



Job Title Sales Assistant
Auto req ID 19005BR
Job Type Full Time
CBS Business Unit CBS Outdoor
Location IL-Chicago

JOB SUMMARY: This position is responsible in assisting and supporting the Sales Team's efforts to meet and exceed revenue goals. In addition, this individual will need to coordinate, communicate and process all Sales related correspondence, contracts and any other pertinent reports.

EQUIPMENT USED:

Personal computer, telephone (multi-line), laser printer, FAX machine, and photocopier.

ADDITIONAL FUNCTIONS:

- Supports and exhibits behavior consistent with the sales and service philosophy of CBS Outdoor.
- Acts with diplomacy as a representative of the Sales Department.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

- Computer Skills; Microsoft Excel, Microsoft Word, Power Point and Outlook
- Must be professional in appearance and manner, be multi-task oriented and be able to communicate clearly, comprehensively with complete personal and professional integrity.
- Strong interpersonal, written and organizational skills.
- Self motivated with at least 1-2 years of professional work experience (preferably in the sales advertising field).
- Must consent and successfully pass background check.

PHYSICAL/MENTAL DEMANDS, ENVIRONMENT: Sitting, walking, standing, speaking, hearing, reading, kneeling, lifting, carrying up to 30 lbs., multiple concurrent tasks, frequent interruptions, mathematical skills, verbal and written communication, and detailed work. Must be able to maintain highly confidential information.

EEO Statement

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply online at

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Job Title Stagehand

Auto req ID 16255BR
Job Type Temporary/ Per Diem
CBS Business Unit CBS Television Stations
Station WBBM-TV
Location IL-Chicago

PER DIEM STAGEHAND

PURPOSE OF POSITION: Provide for additional staging services coverage due to staff employee illness, vacation or additional coverage as dictated by operational needs.

PRIMARY ACCOUNTABILITIES:

Work directly with Director, Technical Director and editorial managers to provide staging services during WBBM-TV local news broadcasts.

CORE COMPETENCIES: (PER SECTION M OF CURRENT CBA): stage electric, stage carpentry, property persons, spotlight operators and lighting operation and maintenance as required and directed.

Required Qualifications

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS: Participation in Local 2 safety training and proven previous stage experience in live television and theatrical productions.

EEO Statement

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Job Title WBBM-FM/B96 Promotion Coordinator

Auto req ID 19083BR

Job Type Part Time

CBS Business Unit CBS Radio

Station WBBM-FM

Market Chicago

Location IL-Chicago

Operating within CBS RADIO is CBS Local Digital Media, a unique brand responsible for the convergence of the division's new and traditional media platforms through creative original content and advanced delivery methods.

Job Description

CBS Radio Chicago - WBBM-FM/B96 is looking for an outgoing, hard working and creative individuals to join our Promotions Team.

Required Qualifications

Assist in the on-site coordination of remote broadcasts, personality appearances and station events.

Clerical duties to include but not limited to, contest winner fulfillment, mailings, database entry, website maintenance, and listener correspondence.

Ideal candidate is energetic, efficient and capable of multi-tasking in a lively fast paced environment.

Reports to Marketing Director & Promotions Manager

EEO Statement

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Job Title WBBM-FM PT Board Operator (Pt)

Auto req ID 19051BR
Job Type Part Time
CBS Business Unit CBS Radio
Station WBBM-FM
Market Chicago
Location IL-Chicago

About Us CBS RADIO, a division of CBS Corporation, is one of the largest major-market radio operators in the United States, with stations covering news, sports, talk, rock, country, Top 40, classic hits, and urban formats, among others. Reaching nearly 70 million unique over-the-air listeners on a weekly basis, the division operates 126 radio stations across 27 markets, including all of the Top 10. The overall mix of each radio station's programming is designed to fit the station's specific format and serve its local community. Carson Daly, Boomer Esiason and Craig Carton, Mike Francesa, Danny Bonaduce, Kevin and Bean and Ryan Cameron are among the most popular talent on CBS RADIO stations across the country.

