



Hvac installer

Deljo Heating & Cooling

Chicago, IL

7/18/2015

Base Pay \$15.00 - \$30.00 /Hour

Employment Type Full-Time

Job Type Construction

Education Not Specified

Experience At least 5 year(s)

Industry HVAC

Required Travel Not Specified

JOB REQUIREMENTS

- Candidate must have 5 years minimum experience as an HVAC Installer
- Must be able to run commercial RTU jobs

- Must be able to install residential and commercial boilers
- EPA certified and OSHA 10 cert
- OSHA 10 certified

- Understand and apply all relevant codes
- Well groomed, neat appearance. Trimmed facial hair. No visible tattoos or piercings.
- Strong attention to detail with a desire and ability to complete the job correctly the first time.
- Understands and follows proper safety techniques
- Ability to communicate clearly in a friendly, personable way with customers and coworkers.

- Able to following instructions: respond to this posting attention " commercial install"
- Valid social security card, driver's license, clean driving record, and able to pass drug test, and background check
- Able to lift 80lbs

CONTACT INFORMATION

2700 N. Campbell Ave., Chicago, IL

Luke Weiden Phone: 773-248-1144

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Sales Associate at L A Tan in Chicago

123 W Madison St Chicago, IL

Job Type: None

Shift: None

Job Description

LA Tan in downtown Chicago is one of the city's top salons for tanning and massage services. Currently, we are looking for positive individuals who are strongly committed to providing superior client service.

The ideal applicant will have experience in customer service and sales, and the ability to work efficiently in a fast paced environment. Responsibilities will include assisting clients in a courteous and professional manner, selling salon products and services, and maintaining the cleanliness of the salon.

This position is part-time. Compensation will be hourly with potential for bonuses. To apply, please e-mail your resume and availability to latanchicagoloop@gmail.com. Those considered a good fit for the position will be contacted.

Apply online at <https://www.shiftgig.com/jobs/Chicago,IL>

Server at a tavola Restaurant in Chicago

2148 W Chicago Ave Chicago, IL

Job Type: Part Time

Shift: Afternoon, Night

Neighborhood: Wicker Park, Bucktown

Job Description

a tavola has a Server Opportunity!

a tavola is Actively looking for the Person who shares our Values.

- * Do You desire to be in an Atmosphere where Authenticity is Validated?
- * Are you always Efficient and Adding Value.
- * Do You make decisions that are for the best Health of the Business and Youself?
- * Are you a Service Professional?

A Tavola, is seeking someone with an exceptional service attitude for the position of Dining Room Server.

The Server enhances the a tavola customer experience.

Apply online at <https://www.shiftgig.com/jobs/Chicago,IL>

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Receptionist at Zanies Comedy Club in Chicago

1548 N Wells St Chicago, IL

Job Type: Part Time

Shift: Morning, Afternoon, Night

Neighborhood: Old Town

Job Description

Zanies Comedy Club, Chicago's original home for standup since 1978, is hiring for part-time box office staff! Be a part of our history as we continue to bring hilarity to the masses seven days a week. Job descriptions include, but are not limited to: Customer service, taking reservations, computer work, basic math, database management, ability to think on one's feet.

Apply online at <https://www.shiftgig.com/jobs/Receptionist-at-Zanies-Comedy-Club/detail/10915947>

Part-Time Servicer (6)

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description: Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling company vehicles, while accurately recording both. Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed. Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications: Qualified candidate must be 21 years of age and have, or be able to obtain, a valid class "B" Commercial Driver's License with Passenger and Airbrake endorsements, have knowledge of service area and the ability to operate all company equipment. The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must be capable of heavy lifting. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=665

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Supervisor, Package Express

Location: CHICAGO

Department: GPX

Application Deadline: Thursday, July 30, 2015

Key Duties:

Supervise the day-to-evening operation of the GPX Sales & Service Center. A 24 / 7 operation.

On Demand operational assessment and analysis regarding Next Jet, Staff management, and field feedback.

Motivate and train the GPX Sales and Service Center personnel. Monitor call center quality assurance, Order data, and call volume statistics

Other duties as assigned.

Qualifications:

Minimum 1-3 years supervisory experience. 1-3 years customer service and quality assessment with an emphasis in sales, transportation, shipping in a fast paced call center environment.

Demonstrated process management, and team building skills. Work with minimal supervision.

