



### **Starbucks Evenings Team Member**

Date: 07/09/2015

Location: Chicago, IL

Job Number: 4890564

Description: Deliver a guest focused fast, fun and friendly Starbucks experience. | Prepare beverages and food according to Starbucks specifications, food safety standards, while abiding by all city/state laws | Follow all processes and brand standards for Starbucks | Maintain a clean, great-looking store |

Requirements: Must be at least 21. | Maximize sales by preparing the right menu items at the right times and by engaging with the guest. | Be knowledgeable and aware of current promotions and key priorities. | Serve alcoholic beverages responsibly with team, guest and Target in mind at all times and according to Target's guidelines and policies. | Merchandise food items and displays according to Starbucks and per Target specifications | Act quickly to solve problems and resolve guest concerns. |

Benefits: Target merchandise discount. | Competitive pay. | Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid7936332-starbucks-evenings-team-member-jobs>

### **Human Resource Team Member**

Date: 07/10/2015

Location: Chicago, IL

Job Number: 4761157

Description: Develop a fast, fun and friendly team. | Support and train team members. | Handle applicant information with accuracy, security and confidentiality. | Maintain a clean, great-looking work environment. |

Requirements: Work independently. | Use good organizational skills. | Multi-task regularly. | Show experience with computers and technology. | Cross train and work in other areas of store as needed. | Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. | Competitive pay. | Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid7771923-human-resource-team-member-jobs>

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### **Seasonal Painter**

Requisition ID: 00118033

Organization: Forest Preserve District

Work Locations: 2199 S. 1st Avenue

Job Posting: Jul 15, 2015, 12:01:00 AM Closing Date: Jul 28, 2015, 11:59:00 PM

Posting Salary: \$ 40.75 Hourly

Forest Preserve District of Cook County

Minimum Qualifications: Must possess high school diploma, GED, or higher. Must possess certification from a recognized apprenticeship program pursuant to attaining journeyman status as a painter. Must possess a current valid driver's license. Must be a current Cook County resident. Must be available to work 40 hours a week.

#### **Veteran's Preference**

When applying for employment with the Forest Preserve District of Cook County, preference is given in the application process to honorably discharged Veterans who have served in the Armed Forces of the United States for more than 180 consecutive days or during War Time. To take advantage of this preference, a Veteran must:

Meet the minimum qualifications for the position. Identify themselves as a Veteran on their employment application by answering Yes to the question "Are you a military veteran?" Attach a copy of their DD 214, DD 215, or NGB 22 (Notice of Separation) at the time of application by uploading it as part of the application. If there are multiple DD 214s, DD 215s, or NGB 22s, the one with the most recent date should be submitted. Coast Guard members must submit a certified copy of the military separation from either the Department of Transportation (before 911) or the Department of Homeland Security (after 911).

Provide original applicable discharge papers at time of interview.

#### **General District Employment Requirements**

PROOF OF EDUCATION, CERTIFICATIONS AND LICENSES WILL BE REQUIRED AT TIME OF INTERVIEW. REQUIRED PROOF MUST BE SENT TO DISTRICT PRIOR TO INTERVIEW. ORIGINAL DOCUMENTS MUST BE PROVIDED AT TIME OF INTERVIEW. COPY OF TRANSCRIPT MUST BE EMAILED AT TIME INTERVIEW IS SCHEDULED.

The Forest Preserve District of Cook County is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity.

Apply online at <https://cookcountyil.taleo.net/careersection/400/jobdetail.ftl>

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## **Security Guard, Armed**

Securalex

651 W. Washington Boulevard

Chicago, IL 60661

Phone: 312-207-1462

E-mail: [mkruschke@securalex.com](mailto:mkruschke@securalex.com)

Website: [www.securalex.com](http://www.securalex.com)

Salary: \$15.00 - \$18.00/hour

Application Deadline: NA

Maintains safe and secure environment for customers and employees by patrolling and monitoring premises and personnel. These positions are in various setting/environment are part-time and full-time.