Operating within CBS RADIO is CBS Local Digital Media, a unique brand responsible for the convergence of the division's new and traditional media platforms through creative original content and advanced delivery methods.

Job Description CBS Radio, WBBM-FM/B96 Chicago is hiring for a Part Time Board Operator. Candidates must be reliable, dependable, and able to work evening/night hours. In this position, you are responsible for producing all on-air transmissions, including running the station control board, following station format, arranging and playing commercials and IDs according to the program and commercial logs, and following applicable laws and FCC regulations. In addition, you may help administer contests, answer listener phone calls, take meter readings, conduct EAS test. This is a critical role in the on-air execution of the station.

Required Qualifications Candidates must have prior radio experience and be familiar with control room operations. The right candidate will be a team player, be computer savvy, and have the flexibility to work different shifts, if required. Audio Vault experience a plus.

EEO Statement

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College Administrative Assistant I - Facilities Department - WIL0000277

Job: Administrative Assistants

Primary Location: Wilbur Wright College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Jun 26, 2014, 12:48:12 PM

Perks of this role:

Full health benefits, 403(b) & 457(b) investment plans, paid vacation/holidays and City Colleges tuition waiver. Plus, enjoy working with a group of people who really love what they do. For a more detailed overview of benefits visit our benefits page.

Overview of the position: Under general supervision, performs administrative, personnel and or fiscal services in a college administrative unit; and performs related duties as required. Performs and oversees the performance of the personnel functions for the college administration. Performs calculations and compiles pertinent data required for budgetary and fiscal reports; assists in the preparation of budgets and the allocation of program funds. Maintains a liaison between administration, faculty and students. Composes correspondence and assists in the formulation of personnel practices and procedures. Reviews material, supply and equipment requisitions and prepares expense vouchers. Conducts studies to improve the efficiency of the operations within an organizational unit. May assist in the interview process of applicants for clerical staff positions. Performs related duties as required.

Qualifications

Graduation from high school or the equivalent is required; two years of college supplemented by at least two years of progressively responsible clerical and administrative experience; or an equivalent combination of training or experience. Considerable knowledge of the principles and practices of public and business administration. Considerable knowledge of department practices and procedures. Good knowledge of general office computer software. Ability to work and interact with the general public and college personnel. Ability to speak and write effectively. Ability to plan, assign and supervise administrative and clerical tasks. Good organizational skills. Good verbal and written communication skills. Good computer and keyboarding skills.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

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College Clerical Supervisor I - Registrar Department - WIL0000278

Perks of this role:

Full health benefits, 403(b) & 457(b) investment plans, paid vacation/holidays and City Colleges tuition waiver. Plus, enjoy working with a group of people who really love what they do. For a more detailed overview of benefits visit our benefits page.

Overview of the position:

Under general supervision, performs and supervises a small group of employees performing responsible clerical and record keeping duties in a college administrative or department office; and performs related duties as required. Prepares and distributes class list, student rosters and class schedules to the faculty. Processes request for transcripts received from students; responds to student inquiries regarding course offerings and registration requirements. Trains, and supervises assigned clerical staff. Organizes the work of subordinate clerical staff responsible for processing and supervises the maintenance of student records related to student registration and class enrollment, grading, transfers, and graduation. Interprets District policies, rules and regulations, and operational procedures associated with records. Answers inquiries and investigates and resolves the non-routine problems related to grade reporting and changes.

