



**Route Process Administrator - 10am - 7pm Mon – Fri**

Talent Area : Administrative/Clerical/Office Support

Location : St Charles, IL, USA

Requisition Number : 00024959

Full or Part Time : Regular Employee FT

**Position Description**

Performs pre-settlement and/or cashing duties in a Distribution Center in accordance with standard procedures. - Driver Over and Short research and resolution (cash and product/load) - Review and verify end of day driver paperwork - Run daily route status report to verify that all delivery routes settled - Send messages to route accounting department regarding settlement issues

- Check in and check out (COCI) messages - Ensure proof of deliveries are included in driver paperwork (DSD, store stamps, etc.) - Perform cashing duties including ensuring Fed-Ready status of deposit - Ensure security of route cash - Validate proper use of cash drop log - Receive and verify full service bag count. - Count full service cash and finalize handheld - Prepare driver paperwork for Imaging - Maintain driver compliance logs as necessary (DOT, DVR, etc) - Maintain cash reconciliation and driver deposit log - Maintain records in BASIS route accounting system - Review settlement exception reports and resolve issues - Prepare deposit for pick up by armored car service - Troubleshoot handheld issues impacting settlement - Perform driver audit as required by Internal Control - Work with warehouse inventory personnel to resolve SAP (inventory system) to BASIS (sales accounting system) reconciling items

- High School - GED or Diploma required- Some college preferred- 2-5 years experience in automated office environment required- Experience using BASIS route accounting system preferred- Experience in cash room environment preferred- Basic computer and database application skills- Accurate data entry - Strong organizational skills

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/route-process-administrator-10am-7pm-mon-fri-st-charles-illinois-job-1-4646631>

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### **Driver Merchandiser Relief - Class A Required**

Talent Area : Transportation/Driver

Location : St Charles, IL, USA

Requisition Number : HV036713

Full or Part Time : Regular Employee FT

#### Position Description

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A Driver's License required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-relief-class-a-required-st-charles-illinois-job-1-4645455>

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### **Cooler Mover - Seasonal**

Talent Area : Selection Required  
Location : St Charles, IL, USA  
Requisition Number : 00024068  
Full or Part Time : Regular Employee FT

#### Position Description

Responsible for delivering, setting up, moving and exchanging vending equipment in customer accounts and other outlets.

- Deliver, exchange and move vending equipment.
- Complete safety vehicle reports on a daily basis.
- Load and unload vending machines for delivery and/or return.
  
- Communicates with dispatchers, customers and supervisors regarding delivery and pick up status.
- Set coolers, which involves setting shelves, temperature and checking refrigeration.
- Educate customers in operation of equipment.
- Maintain clean and safe work area.
  
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- Prior work experience with moving equipment preferred.
- Previous vending equipment repair and distribution a plus.
  
- Ability to do heavy lifting on a daily basis.
- Demonstrated mechanical and technical aptitude.
- Valid CDL required, Class A preferred, current vehicle liability insurance, and driving record within MVR policy guidelines.
- Forklift certification preferred.
- Must be able to pass a Department of Transportation physical and/or have a valid DOT Medical Card.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/cooler-mover-seasonal-st-charles-illinois-job-1-4571455>

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**Bartender (Full-Time), Michael Jordan's Steak House - InterContinental Chicago Magnificent Mile**

Job: Bar -United States  
Schedule: Full Time  
Job ID: CHI001262-EN

The Career Opportunity: Michael Jordan's Steak House - Bartender (Full-time)  
Under the general guidance of the General Manager of the Michael Jordan Steak House, responsible for providing efficient and courteous Food & Beverage service to all guests; mixing and serving alcoholic and non-alcoholic drinks.

**Job Requirements**

- Essential:
- Minimum 2 Years prior experience
  - Must be knowledgeable in beverage and wine service
  - Must be flexible and able to work nights, weekends, and/or holidays as required.
  - Must be able to speak and understand English
  - High School diploma or equivalent
  - Must be TIPS Certified prior to/ or after hire
  - Food Hygiene awareness and at least basic training.
  - Ability to communicate in English
  - Ability to compute basic mathematical calculations.
  - Ability to provide legible written communication.

- Desirable:
- Food Hygiene certificate.
  - First aid awareness.
  - Possess a friendly, upbeat & outgoing personality.

**Essential Skills:**

- Ability to perform job functions with attention to detail, speed and accuracy.
- Ability to prioritize, organize, work delegated 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 work with all products and equipment prescribed.
- 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.