### REQUIREMENTS:

High school Diploma

40 hour certificate; PERC; FOID

Security experience; Prefer certification in handcuffs

Good customer service and hospitality skills required

Must pass drug test, and thorough background investigation including driving history

Must have own reliable transportation

Must be flexible; Must be physically fit

Prefer military and/or law enforcement experience

### SKILLS/QUALIFICATIONS:

Surveillance skills

Good judgment

Objectivity

Dependability

Integrity

Safety management

High professionalism

Some lifting

Extended walking and standing

Detailed report writing

Handcuff skills

Apply to link below

<https://www.kwantek.com/clientResumeMgr/JobSearchDetails.aspx?JobID=193147&frame=false>

EEO/M/V/D

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**Job Title: Child Protection Specialist - Opt SS**

Agency: Children & Family Services

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 3

Plan/BU: RC062 Bid ID#: Chgo Investigations 2015

**Minimum Requirements:**

Preferably requires a Master's Degree in Social Work and 2 years of directly related professional experience; or requires a Master's Degree in a related human services field and 2 years of directly related professional experience; or requires a Bachelor's Degree in Social Work and 4 years of directly related professional experience; or requires a Bachelor's Degree in a related human services field and 4 years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. Must be able to speak and write Spanish at a colloquial skill level. The college or university issuing a degree must be accredited, and the Degree Program in Social Work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact: Mon-Fri 830a-5p

Vacancies are located at: 1755 Lake Cook Road, Deerfield, IL 60015 (1)

1701 S. First Ave Maywood, IL 60153 (1)

1911 S. Indiana Chicago, IL 60612 (1)

Contact: Tracey Hardrick / Bureau of Operations

1911 S. Indiana, 10th Floor, Chicago, Illinois 60616

Phone: 312-328-2509 Fax: 312-328-2570

Email: [Tracey.Hardrick@illinois.gov](mailto:Tracey.Hardrick@illinois.gov)

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option SS - Spanish Speaking

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Job Title: Office Administrator III - Opt 2  
Agency: Children & Family Services  
Closing Date/Time: Wed. 08/05/15 5:00 PM Central Time  
Salary: \$3,240.00 - \$4,592.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014 Bid ID#: 1513058-133711

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, serves as working supervisor to support staff engaged in complex, specialized clerical support services; independently performs complex, technical secretarial office support functions.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of two years' study at a secretarial/business college and one year's office experience; or, completion of high school and three years' Office Assistant experience; or, three years' independent business experience; requires working knowledge of the agency's program policies and operations; requires working knowledge of office procedures and programs; requires ability to direct and supervise the work of a nonprofessional office staff; requires skill in typing accurately at 30 wpm.

Work Hours & Location/Agency Contact: Hours: 8:30 AM - 5:00 PM, Monday - Friday  
Location: 1911 S. Indiana, Chicago, IL Supervisor: Carolyn Bailey

Contact: Johnnie Rambo [Johnnie.Rambo@illinois.gov](mailto:Johnnie.Rambo@illinois.gov)  
DCFS Regulation & Monitoring  
1911 S. Indiana Ave., 9th Floor, Chicago, IL 60616  
Phone: 312-328-2461 Fax: 312-328-2321

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 1 - General**

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**Job Title: Office Assistant - Opt 1**

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$2,845.00 - \$3,519.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: E-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

**Minimum Requirements:**

Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment.

**Work Hours & Location/Agency Contact:**

Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD  
100 South Grand Avenue East, 3rd floor  
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 1 – General**

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**Job Title: Office Associate - Opt 2**

Agency: Children & Family Services

Closing Date/Time: Tue. 08/04/15 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1533038-333131

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the supervisor, performs a variety of complex, specialized clerical support services for multiple direct service teams in a field office, including case file maintenance, typing, records processing, and other office support functions. Performs rotating Receptionist duties for the Joliet Field Office.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