Qualifications: Graduation from high school or an equivalent is required; supplemented by two years of progressively responsible experience in general accounting and bookkeeping work; or an equivalent combination of training or experience. Good knowledge of basic accounting principles and techniques. Good knowledge of accounting and auditing terminology. Some knowledge of accounting software preferred. Ability to prepare and maintain accounting records; write simple financial statements and reports; and supervise work of student assistants. Good organizational skills. Good verbal and written communication skills. Basic computer skills needed.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Office/Administrative Support

Primary Location: Wilbur Wright College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Jun 26, 2014, 12:38:02 PM

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Concessionist

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items
- Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change
- Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock
- Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms
- Perform daily concession maintenance duties
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

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

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Capability to communicate and work effectively with guests in a high-volume setting
- Good verbal communication skills as well as math and cash-handling skills
- Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/concessionist>

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College Clerical Supervisor II - Registrar Department - WIL0000279

Perks of this role:

Full health benefits, 403(b) & 457(b) investment plans, paid vacation/holidays and City Colleges tuition waiver. Plus, enjoy working with a group of people who really love what they do. For a more detailed overview of benefits visit our benefits page.

Overview of the position:

Under minimal supervision, supervises a large group of clerical personnel performing a variety of clerical and record keeping duties and performs administrative duties in a college administrative or department office; and performs related duties as required. Supervises and trains subordinate clerical personnel performing a variety of clerical functions. Oversees the various clerical functions and activities in an office to ensure necessary work activities are performed efficiently and effectively. Develops and implements clerical work methods and procedures including procedures for the processing and maintenance of student records, the transcript evaluation, the degree audits and communication to students. Creates work assignments and reviews work in progress. Prepares and compiles reports on office work activities for management review. Responds to inquiries from students, faculty and staff. Answers inquiries and investigates and resolves the non-routine problems related to transcript evaluation and degree audits. Communicate effectively with other offices such as the business office, financial aid, advising, and other student services areas. Establishes work procedures and standards to improve efficiency and effectiveness of assigned operations. Types letters, reports and general memoranda. Performs related duties as required.

Qualifications

Graduation from high school or an equivalent is required, three years of progressively responsible clerical and supervisory experience; or an equivalent combination of training and experience. Excellent knowledge of modern office practices and procedures. Considerable knowledge of business English, spelling and arithmetic. Excellent knowledge of the operation of office equipment and the use of appropriate computer software. Ability to plan, organize and review the work of subordinate staff. Ability to develop clerical work methods and procedures based on management directives. Ability to operate a personal computer. Excellent verbal and written communication skills. Good supervisory skills. Good human relations skills.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

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College Clerical Assistant II (Business/CIS/Paralegal Studies Department) - WIL0000267

Overview of the position:

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 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. Adheres to CCC Customer Service Excellence standards. 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. Thank you for your interest in CCC!

Job: Clerical/Secretaries
Primary Location: Wilbur Wright College
Employee Type: Full Time | Regular
Union Code: 1708Unit1
Job Posting: Jun 19, 2014, 1:53:10 PM

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Server

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

Greet guests in a timely and professional manner.
Possess full knowledge of bar and menu items and be able to make recommendations.
Accurately take food and beverage orders in a timely manner.
Verify guests that purchase alcohol are at least 21 years of age.
Coordinate and assist with reserved seating tactics.
Consistently use suggestive selling techniques.
Collaborate with kitchen staff to ensure that food orders are accurate.
Deliver food and beverage orders within established time frames once the entire order is completed. At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

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

Proof of age. (Associates who will be serving, pouring, or mixing alcoholic beverage will need to be 18 and in some states 21).
Complete basic food handling training and obtain any local or state mandated certification. Demonstrated ability to provide superior guest service.
Have a high aptitude for math and cash handling.
Good verbal and written communication skills.
Obtain any necessary alcohol service licensing requirements.
Ability to ascend and descend stairs.
Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.
Ability to lift up to 50 pounds and move it 75 yards on a regular basis.
Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a theatre, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/server>

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RESIDENCE SERVICES COORDINATOR

YMCA: McGaw YMCA

Location: Evanston, IL

Job Description:

The McGaw YMCA in Evanston, Illinois is recruiting for a Residence Services Coordinator. The McGaw YMCA Residence Program is home to more than 160 low-income men in a supportive YMCA program setting. The Residence Services Coordinator will build collaborative relationships with resident members to impact their health, well-being, and financial stability goals. In addition to case management services, this position will respond to new applicant inquiries and current member requests in the Residence Office. The Residence Service Coordinator will respond to incident reports, perform routine checks on the residence floors, and otherwise support peaceful community living.