Ability to supervise and or be available to a 24 hour 7 day a week operation. Requires nights and weekends.

Knowledge of federal and state regulations/industry tariffs governing interstate shipping. Degree preferred.

Apply online at <https://www.greyhound.com/en/careers/details.aspx>



ACCOUNTING SPECIALIST

National Able Network, a dynamic and growing nonprofit agency specializing in the provision of innovative employment and training programs has an immediate opening for an experienced accounting professional who will perform the broad-based accounting duties detailed below.

RESPONSIBILITIES:

Prepare forecasts and budget for the assigned areas.
Assist in the company wide close process to meet established timelines and ensure timely reporting. Prepare monthly journal entries, maintain cost allocation spreadsheets, and update as appropriate. Assist in the preparation of monthly financials. Present the financials and forecasts to VPs on a monthly basis
Assist in external audits Prepare billings for the assigned programs.
Assist developing departmental procedures and improvement of financial policies and procedures to improve analysis and reporting capabilities. Use allocation spreadsheets and trial balances to update the forecasts for the assigned programs. Review general ledger activity for accuracy and necessary reclassifications. Bank reconciliations of operating accounts. Prepare assets and liabilities accounts reconciliations.
Assist in preparing journal entries for monthly close.
Analyze results of financial statements and significant variances to budget and forecast for the assigned program(s)
Oversee/Process accounts payable, accounts receivable and daily cash when necessary.
Clearing out outstanding checks over 3 months old
Maintaining accurate AP and AR Aging reports
Complete any special projects as assigned.

QUALIFICATIONS:

Bachelor's Degree in Accounting; Advanced Degree or CPA preferred.
Proficiency with GP accounting software including generating & designing reports and general ledger maintenance. Proficiency in payroll software systems.
Must have excellent analytical skills, effective communication and presentation skills.
Must be computer literate and proficient in use of word and computerized excel spreadsheets. Must be a self-starter, project orientated and a problem solver with strong system and problem solving skills

TO APPLY: Please submit resume, cover letter and salary history to:
careers@nationalable.org

NOTE: BE SURE TO NAME THIS SPECIFIC POSITION IN THE SUBJECT LINE OF YOUR EMAIL

EEOE M/F/D/V

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CLIENT SERVICES REPRESENTATIVE - COOK COUNTY

The Client Services Representative will provide assistance with the administration of the Senior Community Service Employment Program (SCSEP). This will include providing one on one case management activities for his/her assigned geographical area (Cook County); participant recruitment, participant assessment, developing individual employment plans; host agency training placement, enrollment in supportive services, assistance with job search and ongoing follow up and retention efforts following program exit.

RESPONSIBILITIES:

Conduct the recruitment, orientation, intake, assessment and individual employment plan development of program participants. Monitor program participants' progress in skills development and job search activities on a monthly basis. Document through case notes, all interactions with all assigned program participants on a state and national level. Determine supportive service needs and advise program participants of all services for which they are eligible. Research and identify potential employers regarding job opportunities aligned with client caseload needs. Serve as a liaison to program participants and host agency training sites to answer questions; resolve problems/concerns and ensure a productive training/employment experience for all parties involved. Engage in community outreach efforts to raise awareness of the needs of older workers, recruit new program clients and host agency training sites.

QUALIFICATIONS: Minimum 2 - 4 years' experience providing client or case management services preferably with a senior population. Minimum 2-4 years social service experience ideally in an employment/training setting and/or working with seniors. Demonstrated computer proficiency with Microsoft Office. Illinois Skills Match and/or other employment database software systems and other standard office equipment. Bachelor's degree preferred.

KNOWLEDGE AND EXPERIENCE: Prior experience with government-related employment programs beneficial. Excellent communication (oral and written) who can work collaboratively as well as independently and when necessary, resolve conflicts with diverse personnel from all socio-economic backgrounds.

TRAVEL & OTHER REQUIREMENTS:

Must be able to travel regularly throughout assigned region.