**Work Hours & Location/Agency Contact:**

HOURS: Monday-Friday 8:30AM-5:00PM

LOCATION: DCFS Joliet Office

1619 W. Jefferson Street, Joliet, IL 60435

SUPERVISOR: A. Bunker

CONTACT: LORA BUSSE-FLECK / DCFS NORTHERN REGION PERSONNEL

8 E. GALENA BOULEVARD, AURORA, ILLINOIS 60506

PHONE: (630) 801-3575 FAX: (630) 801-3530

Email: [Lora.Busse-Fleck@Illinois.gov](mailto:Lora.Busse-Fleck@Illinois.gov)

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 2 – Typing**

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**Job Title: Technical Advisor II**

Agency: Children & Family Services

Closing Date/Time: Thu. 08/06/15 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010

Bid ID#:1503006-030820

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, serves as legal advisor for issues related to the Juvenile Court of Cook County; provides input into or conducts screenings to determine whether matters are legally sufficient to present to the court; provides legal advice and counsel; conducts legal training for DCFS and POS administrators, supervisors and staff.

**Minimum Requirements:**

Requires graduation from recognized law school; requires the possession of a valid license to practice law in Illinois; required travel.

Work Hours & Location/Agency Contact: Hours: Monday-Friday, 8:30am to 5:00pm

Work Location: Office of Legal Services - Juvenile Court  
2245 W. Ogden Avenue, 3rd Floor. Chicago, Illinois 60612

Applications and bid forms should be sent to:

Lorne Garrett

Office of Legal Services, 2245 W Ogden Avenue, 3rd Floor, Chicago, IL 60612

Phone: (312) 633-3406 Fax (312) 633-3965

Email: [Lorne.Garrett@Illinois.gov](mailto:Lorne.Garrett@Illinois.gov)

**How to Apply:**

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

**SPECIAL REQUIREMENTS:** All other interested applicants must submit a CMS-100 employment application and a copy of his/her ARDC card directly to the Agency Contact listed above prior to the end of the posting period.

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**Job Title: Cook 2-Patient Services**

Department: Dietary Patient Food Service

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-1596

**Position Qualifications Include:**

High School Diploma Required

Certificate of Completion in Culinary Arts and/or Associates Degree in Culinary Arts preferred

Illinois Department of Public Health and City of Chicago Sanitation Certification required within six months of hire and maintain thereafter.

Minimum three years cooking experience required.

Ability to read, write and speak English required

Basic math skills to calculate recipe ingredient and quantity adjustments, calculate weight and measures

Critical thinking skills

Organizational skills

Knowledgeable and can operate, with minimal instruction, hot preparation equipment such as convection/combi ovens, steamers, broiler's, grills, etc.

Can demonstrate skills in the use of culinary hand tools (knives, etc.) and small processing equipment (vegetable choppers & processors)

Ability to exert 25 pounds of effort to push or pull a cart, ability to lift and carry 50 pounds minimum, stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils, able to communicate using a variety of audio-technology, able to see, 100% of time standing or walking.

Ability to transport hot/cold items for service and production using recognized safety equipment in a safe manner that does not endanger self or others.

The above is intended to describe the general content of and requirements for the performance of this job. It shall not to be construed as an exhaustive statement of duties, responsibilities or requirements.

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.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150724102227&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150724102227&)

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## **Stocker Merchandiser-1508547**

### Description

The Merchandiser is responsible for providing high-quality merchandising support for Dr Pepper Snapple Group brands to retail stores within an assigned territory.

### Salary Information

The salary for this position is \$11.65 per hour plus reimbursement for usage of your personal vehicle.

### Schedule and Shift

This is a Part Time, day (1st) shift that typically starts at 6:00 a.m.  
Must be available to work both weekend days, including Saturday and Sunday  
Additional hours will be scheduled during the week, averaging 16-24 hours per week.

### Assigned Territory

This position will merchandise stores located in and around Downtown and Chicago south.

### Qualifications

High school diploma or general equivalency diploma (GED)  
Lift up to 50 lbs repeatedly  
Push and pull up to 100 lbs repeatedly  
Valid driver's license

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. EOE Minorities/ Females/ Protected Veterans/ Disabled

### Job: Operations

Primary Location: United States-Illinois-Chicago  
Organization: Packaged Beverages  
Schedule: Part-time

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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## **Delivery Driver-1509245**

### Description

Driver Combination - Local Route - Home Every Night!!