This is a full-time, exempt position. Some evening and weekend hours required.

JOB QUALIFICATIONS:

This position calls for a strong commitment to the mission, vision, and values of the McGaw YMCA. The person in this position will use sound judgment to devise case management interventions and respond to incident reports. This position requires providing services in accordance with the National Association of Social Workers Code of Ethics. Strong interpersonal skills, conflict resolution skills, and the ability to effectively interact with a diverse population are required. The successful candidate will be highly organized, able to multi-task, and possess excellent written and oral communication skills. The position requires a Master's in Social Work or a Bachelor's with 3-5 years of experience in a related human services field. Candidates with experience working with older adults or in the substance abuse field are encouraged to apply.

Salary: \$29,338 - \$36,672

HOW TO APPLY

Send Resume To: residenceprogram@mcgawymca.org

Apply By Email: residenceprogram@mcgawymca.org

Resumes until: 7/9/2014

Contact: Pamela McKenzie

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SENIOR ADMINISTRATIVE ASSISTANT

YMCA: YMCA of the USA

Location: Chicago, IL

Job Description:

GENERAL FUNCTIONS The Senior Administrative Assistant will provide support for the Senior Director, Talent Management and their Talent Management team including the Director, Career Development and Director, Competency Model and Certification. This position will perform a variety of clerical and administrative tasks.

KNOWLEDGE, SKILLS AND ABILITIES

Bachelor's degree or equivalent work experience is required
Minimum 4-5 years previous administrative support work experience is required
Experience with administrative support for multiple individuals is preferred
Must possess superior verbal, written and interpersonal communication skills
Advanced computer and Microsoft office skills (Word, Excel, Power Point, Access, Outlook) are required
Ability to handle multiple projects and/or tasks simultaneously is required
Strong organizational and attention to detail skills are required
Ability to follow directions and work independently with minimal supervision is required
Must possess problem solving and analytical skills
Must possess excellent customer service, relationship building and teamwork skills
Previous experience with accounting/budgeting is preferred
Must possess the ability to handle and maintain confidential information
Requires a commitment to the YMCA character development values of caring, honesty, respect and responsibility

Monitors certification testing and leadership competency assessments
Runs reports and supports the monthly reporting of the team goals
Performs other duties as assigned by Senior Director, Talent Management
EFFECT ON END RESULTS/ STRATEGIC IMPACT. This position will help meet the needs of local YMCAs and achieve the goals and objectives of the YMCA of the USA.

Salary: \$44,800 - \$50,000

HOW TO APPLY

Apply Online: <http://sj.tbe.taleo.net/SJ6/ats/careers/jobSearch.jsp?org=YMCA&cws=1>

Contact: Jocelyn Duarte

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MEMBER ENGAGEMENT DIRECTOR

YMCA: The West Cook YMCAs

Location: Oak Park, IL

POSITION SUMMARY:

Directs all aspects of membership for the association both inside the facility and out in our service area. This includes recruitment of new members, retention of existing members and supervision of assigned staff. Also oversees the volunteer program for the association. Develops a membership plan and implements it with procedures and methods to achieve department and strategic goals.