TO APPLY: Please submit resume, cover letter and salary history to:

careers@nationalable.org

NOTE: BE SURE TO NAME THIS SPECIFIC POSITION IN THE SUBJECT LINE OF YOUR EMAIL EOE AA M/F/Vet/Disability

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COMPTIA AND CISCO INSTRUCTOR - PART TIME CONTRACT POSITION

Our rapidly growing IT Career Lab (ITCL) seeks a dynamic instructor with a track record of success to teach various Comptia and Cisco certification courses for its educational division, IT Career Lab. Course options include: Comptia A+, Comptia Network +, Cisco CCENT, Cisco CCNA, Cisco CCNA Security. Incumbent will possess experience in curriculum development, methodology, content, and delivery of interactive, facilitation-based training utilizing multiple teaching platforms including classroom, web based platform, hands-on, and self-directed instruction.

REQUIREMENTS:

Minimum 2 years previous experience in course development, instruction, delivery and facilitation of training for adult learners

Technical training experience, technical certification and proven track record in presenting technical information to diverse audiences.

Instructor certifications required. Course options include: Comptia A+, Comptia Network +, Cisco CCENT, Cisco CCNA, Cisco CCNA Security.

Must demonstrate prior success with high student passage rates for certification exams.

Previous experience facilitating blended learning training models (i.e. classroom, web based instructor lead; web based self- directed);

Excellent verbal and written communication skills;

Polished, professional presentation abilities;

Strong interpersonal abilities – must demonstrate active listening and build rapport with diverse learners;

High creativity and flexibility;

Self-starter who can work and make decisions with minimal supervision;

Must be able to prioritize and manage multiple tasks with consistent reliable follow-through.

Compensation: Hourly Rate-based on experience

Hours: 15-25 hrs. per week

TO APPLY:

Please submit resume, cover letter and salary history to:

careers@nationalable.org

NOTE: BE SURE TO NAME THIS SPECIFIC POSITION IN THE SUBJECT LINE OF YOUR EMAIL

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DIRECT STORE DELIVERY DRIVERS (CORPORATE OFFICE)

Under the direction of the Director of Sales & Marketing, delivery drivers needed to deliver pizza and other food products on a DSD (direct store delivery) basis.

Responsible for delivering, stocking and merchandising product at assigned grocery store accounts within territory amongst other miscellaneous duties.

Monday – Friday, but ability to work weekends as needed. Early 5 AM start time.

QUALIFICATIONS:

Must have DSD (or similar delivery route driver) experience; Drug screening test required; Must be mature and have a clean driving record; CDL license required. Salary is dependent upon experience. Resumes are now being considered for IMMEDIATE hire.

HOW TO APPLY:

If you would like to be considered for opportunities with Reggio’s Pizza, Inc., you may complete an application at our office Mondays – Fridays from 9:00 AM to 3:30 PM

Reggio’s Pizza, Inc.
340 West 83rd Street, Chicago, IL 60620
(773) 488-1411

RESTAURANT STAFF (O’HARE AIRPORT and CHICAGO LOCATIONS)

Restaurant management positions include overseeing and managing the day to day operations of our carry-out & delivery restaurant operations. This includes, but is not limited to employee training & supervision, maintenance and submittal of paperwork and ensuring the integrity and quality of our product, as well as superior customer service. Restaurant employee positions include food preparation, taking orders and overall customer service. We are now taking applications for all of our restaurant locations.

HOW TO APPLY:

If you would like to be considered for opportunities with Reggio’s Pizza, Inc., you may complete an application at our office Mondays – Fridays from 9:00 AM to 3:30 PM

Reggio’s Pizza, Inc.
340 West 83rd Street
Chicago, IL 60620
(773) 488-1411

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RESTAURANT DELIVERY DRIVERS (CHICAGO LOCATIONS)

Under direction from restaurant manager, driver must deliver pizzas to customers and goods to/from corporate office within specified times. Must have own vehicle, car insurance and valid driver's license and clean driving record.

HOW TO APPLY:

If you would like to be considered for opportunities with Reggio's Pizza, Inc., you may complete an application at our office Mondays – Fridays from 9:00 AM to 3:30 PM

Reggio's Pizza, Inc.
340 West 83rd Street
Chicago, IL 60620
(773) 488-1411

MATERIALS HANDLER I

Facility Presence Health - Corporate Office
Department SFH - CENTRAL SUPPLY
Schedule Full-time
Shift 8 hour shifts
Hours 8:00am - 4:30pm Mon-Fri
Location Chicago, IL
Req Number 138553

Job Details

This position under general supervision, receives, stocks, picks, and distributes supplies to all requesting RHC departments. Decontaminates, cleans, and sterilizes instruments and supplies. Distributes, sets up, cleans and sterilizes equipment. Delivers all needed mail, supplies, and equipment between all off-site corporate facilities via company vehicles. Performs all functions related to the copy center and mail processing and distribution. Completes all required computer functions on both the Patient Care and Finance computer systems for all functions listed.