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

Apply online at <http://ihg.jobs.net/job/Bartender-Full-Time-Michael-Jordan-s-Steak-House-InterContinental-Chicago-Magnificent-Mile/J3F4215ZZ0WS11HZPXK/>

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**Front Desk Room Specialist (Full-Time)  
InterContinental Chicago Magnificent Mile**

Job: Reservations -United States

Schedule: Full Time

Job ID: CHI001233-EN

The Career Opportunity: Front Desk Room Specialist (Full Time)

This position is responsible for the Check-in/Check-out of hotel guests in a timely, courteous, and professional manner; process all payments according to established hotel requirements/procedures. Provide prompt and satisfactory resolution to any inquiry, problem or complaint received from internal and external guests. Works a rotational shift at the Guest Instant Service Center station, handling guest request, internal and external telephone inquiries. Handles reservations and credit card authorizations, prints and distributes monthly reports as required.

Qualifications: High School diploma or equivalent. Some college is preferred. Prior knowledge/background or training in operations of Hotel Front Desk, Reservations and or Guest Reward Programs is a plus. Must be able to read, write and speak fluent English. Knowledgeable in Microsoft Office Applications. Ideal candidate with hospitality background career focus. One to two years customer service experience is required.

Other Information: Required to work rotating shifts, including overnights, weekends and/or holidays.

This job also requires: Environment Required Behaviors/Abilities

- Must be able to maintain a highly positive and friendly image that will reflect well on hotel's overall professional appearance
- Must be conscious of cultural differences and have the ability to promote positive relations with fellow colleagues
- Ability to work in fast paced environment with attention to details
- Ability to prioritize, organize and follow-up
- Ability to think clearly, quickly and make concise decisions
- Ability to focus on guest needs, remaining calm and courteous
- Ability to maintain confidentiality of all guest and hotel information
- Ability to remain stationary at assigned post for extended period of time (standing)
- Ability to adhere to hotels grooming standards; policy and procedures

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

Apply online at <http://ihg.jobs.net/job/Front-Desk-Room-Specialist-Full-Time-InterContinental-Chicago-Magnificent-Mile/J3G0HQ6MC5D95GMS7FR/>

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**Eno Server Assistant Full Time (190283)**

Job: Restaurant -United States

Schedule: Full Time

Job ID: R101365-EN

InterContinental Chicago Magnificent Mile

The Career Opportunity: Eno Wine Bar - Server Assistant Full Time  
Under the general guidance and supervision of the Eno Manager, responsible for assisting the Sommeliers in the service of Food and Beverage.

**DUTIES AND RESPONSIBILITIES:**

- Assists the manager/wine attendant in the service of food and beverage in accordance with the established standards.
- Sorts and exchanges soiled linen.
- Welcomes, greets and seats all guest when needed
- Ability to listen and follow up to all guest requests
- Cleans and replenishes guest supplies.
- Polishes glassware, chinaware, cutlery, etc.
- Schedules store room requisitions with Manager
- Ensures personal grooming and uniform is to the required standards.
- Complies with hotel's health, safety and hygiene policy.
- Assists in the table cleaning and set up.
- 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
- Performs related duties and special projects as assigned.
- Assists in maintaining the cleanliness of the restaurant in all areas.

**Job Requirements**

- Essential:
- Must be able to speak and understand English
  - High School diploma or equivalent vocational training.
  - Certificates from previous employers/ college.
  - Previous experience in this position at a similar establishment.
  - Food Hygiene awareness and at least basic training.
  - Ability to communicate in English with guests, co-workers and Management, to their understanding.
  - Ability to compute basic mathematical calculations.
  - Ability to provide legible written communication.

- Desirable:
- Previous job related experience.
  - Ability to communicate in a second language.
  - Food Hygiene certificate.
  - First aid awareness.
  - Possess a friendly, upbeat & outgoing personality.

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

Apply online at <http://ihg.jobs.net/job/Eno-Server-Assistant-Full-Time-190283/J3G1GW6W6ZWKM27PKSN/>

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## **HOME HEALTH NURSE**

Vanguard Home Care, Westchester, IL

Department: HOME HEALTH

Schedule: Registry

Shift: Days

Job Details: Reporting to the Clinical Manager of Home Health and working under direct supervision plans, coordinates, supervises and/or provides nursing care for patients in the home in order to prevent or postpone institutionalization.

*This position supports the northeast team consisting of north of Roosevelt Road to Lake and McHenry Counties; east from the lake to Austin Avenue.*

### **JOB SPECIFICATIONS:**

Current licensure as a Registered Nurse in the state of Illinois.

Current Illinois driver's license and auto liability insurance.