ESSENTIAL FUNCTIONS:

Implements membership strategies that promote recruitment of new members and retention of existing members. Organizes assigned staff to support membership development and retention goals. Identifies and resolves problem areas to ensure member satisfaction. Conducts ongoing assessment of staff functions to determine required core competencies and skills. Designs and implements training as needed. Recruits, hires, trains, develops schedules and directs personnel as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals. Organizes membership events at the YMCA and represents the YMCA at community events to promote the YMCA. Helps to maintain current collaborations (for example - with volunteer center and outside organizations.) Provides supervision of the Computer Lab. Leads assigned aspects of the Annual Support Campaign. Develop a broader awareness of membership related issues in regards to our collaborations within the West Cook YMCA service area. Participates in staff meetings and/or related meetings
Salary: \$38,000 - \$41,000

Additional Compensation Details:

The West Cook YMCA is an equal opportunity employer and offers a comprehensive benefits package including paying 60% medical, dental & vision, free \$10,000 life insurance policy & long term disability; short term disability offered (AFLAC policies), 12% paid retirement, paid time off for vacations, sick and holiday, tuition reimbursement and complimentary YMCA facility usage.

HOW TO APPLY

Email cover letter and resume to HR@westcookymca.org

Apply By Email: HR@westcookymca.org

Resumes until: 7/11/2014

Contact: David I Parsons

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Residential Security Officer - River North - All Shifts

ID 2014-1384

Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Regular Full-Time

Overview:

Titan Security Group is currently recruiting for a Full Time Residential Security Officer to work at a residential property located in River North. Titan Security Group is one of the largest privately-held security services providers in the Chicagoland area and we are growing! Join a leading company in one of the fastest growing industries today!

Residential Security Officer's responsibilities include, but are not limited to:

Qualifications:

Education and/or Experience: High School diploma or general education degree (GED) and 1 year prior satisfactory employment as a door staff professional or in a customer service position. Must be at least 20 years of age.

Certificates, Licenses, Registrations: Ability to acquire and maintain a valid Illinois PERC, including state accredited training requirements.

Language Skills: Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus.

Computer Skills: Proficiency with Microsoft Office software (Word, Access, Excel, PowerPoint).

Other Qualifications: Ability to pass pre-employment drug screen and criminal background check. Must maintain a working telephone number through which we can contact you.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. A list of these job duties is inclusive of, but not limited to: candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50 lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facility; be able to perform assigned duties regardless of inclement weather.

Salary & Benefits: Compensation is between \$11.00 and \$13.00 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion.

EOE/M/F/D/V

Apply online at <http://www.titan-security.com/careers/job-opportunities/>

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Residential Staff Site Supervisor - River North - Day Shift

ID 2014-1383

Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Regular Full-Time

Overview:

Titan Security Group is currently recruiting for a Residential Staff Site Supervisor position at a residential property located in River North. Titan Security Group is one of the largest privately-held security services providers in the Chicagoland area and we are growing! Join a leading company in one of the fastest growing industries today!

Qualifications:

Education and/or Experience: High School diploma or general education degree (GED) and 5 years prior satisfactory employment as a door staff professional or in a customer service position. Must be at least 25 years of age.

Certificates, Licenses, Registrations: Ability to acquire and maintain a valid Illinois PERC, including state accredited training requirements.

Language Skills: Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus.

Computer Skills: Proficiency with Microsoft Office software (Word, Access, Excel, PowerPoint).

Other Qualifications: Ability to pass pre-employment drug screen and criminal background check. Must maintain a working telephone number through which we can contact you.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. A list of these job duties is inclusive of, but not limited to: candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50 lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facility; be able to perform assigned duties regardless of inclement weather.

Salary & Benefits: Compensation is between \$14.00 and \$16.00 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion.

EOE/M/F/D/V

Apply online at <http://www.titan-security.com/careers/job-opportunities/>

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Busser

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

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

Assist wait staff and the bussing of tables.

Clear and reset tables both before and after presentation.

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

Assist with crowd control and seating of guests as needed.

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

Perform Ticket Taker duties as needed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

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

Ability to provide superior guest service.

Possess good verbal communication skills.

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

Ability to work with minimal supervision.

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

Ability to ascend and descend stairs.

