Ability to lift and carry 25-50 pounds.

We are an equal opportunity and affirmative action employer.
Thank you for your interest in CCC!

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Payroll Representative - DIS0000369

Duties and Responsibilities

District Office Human Resources – Payroll Representative. The District office is seeking a temporary payroll representative.

City Colleges of Chicago is looking to hire a temporary Payroll Representative. This role will be based in our district offices in the loop and is expected to last through summer 2015. This could be a great, entry level position for candidates interested in pursuing a career in Human Resources. Working with the Payroll team, the Payroll Rep supports and coordinates the administration of district-wide staff, faculty and student payroll. This role will input audit and monitor critical information to ensure the effective administration of the payroll function. Other duties include answering inquiries accurately, understanding and administering various collective bargaining agreements' pay procedures and actively supporting project-based work.

The District office supports all campuses which are undergoing reinvention initiatives to ensure greater student success and outcomes.

The District office is where the administrative and executive offices are located. We are conveniently situated in the loop, on the corner of Jackson and Franklin, across the street from Chicago's main attraction and one of the tallest buildings in the world, Willis tower, formerly known as Sears Tower.

Qualifications

The ideal candidate has a college degree with ability to gather and analyze various types of data. Proficient in Microsoft Office applications with strong Excel skills. Must be comfortable learning new software applications. Will have a strong ability to prioritize work and manage multiple responsibilities while maintaining accuracy and following up on outstanding inquiries. Must demonstrate customer-service orientation and the ability to maintain high degree of confidentiality and professionalism.

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Senior Buyer (Part-time) - DIS0000379

Duties and Responsibilities

Part-time Senior Buyer -The District office is seeking a Senior Buyer.

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The District office is where the administrative and executive offices are located. We are conveniently situated in the loop, on the corner of Jackson and Franklin, across the street from Chicago's main attraction and one of the tallest buildings in the world, Willis tower, formerly known as Sears Tower.

Qualifications

Completion of a Bachelor's Degree from an accredited college or university, or an equivalent combination of training and experience required, Professional Certification preferred.

Five to seven years of experience in a governmental/educational Purchasing environment with past buying experience. Proficient skills in PeopleSoft Financials preferred.

Ability to prioritize multiple assignments and projects, mobilize efforts toward completion, and deliver with a high degree of quality on a consistent basis.

Excellent organizational, analytical, decision-making and administrative skills.

Must be able to work well with employees at all levels of the organization, with the ability to handle all situations with tact, persuasiveness, and diplomacy.

Excellent verbal/written/interpersonal communication skills. Must be able to effectively represent the department and the District at various meetings.

Must be able to work alternative schedules including evenings and/or weekends to meet the needs of the office and District.

Must be computer proficient with knowledge of a variety of software programs.

Must be self-directed and innovative, able to assess current operations in an effort to improve the future goals of the College. Must be able to meet deadlines in a timely manner.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

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