The Driver Combination is responsible for delivering product to both large and small format accounts on a route for advance product sales. In addition, maintaining strong customer rapport, ensuring quality service and effective merchandising of Dr Pepper Snapple Group brands.

### Salary Information

The salary for this position is \$15.63 per hour.

There will be an increase in pay after 6 months and then again after 1 year of employment to \$17.37 per hour.

### Schedule and Shift

Full-Time averaging 40 hours per week.

This is a first shift position.

Monday through Friday and will last until the work is completed.

May be required to work weekends, as needed.

### Qualifications

High school diploma or general equivalency diploma (GED)

21 years of age or older

Lift, push, and pull a minimum of 50 pounds repeatedly

Valid Class A Commercial Driver's License (CDLA) and driver's license

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. Equal Opportunity Employer. M/F/D/V

### Job: Operations

Primary Location: United States-Ohio-Twinsburg

Organization: Packaged Beverages

Schedule: Full-time

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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## **Filler Capper Operator-1509302**

### Description

The Filler Capper Operator is responsible for complete operation of assigned relief stations and all other associated work.

### Pay Rate

The rate of pay for this position is \$20.23 per hour plus an additional shift differential per hour depending on the shift scheduled to work.

### Shift and Schedule

This is a unionized facility and shift assignments are based on seniority as well as business needs. This is a full-time position and will work on either our 2nd or 3rd shift. Our 2nd shift typically runs from 2:00pm until 10:30pm. Our 3rd shift typically runs 10:00pm until 6:30am. Flexibility to work overtime and weekends as well as the ability to adapt to changing schedules is required.

### Qualifications

High school diploma or general equivalency diploma (GED)

2 years prior experience with operation of high-speed production machinery, monitoring of product quality, and / or preventative maintenance / mechanical repair  
Lift, push and pull a minimum of 50lbs repeatedly

Dr Pepper Snapple Group, Inc. (NYSE: DPS) is one of North America's leading refreshment beverage companies, manufacturing, bottling and distributing more than 50 brands of carbonated soft drinks, juices, teas, mixers, waters and other premium beverages.

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, religious creed, color, national origin, ancestry, physical or mental disability, marital status, sex, age, veteran status, sexual orientation, or any other category protected by law. EOE  
Minority/Females/Protected Veterans/Disabled

### Job: Operations

Primary Location: United States-New York-Williamson

Organization: Supply Chain

Schedule: Full-time

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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## **Transport Driver-1505812**

### Position Responsibilities

Perform routine vehicle inspection and operates vehicle in a safe and efficient manner. Notify Route Manager of any mechanical problems or issues that occur on vendors, or any changes in account status (i.e. new ownership, account closed, etc). Operate bulk vehicle in the delivery of full Dr Pepper Snapple Group brands and picks up empty product transport containers or pallets in assigned warehouses. Prepare and extend delivery tickets showing cases placed and credits given; accurate accounting of full and empty goods. Maintain DOT time log and other required transport documentation. Develop and maintain positive Company image in the trade and industry to achieve the Company's objective for the overall growth and availability of Dr Pepper Snapple Group brands. Transport the right merchandise to the right place at the right time in the most cost effective and safe manner. Be vigilant in assuring safety as well as the cost-efficient maintenance and operation of Company vehicles by: performing daily vehicle inspections and address any concerns immediately, maintaining immediate and open communication regarding road hazards, etc., training all new employees in safety procedures and preventative maintenance. Aggressively assist lift drivers in unloading trailers. Proactively work to assist others in achieving the organization's objectives. Exhibit thorough communication with the dispatch team and Transport manager.