Requirements:

* Six month's experience in supply distribution or stockroom, preferred. * High School Diploma or equivalent.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032097>

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Banquet Setup Houseperson - InterContinental Chicago Magnificent Mile (Job Number: R104176)

Responsibilities:

- Assist with meeting room refreshes, sets & turns.
- Assist with maintenance of Banquet Set-up office, including cleaning & trash removal.
- Attends meetings and hotel training sessions as required by hotel management.
- Vacuum & sweep carpets & floors, including spot removal.
- Wipe, dust & clean windows & sills, fixtures, railing, baseboards, mirrors, ledges, doors, etc.
- Remove debris as needed.
- Monitor, clean & replace wastebaskets in meeting rooms & registration desks.
- Wipe, dust & polish pianos.
- Dust & polish all brass in function rooms.
- Spot clean dance floors.
- At IHG we are committed to providing our employees with a safe, secure and healthy workplace. It is your responsibility to comply with all workplace health and safety requirements, including any department specific training regarding equipment and procedures.
- Perform other duties, tasks and special projects as assigned.

Qualifications:

- Ability to work an 8 hour shift standing and walking for long periods
- Ability to lift, push and pull heavy items of 50 pounds or more
- Ability to walk up and down stairs
- Ability to direct staff, interpret floor plans and BEO's
- Read and speak English.
- Previous banquet setup experience a plus

IHG is an equal opportunity employer M/F/D/V

Job: Conference & Banqueting Services

Primary Location: AMER_North Amer-United States-IL-Chicago
Ongoing

Apply online at

http://ihg.taleo.net/careersection/food_beverage_northamerica_2014_website/jobdetail.ftl

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Server - Michael Jordan Steak House - InterContinental Chicago Magnificent Mile (Job Number: R111441)

Responsibilities:

Serves food and beverage to guests in established service style and standard
Promote image of the restaurant by displaying impeccable manners, diplomacy and tact towards guests. Perform other duties, tasks and special projects as assigned

Qualifications:

- Must be able to speak and understand fluent English
- High School diploma or equivalent
- Food Hygiene awareness and at least basic training
- Ability to compute basic mathematical calculations
- Ability to provide legible written communication
- Must be TIPS Certified prior to or after hire
- Previous fine dining restaurant experience required
- Food Hygiene certificate
- First aid awareness
- Possess a friendly, upbeat & outgoing personality
- Ability to perform job functions with attention to detail, speed and accuracy
- Ability to prioritize, organize and follow through
- Ability to be a clear thinker remains calm and resolves problems using Sound judgment
- Ability to work under pressure
- Ability to work an 8-hr shift in all types of conditions pertinent to the job
- Ability to comprehend instructions
- Ability to work cohesively with co-workers as part of a team
- Ability & willingness to perform job tasks according to established standards
- Must be flexible and able to work nights, weekends, and/or holidays as required

What Do You Get? In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

IHG is an equal opportunity employer M/F/D/V

Job: Restaurant

Primary Location: AMER_North Amer-United States-IL-Chicago

Apply online at

http://ihg.taleo.net/careersection/food_beverage_northamerica_2014_website/jobdetail.ftl

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Front Desk Clerks at The Ritz-Carlton Hotel Chicago, A Four Seasons Hotel in Chicago

160 E. Pearson St. Chicago, IL

Job Type: Full Time

Shift: Morning, Afternoon, Night, Overnight

Job Description

Set atop Water Tower Place, the Ritz-Carlton Chicago (A Four Seasons Hotel) marks an exclusive retreat high above the Magnificent Mile in Chicago's Gold Coast.

The Ritz-Carlton Chicago (A Four Seasons Hotel) offers 435 richly appointed hotel guest rooms, including 90 luxury suites, from floors 15 through 30 of Water Tower Place on the city's Magnificent Mile.

All guest rooms and suites feature extra-large picture windows that showcase stunning views of this world-class city.

The Front Desk Receptionist is a central part of the Front Office Team whose main objective is to ensure our guests have a smooth arrival and departure experience.

As the first and last impression of the Hotel, this high profile department carries a special responsibility.