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

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

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

<https://www.amctheatres.com/careers/theatre-crew/busser>

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Cook

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

Maintain communication with other cooks to assemble food orders within established average ticket time while preparing several different orders simultaneously. Adhere to recipes to ensure consistent food quality and presentation. Answer questions courteously, accurately, and quickly. Perform required sanitation procedures. Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions. Uphold cleanliness and ensure proper sanitation of entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas. At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you run a kitchen operation like a well-oiled machine?

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

Proficiency in kitchen operations and execution.

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

Must be able to cook food to recipe standards. Must have working knowledge of U.S. measurements, weight and volume. Ability to follow instructions on safe use of all chemical/cleaning materials. Ability to work effectively with supervisors and co-workers and with minimal supervision. Ability to meet deadlines.

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

Ability to ascend and descend stairs.

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

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

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

<https://www.amctheatres.com/careers/theatre-crew/cook>

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Supervisor

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

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast
Maintain facilities that are clean, safe and in good repair
Provide an experience that is comfortable, distraction-free and picture-perfect

Serve fresh, appetizing and properly prepared food and beverages
Assist with other functions as instructed by the General Manager
Uphold AMC's high standards and deliver entertaining company-wide programs

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

Proven supervisory experience with effective managerial and training skills
Persuasive written and oral communication skills along with strong analytical skills
Ability to effectively delegate and follow up with booth crew members

Proficient guest service, administrative and follow-up skills
Equally comfortable communicating and working with guests, supervisors, peers, subordinates, vendors or partners

Ability to consistently meet deadlines in a timely fashion
Standing, walking, lifting, twisting and bending on a frequent basis

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too.

We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and health and 401(k) plans.

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

<https://www.amctheatres.com/careers/theatre-crew/supervisor>

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Part Time Residential Security Officer - West Loop - Afternoon/ Day Shift

ID 2014-1382

Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Regular Part-Time

Overview: Titan Security Group is currently recruiting for a Part Time Residential Security Officer to work at a residential property located in West Loop area of Chicago. Titan Security Group is one of the largest privately-held security services providers in the Chicagoland area and we are growing! Join a leading company in one of the fastest growing industries today! Residential Security Officer's responsibilities include, but are not limited to:

Education and/or Experience: High School diploma or general education degree (GED) and 1 year prior satisfactory employment as a door staff professional or in a customer service position. Must be at least 20 years of age.

Certificates, Licenses, Registrations: Ability to acquire and maintain a valid Illinois PERC, including state accredited training requirements.

Language Skills: Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus.

Computer Skills: Proficiency with Microsoft Office software (Word, Access, Excel, PowerPoint).

Other Qualifications: Ability to pass pre-employment drug screen and criminal background check. Must maintain a working telephone number through which we can contact you.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. A list of these job duties is inclusive of, but not limited to: candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50 lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facility; be able to perform assigned duties regardless of inclement weather.

Salary & Benefits: Compensation is between \$9.50 and \$10.50 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion.

EOE/M/F/D/V

Apply online at <http://www.titan-security.com/careers/job-opportunities/>

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Residential Lead Officer - Loop -Day Shift

ID 2014-1380

Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Regular Full-Time

Responsibilities:

Supervise the day to day operations of an assigned Client site on assigned shift. Report directly to Titan Management. Manage a team of door staff security officers, including participating in hiring /selection, scheduling, payroll, training, coaching, development and support. Ensure the Client Site is provided with high quality door staff security services to protect people and property.

Education and/or Experience: High School diploma or general education degree (GED) and 3 years prior satisfactory employment as a door staff professional or directly related experience. Must be at least 25 years of age.

Certificates, Licenses, Registrations: Valid P.E.R.C., or the ability to obtain/maintain a P.E.R.C.

Language Skills: Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus.

Other Qualifications: Ability to pass pre-employment drug screen and criminal background check. Must maintain a working telephone number through which we can contact you.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. A list of these job duties is inclusive of, but not limited to: candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50 lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facility; be able to perform assigned duties regardless of inclement weather.

Salary & Benefits: Compensation is between \$12.50 and \$13.50 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion.

EOE/M/F/D/V

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