### Qualifications

High school diploma or general equivalency diploma (GED); 21 years of age or older  
2 years delivery and face to face customer interaction experience  
Valid Class A Commercial Driver's License (CDL) and driver's license

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### Job: Operations

Primary Location: United States-Texas-Irving

Organization: Supply Chain

Schedule: Full-time

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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**Chicago Southside - Relationship Banker - 93rd/Commercial Financial Center - Spanish Preferred - Chicago, IL**

Chicago, IL, United States  
Job number: 1500039652

**Qualifications**

**Required Skills**

Skilled at and/or aptitude for assessing customer/client needs, providing applicable solutions/recommendations, and building customer relationships based on mutual trust in order to optimize sales opportunities to new and existing customers/clients

Ability to build solid relationships with teammates, business partners and specialists by fostering teamwork, partnership and collaboration in a virtual or face-to-face environment. Thrive on engaging with customers; can begin a conversation, handle objections, demonstrate patience to teach etc.

Displays passion, commitment and drive to deliver an experience that improves our customers' financial lives

Ability to understand and implement process and/or regulatory requirements during all interactions with customers (examples: AML, appropriate disclosures, etc.)

Excellent oral and written communication skills with strong influencing skills

Pass relationship banker pre-employment assessment

Ability to engage customers for long periods of time

**Desired Skills:** One year of demonstrated successful sales experience in a salary plus incentive environment with individual sales goals; Bachelor's or business relevant associate degree (example, business management, business administration, finance) Financial/Banking Center experience; Bilingual Spanish (fluent verbal and written) skills

Posting Date: 07/23/2015

Location: US-IL-Chicago

Travel: No

Full / Part-time: Fulltime

Hours Per Week: 40.00

Shift: 1st Shift

Weekly Schedule: S 9-1, MTWTh 9-5, F 9-6

Apply online at <http://careers.bankofamerica.com/job-detail/1500039652/united-states/us/chicago-southside-relationship-banker-93rd-commercial-financial-center-spanish-preferred-chicago-il>

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**Job Title: Financial Representative, Medicaid**

Department: HCF Govt Bill & Collection

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Billing/Collecting

Job Number: 2015-1501

**Position Highlights:**

Manage the open receivable including, securing reimbursement, guarding the Medical Centers assets, minimizing financial risk, working on behalf our of patients financial liability. This role includes performing re-bills, Debit & Credits, adjustments, refunds, and claim corrections resulting from the multitude of claims and payer edits as well as responding to audits.

**Position Qualifications Include:**

High School/GED required. Associates degree preferred

Sound understanding of billing processes and eligibility requirements of private and governmental payers.

Must be able to enter and retrieve data within FSS0/ASF

Must be familiar with Nebo's eCare billing editors (Classic and CMS)

Must be familiar with Microsoft Windows, Excel, Access and Word

Must be able to work independently

Must have good time management skills and possess the ability to multi-task

Must have good oral and written communication skills in order to work effectively with a diverse number of internal and external contacts.

Previous experience in a hospital setting, familiarity with medical terminology and patient fiscal matters highly desired

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.

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## College Clerical Assistant II - DAL0000596

### Duties and Responsibilities

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required. Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files. Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail. Assists in reviewing time sheets and prepares attendance reports for payroll processing. Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items. Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies. Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information. Performs related duties as required.

### Qualifications

Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience. Proficient in PC desktop and related software programs. Ability to operate a personal computer. Ability to keyboard 45 words per minute. Ability to follow verbal and written instructions. Skill in basic filing, record keeping and operation of a variety of office machines.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Clerical/Secretaries  
Primary Location: Daley College  
Employee Type: Full Time | Regular  
Union Code: 1708Unit1  
Job Posting: Jul 23, 2015, 3:07:24 PM

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

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## **Coordinator I - PT - HAR0000388**

### Duties and Responsibilities

This position is responsible for the overall direction, day-to-day operation and growth of a specific program at the College. Provide direction in the development, management, coordination and operation of the program.

Works closely with the administrative staff at the college to determine the goals and objectives of the program.

Recruits, interviews and recommends the hire of additional staff in support of the program. Performs calculations and compiles pertinent data required for budgetary and fiscal reports. Prepares mandatory reports related to program funding.

Retains a compilation of statistics, written reports and correspondence related to program activities. Prepares monthly mandatory reports for management review.