The Front Office is also the natural place where guests direct comments, questions, suggests and concerns.

We are looking for candidates who have excellent personal presentation and interpersonal skills. Good problem solving ability and proficiency in Hotel property management systems.

Fluency in reading, writing, and spoken English is also required. The Front Desk Receptionist position requires continuous standing for 8 hours a day.

The ideal candidate will have an outgoing personality and a can-do approach to any task!

Apply online at <https://www.shiftgig.com/jobs/Front-Desk-Clerks-at-The-Ritz-Carlton-Hotel-Chicago-A-Four-Seasons-Hotel/detail/10853579>

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Cleaning/Maintenance at Plum Market in Chicago

1233 N Wells St Chicago, IL map it!

Job Type: Full Time

Shift: Morning, Afternoon, Night, Overnight

Neighborhood: Near North Side, River North

Job Description

Job Description: The In-House Porter is directly responsible for maintaining the cleanliness of the whole store; including the sales floor, bathrooms and the back of the house. The Porter will work to ensure a clean and safe environment for our Team Members and guests. Their duties will include daily and weekly cleaning tasks, minor repairs and special cleaning projects as deemed necessary by Store Team Leadership.

Qualifications:

Must have a strong work ethic and a positive attitude.

Willing to learn and executes the 12 steps to a successful NSF audit which ensures the highest level of food safety and sanitation.

Ability to use a floor cleaning machine.

Ability to understand and executes proper storage and usage of cleaning supplies.

Must have strong organizational Skills and ability to follow instructions and complete tasks in a timely manner.

Able to effectively communicate with Team Members, Team Leaders and Store Leadership.

Able to bend and stoop to grasp objects and climb ladders. Lift loads not to exceed 67 lbs. unassisted.

Ability to work a variety of shifts including nights, weekends and Holidays.

Responsibilities:

Provide exceptional guest service or get help to do so.

Complete all daily and weekly cleaning tasks and any minor repairs and special cleaning projects as assigned.

Bag and haul trash to dumpster at designated times.

Bag and store linens in appropriate location at designated times.

Understands and executes the 12 steps to a successful NSF audit which ensures the highest level of food safety and sanitation.

Understands and executes proper storage and usage of cleaning supplies.

Employment is contingent on a successful background check.

Apply online at <https://www.shiftgig.com/jobs/Cleaning-Maintenance-at-Plum-Market/detail/10811537>

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Hourly Manager/Shift Supervisor at American Girl Place in Chicago

835 N Michigan Avenue Chicago, IL

Job Type: Full Time

Shift: Morning, Afternoon, Night

Neighborhood: Near North Side

WHO WE ARE

American Girl Chicago, a wholly owned subsidiary of Mattel, has an opening for a full time Cafe lead. At Mattel, our vision is Creating the Future of Play. We strive to achieve this vision primarily through our creative and enthusiastic employees who dare to be innovative, and thrive in a friendly and fast-paced environment. American Girl is committed to developing employees and supporting their career goals, helping them grow with a host of meaningful experiences and learning opportunities. And by promoting a culture of balance that emphasizes working passionately and taking time to play, we are proud of how our employees lead by example in all that they do!

WHO WE'RE LOOKING FOR:

We are seeking to fill the position of Cafe Lead.

As a Cafe Lead, you will assist the Cafe Manager and Assistant Manager with the daily operations of the cafe, focusing on delivering excellent customer service and personnel supervision by demonstrating leadership.

Primary Responsibilities:

- *Oversee front-of-house cafe staff, ensuring the best possible dining experience for all guests
- *Guide and coach staff performance
- *Open, close and supervise cafe operations in absence of managers
- *Inventory cafe product and place orders as necessary

Requirements:

- *High School Diploma and 4 year degree preferred
- * At least 1 year management or supervisory experience required
- * Excellent communication skills
- * Experienced user of Microsoft Office Suite
- *Evening and weekend work is required for this position

Please apply online at www.americangirl.com

We offer a generous 30% discount and a competitive salary, medical and dental benefits and 401(k) plans. F/M/Disability/Vet

Affirmative Action Employer

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Food Runner at American Girl Place in Chicago

835 N Michigan Avenue Chicago, IL

Job Type: Seasonal

Shift: Morning, Afternoon, Night

Neighborhood: Near North Side

Job Description

Be one of our stars this summer season at American Girl Place.