Completion of an Associate's Degree from an accredited school of nursing. Bachelor's Degree highly desirable.

Minimum of one (1) year of nursing experience required. Previous experience in a Home Care environment highly desirable.

Current CPR certification.

The analytical ability necessary to assess a patient's condition and utilize the nursing process and professional judgment in providing comprehensive care to the patients.

The communication skills necessary for almost constant interaction with patients, families, physicians and other members of the health care team.

The physical ability required to lift/move/ambulate patients.

The ability to perform effectively and efficiently under the pressure of stressful or emergency situations.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=323907](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=323907)

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**Job Title: Administrative Assistant 2**

Department: Anesthesia

Shift: 1st

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

Job Number: 2014-1388

**Job Description:**

Rush University Medical Center seeks an exemplary and experienced Administrative Assistant to join our Anesthesia Support Department!

**Position Highlights:**

Act as Administrative Assistant in the Department of Anesthesiology. Provide full administrative support, including acting autonomously within authorized limits, when necessary. Take, refer and follow-up messages, either from phone or e-mail. Compose and deal with correspondence of routine and non-routine nature. Transcribe letters, minutes and/or various types of confidential and non-confidential documents for Chair of Anesthesiology, as well as for other attending anesthesiologists. Maintain and operate the web-based scheduling database. Appropriately handle a wide variety of caller issues on phone or in person.

**Position Qualifications Include:**

High school diploma/GED required. Bachelor's degree is preferred

Fast accurate typing skills

Excellent computer literacy with competency in a wide variety of programs and applications and willingness to learn new applications as required

Excellent organizational skills

Detail oriented

Ability to prioritize and to maintain high level of confidentiality

Apply online at

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**Job Title: Admissions Manager- Rush Medical College \***

Department: RMC OMSP Administration

Shift: 1st

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

Specialty: Graduate Medical Education (GME)

Job Number: 2014-1500

**Job Description:**

We are seeking an experienced Admissions Manager- Rush Medical College to plan, coordinate and evaluate all aspects of recruitment for Rush Medical College applicants and current students.

**Admissions Activities (60%)**

Oversees the operations of the admissions area including the electronic American Medical College Admissions Service (AMCAS) process (approximately 10,000 applications) and the Rush secondary application process (approximately 7,000 applications). Conducts training sessions for faculty, staff, and students in application screening and interviewing of selected applicants. Tracks and addresses results from applicant criminal background checks. Manages and records all materials related to admissions applications, including but not limited to additional letters of support and incoming calls/inquiries on behalf of an applicant. Manages all applicant-related fees. Manages files archiving for over 4,600 admission files at the conclusion of each season. Supervises staff in the completion of tasks related to RMC admissions activities.

**Qualifications:**

Bachelor degree required, Master's degree preferred.

Three to five years in higher education admissions and recruitment required.

Ability to become proficient with Admissions software and databases.

Must demonstrate working knowledge of word processing, data analysis and spreadsheet programs. Experience with Windows, Microsoft Office, Excel and Access (or other database systems).

Requires regular travel throughout the country, including overnight stays and occasional weekends.

This position will require some evening and weekend responsibilities.

Apply online at

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**Job Title: Customer Service Representative**

Department: HCF Inpatient Finance

Shift: 1st

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

Specialty: Customer Service

Job Number: 2014-1514

*THIS IS A CALL CENTER ENVIRONMENT-100% PHONE*

**Position Highlights:**

The Customer Service Representative position plays a pivotal role in overall patient satisfaction, effectively communicating and providing constant issue resolution. The position will demonstrate the ICARE values on a daily basis to every patient, treating them with dignity and respect regardless of the ability to pay. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High School diploma or GED equivalent required Bachelor's Degree preferred

At least three years Customer Service experience required

General knowledge in the healthcare field is required

Previous call center experience highly preferred

Ability to demonstrate solid understanding of governmental and non-governmental regulatory guidelines required.

Previous experience with Epic applications is highly preferred

Ideal candidate must have strong communication (written/verbal) and interpersonal skills

Solid mathematical, analytical and organizational skills required

Ability to demonstrate an intermediate proficiency in Microsoft Word required

Ideal candidate is able to manage multiple tasks and has strong time management skills. LI-SH1

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**Job Title: Environmental Tech, Part Time, 2nd Shift**

Shift: 2nd

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2014-0446

**Position Highlights:** Under general supervision of an Environmental Services supervisor, cleans, maintains and services assigned areas throughout the medical Center.