Participates in program assessment and review to ensure the viability of the program. Attends monthly staff meetings and serves as liaison to community and state agencies for the purpose of receiving appropriate students services and maintaining good public relations. Markets the program and recruits students for the program at Chicago Public Schools and other supporting agencies. Performs other duties as assigned.

### Qualifications

Completion of a Bachelor's Degree from an accredited college or university in the field most appropriate for the assigned program or certification in a field associated with the assigned program. A minimum of three year's previous work experience in providing services to special populations. Previous experience in the organization and execution of daily operations of a department. Must be self-directed, innovative and able to assess current operations in an effort to develop practical action programs to improve the functioning of the department Must maintain an effective liaison among agencies, staff, administrators and the community to promote overall responsiveness to the program. Excellent verbal and written skills required with the ability to communicate persuasively with tact and diplomacy.

We are an equal opportunity and affirmative action employer.

Job: Other

Primary Location: Harold Washington College

Employee Type: Part Time | Regular

Union Code: 1600PTPROF

Job Posting: Jul 23, 2015, 2:07:51 PM

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## **College Clerical Assistant I (Student Activities) - Part-Time - TRU0000452**

Primary Objective: Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required. Prepares routine records, memos and forms; proofs completed assignments for errors and makes appropriate corrections; maintains office and student record files in alphabetical and/or numerical order.

Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures.

Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence. Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration. Performs related duties as required.

### Qualifications

Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred.

Knowledge of word processing software; and knowledge of basic office procedures. Ability to keyboard 40 words per minute; ability to follow oral and written instructions; and ability to operate a personal computer.

Skill in basic filing; and good verbal communication skills.

Must have a flexible schedule to work afternoons (1:00 p.m. - 7:00 p.m.), including some weekends.

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

Job: Clerical/Secretaries

Primary Location: Truman College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Jul 23, 2015, 10:26:30 AM

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## **College Clerical Assistant II - DAL0000594**

### Duties and Responsibilities

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required. Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files. Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail. Assists in reviewing time sheets and prepares attendance reports for payroll processing. Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items. Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies. Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information. Performs related duties as required.

### Qualifications

Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience. Proficient in PC desktop and related software programs. Ability to operate a personal computer. Ability to keyboard 45 words per minute. Ability to follow verbal and written instructions. Skill in basic filing, record keeping and operation of a variety of office machines.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Clerical/Secretaries  
Primary Location: Daley College  
Employee Type: Full Time | Regular  
Union Code: 1708Unit1  
Job Posting: Jul 21, 2015, 5:08:47 PM

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

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## **Coordinator I - Tutoring Center (Part Time) - TRU0000458**

### Duties and Responsibilities

This position is responsible for the overall direction, day-to-day operation and growth of department's procedures and delivery. Provide direction in the development, management, coordination and operation of the program.

Works closely with the administrative staff at the college to determine the goals and objectives of the program.

Recruits, interviews and recommends the hire of additional staff in support of the program.

Performs calculations and compiles pertinent data required for budgetary and fiscal reports. Prepares mandatory reports related to program funding.

Retains a compilation of statistics, written reports and correspondence related to program activities. Prepares monthly mandatory reports for management review.

Participates in program assessment and review to ensure the viability of the program.

Attends monthly staff meetings and serves as liaison to community and state agencies for the purpose of receiving appropriate students services and maintaining good public relations.

Adheres to CCC Customer Service Excellence.

Performs other duties as assigned.

### Qualifications

Completion of a Bachelor's Degree from an accredited college or university.

A minimum of three year's previous work experience in providing services to special populations. Must be detail-orientated and organized. Must be collaborative, analytical, and strategic in forming solutions. Must be self-directed, innovative and able to assess current operations in an effort to develop practical action programs to improve the functioning of the department. Excellent verbal and written skills required with the ability to communicate persuasively with tact and diplomacy.

We are an equal opportunity and affirmative action employer.

Job: Coordinators

Primary Location: Truman College

Employee Type: Part Time | Regular

Union Code: 1600PTPROF

Job Posting: Jul 20, 2015, 11:18:42 AM

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

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