American Girl Cafe is located within American Girl Place, a magical retail and entertainment destination, located on Michigan Ave in Chicago where girls can make memories that will last a lifetime!

We offer a fun, dynamic and creative environment - for customers and employees alike!

Currently we are seeking part-time Seasonal Runners in our Cafe.

If you thrive in a fast paced environment, want to work great hours and get excellent compensation then this is the right place for you!

Experience Required:

- *At least one year of experience in a high volume fine dining environment
- *Impeccable customer service skills
- *Ability to perform multiple tasks under pressure
- *Poise and positive demeanor required to qualify for constant personal interaction with guests and co-workers
- *Experience working with children desirable but not required

Must be willing to work Fridays, Saturdays and Sundays; including evenings and weekends.

We offer a competitive salary and a 30 % discount on merchandise.

Please apply in person at our North Michigan Ave location or apply via our website

Water Tower Place
835 N Michigan Ave
Chicago, IL 60611

<http://www.mattel.com/careers/>

American Girl is an equal opportunity employer EEO/AA M/F/V/D

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Host/Hostess at Goose Island Brewery in Chicago

1800 N Clybourn Ave Chicago, IL

Job Type: Part Time

Shift: Morning, Afternoon, Night

Job Description

Apply to be a host at Goose Island's original brewpub! Beer knowledge is a plus, but we will educate you if you're a novice! Friendliness and a great attitude are a MUST :)

Job Duties/Requirements: -Answering phone inquiries for reservations, merchandise, beer, and brewery tours. -Greeting and seating guests; maintaining server rotations and monitoring the flow of the restaurant -Set up and break down for our weekly brewery tours -Handling cash during retail sales -Maintaining a calm demeanor in high-pressure situations -Ability to multitask

If this sounds like the job for you, please apply via shiftgig with a resume at <https://www.shiftgig.com/jobs/Chicago/retail>

NO PHONE CALLS OR WALK INS!! We will contact you for interviews! Thanks!

CLERK

Facility Presence Home Care - Elgin

Department Administration

Schedule Full-time

Shift 8 hour shifts: Hours 8A-4:30P

Location Elgin, IL

Req Number 140580

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) preferred Or related experience and/or training Or equivalent combination of education and experience. Medical terminology knowledge preferred.

Computer Skills: To perform this job successfully, an individual should have keyboarding skills and knowledge of Microsoft Office.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10033135>

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DISTRIBUTION TECH II

Facility Presence Health - Corporate Office
Department SMNHC SPD RECEIVING/STORES
Schedule Full-time
Shift Day/Night rotation
Hours 11:00 p.m.- 7:30 a.m.
Location Chicago, IL
Req Number 139066

*ST. MARY & ELIZABETH MEDICAL CENTER
2233 WEST DIVISION
CHICAGO, ILLINOIS*

SUMMARY

Unloads, inspects, verifies quantities, and signs for receipt of all supplies, and equipment purchased or rented by the hospital. Performs all computer transactions and addresses shortages, damages and other claims related to the Receiving process. Researches and resolves invoicing discrepancies. Processes all outgoing deliveries via messengers, FedEx or other carriers, and reconciles and approves invoices for shipping. Also responsible for picking orders, stocking shelves completing par carts, processing in inbound and outbound mail, courier duties, and processing of patient care equipment as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or GED required.
Two years Materials Management experience required.

Computer Skills

Experience using healthcare Materials Management system software; basic computer skills including Microsoft Word and Excel.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032155>

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Rent-A-Center Delivery Driver - Part Time job in Chicago, IL

Company Rent-A-Center

Job Title Delivery Driver - Part Time

Job Type Part-time

Hours Not Specified

Location Chicago, Illinois, United States 60290

As a Product Delivery Specialist, you'll be delivering more than just merchandise. You'll play a critical role in delivering on our promise to provide our customers with excellent customer service and the brand-name items they can be proud to have in their homes.

Benefits for Part-Time Coworkers include:

Competitive hourly rate

Flexible time off during the week

Sundays off

Eligible for 401k enrollment

Key Responsibilities:

Load/unload truck, or other vehicle, per policy to safely protect coworker and merchandise

Deliver merchandise to customer homes in Company provided vehicle as assigned

Install and set up merchandise, and instruct customers on proper use of merchandise

Pick-up merchandise from customer homes as assigned

Keep vehicles clean and properly maintained as assigned

Complete customer service calls in a timely manner as assigned

Follow all policies and procedures and adhere to all standards

Refurbish merchandise to like new condition

Keep showroom clean and organized, including vacuuming, dusting, and handling household cleaning materials

Keep backroom and all store area neat, clean, and organized, including cleaning restrooms, and taking out trash

Job Qualifications : Must be at least 18 years of age; High school diploma or GED; Friendly with good communication skills; Excellent customer service skills; Valid state driver's license, two years of driving experience, and good driving record; Must be able to lift and move (push/pull) heavy items and merchandise as needed
Typically works 15-22 hours a week depending on business needs

Apply online at <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=24542937&oq=driver&item=2&searchid=05cec751-5a87-e719-bc1f-b10b64cdd440&ui=true&src=title>

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Wingstop Cashier job in Chicago, IL

Company Wingstop
Job Title Cashier
Job Type Part-time
Hours Not Specified
Pay Type Hourly
Location 12 East Harrison
Chicago, IL 60605

As a cashier at WingStop, an individual will have to take and give out orders to the kitchen staff. He/she will have to be quick and efficient in communicating with crew members and kitchen staff to make sure the guests get their orders on time. A cashier will have to balance their cash drawers, listen and solve customer queries, and replace food if necessary. The individual has to be an ideal team player as this is a very fast paced and strenuous job, which requires him/her to be in the good books of everyone, including the guests.

Additional Info:

Driving-Valid Driver's License
Minimum Age-18+ years old

We are looking for highly motivated, honest, reliable, friendly personality, and hardworking individual to join our team. The position requires a flexible work schedule and must be able to work nights, weekends holidays as well as extended hours as needed. We are open from 11am-midnight. The position we are looking to fill is for the evening shift which is typically 5 to close but may vary. Must be able to stay to at least 12:30 am to close the store. Must be able to ensure that each guest receives outstanding service by providing a guest-friendly environment. That includes greeting and acknowledging every guest, maintaining outstanding standards, solid product knowledge and all other components for Guest Service. Must be able to efficiently take guest orders, answer questions, and correctly handle money. Expedite packaging of food and handling to customer. Ability to efficiently multi-task. Must be a team player and work well with others. Maintain and follow appropriate cleanliness, sanitation, safety standards. Included maintaining a clean environment not limited to the specific duties of this position. As a team player, be able to pitch in and help everyone in maintaining the store. Cashier and restaurant experience a plus!
Must have Illinois Food Handler Certificate.

Apply online at <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=18952720&oq=driver&item=7&searchid=05cec751-5a87-e719-bc1f-b10b64cdd440&ui=true&src=title>

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Rush University Medical Center Patient Navigator - Core Foundation job in Chicago, IL

Company Rush University Medical Center
Job Title Patient Navigator - Core Foundation
Job Type Full-time
Hours Not Specified
Location 2020 W. Harrison Chicago, IL
Chicago, IL 60612

Patient Navigator - Core Foundation

We have a full-time opening for a Patient Navigator - Core Foundation. Must be able to work various shifts per week. No experience required. Must have a high school diploma or equivalent. Driving-Valid Driver's License. Minimum Age-16+ years old

Patient Navigator Core Foundation

Project CONNECT is dedicated to helping patients who are HIV positive receive outstanding primary and specialty care, social services, education, and opportunities to participate in research projects at the Ruth M. Rothstein CORE Center.

This rewarding role will see you reach out to patients who are HIV positive and meet Project CONNECT criteria. As their primary contact, you will assist patients with linkage to care at the CORE Center, ensure that they understand their medical treatment plans, and help them to obtain public benefits and entitlements. You will provide them with the support they need to overcome barriers to care such as child care and transportation, conduct home visits, and maintain contact to ensure that they are readily accessing medical and support services. You will also be expected to participate in administrative and staff development meetings.

You must have a strong working knowledge of HIV/AIDS treatment and prevention as well as successful experience navigating the health care system. You also bring to this role a high school diploma, GED or equivalent, and are familiar with motivational interviewing techniques. The successful applicant will possess superior interpersonal, organizational and communication skills and be adept at working with culturally, racially and ethnically diverse clients and staff. Moderate computer skills, a valid driver's license and auto insurance are all requirements for this position.

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

For further details and to apply, please visit <http://bit.ly/jobsatrush> and search for Job Number 2015-0364.

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