**Position Responsibilities:**

- 10 Step Cleaning; Vacuum carpeted areas; Dry and wet mop hard floors.
- Clean and polish metal surfaces
- Perform "Discharge Cleaning" as assigned./Utilize Bed Tracking System
- Spot clean windows. Clean water fountains and public telephones
- Clean all restrooms
- Empty waste receptacles and remove waste
- Clean all upholstered furniture
- Clean emergency spills and floods
- Maintain and operate floor burnishers
- Wash walls and ceilings as assigned
- Perform special projects such as hanging drapes and cubicle curtains
- Clean rolling stock, hospital equipment and related items
- Performs related duties as assigned

**Position Requirements:**

- High school graduate or equivalent
- Ability to understand written English and oral instructions
- Prior cleaning experience highly desired
- Ability to stand, walk and stoop often while performing duties. Must be able to push, pull, and control cleaning equipment and materials up to 150 pounds in weight and move large trash objects and containers
- Must demonstrate good interpersonal skills and a neat personal appearance

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**Job Title: Guest Relations Associate**

Department: Guest Relations

Shift: 4th (Rotating)

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

Specialty: Customer Service

Job Number: 2014-0981

Rush University Medical Center is seeking an individual with exceptional customer service skills for their Guest Relations Associate position. This position is full-time with rotating shifts including some weekends.

The Guest Relations Associate is responsible for providing a welcoming, high quality and supportive hospital service experience for patients, families, visitors and staff. The position is responsible for greeting and responding to the needs of these customers by providing information, high quality service and support in a timely manner. Individuals in this position are expected to behave in a positive and enthusiastic manner as they are often the first contact patients and visitors will have with Rush. In all interactions, the Guest Relations Associate will be mindful of the institutional values of innovation, collaboration, accountability, respect and excellence, and will exemplify the Rush mission, vision, and values and act in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High School diploma or equivalent required

One year of college preferred

1-2 years previous job related experience

Strong organizational skills and multi-tasking skills

Ability to set appropriate priorities in a dynamic environment

Excellent customer service skills

Collaborate and work well with employees at all levels

Communicate effectively and in a positive manner, both orally and in writing

Good computer skills

Proficient bi-lingual skills a plus

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**Job Title: Schedule Coordinator 2 (RUMG Call Center)**

Department: RUMG CALL CENTER

Shift: 1st

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

Job Number: 2014-1445

**Job Description:** Do you have excellent customer services skills, medical office experience and the ability to manage a high-volume of phone calls? If this describes you, you may be the right candidate for the Schedule Coordinator position in our Call Center at Rush University Medical Group.

**Position Highlights:**

Performs clinic activities including scheduling, message taking, greeting and acknowledging patients throughout the patient experience process.

The employee who holds this position exemplifies the Rush Mission, Vision and Values and acts in accordance with Rush policies and procedures, including complying with all Rush University Medical Group Customer Service and Performance Standards.

**Position Qualifications Include:**

High school diploma required

Medical office experience preferred

Basic computer knowledge required

Attention to detail and accuracy

Exceptional customer service and interpersonal skills

Ability to sit for several hours each day and remain professional and calm under stressful situations

Sensitivity to patient health information and protection of confidentiality

Ability to utilize EPIC efficiently

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140807114459&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140807114459&)

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**Job Title: Security Officer**

Department: Security

Shift: 3rd

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

Specialty: Security

Job Number: 2014-1358

**Position Highlights:**

Our Security Officer will provide physical and psychological protection for all Rush University Medical Center patients, visitors, students and employees. The security officer will report and document all infractions of rules, regulations and policies of RUMC, Federal, State, local laws and ordinances.

**Position Qualifications:**

Education: High School graduate or GED required.

Previous hospital security experience preferred; security experience in a hospital environment desired. Valid Illinois driver's license and good driving record.

20 hours of firearms training and 20 hours of security training is REQUIRED

Illinois Firearms Owner's Identification Card.

Must have IHASS Security Certification; or able to pass exam within 6 months of employment. Must be able to make a physical arrest, restrain violent subjects, and assist in firefighting activities.

Ability to relate well with people of diverse cultures and backgrounds.

Must be able to qualify in the use and maintenance of firearms, departmental equipment or other training programs of the Security Department.

Personal: Intelligent, high degree of integrity, ability to handle confidential matters.

Physical Qualifications: Excellent health. Must be able to stand or walk during majority, if not entire tour of duty and be able to withstand weather extremes for external assignments. Physically able to perform required responsibilities.

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**Regular Teacher (6-8 REG Science)(Job Number: P011841)**

**MINIMUM QUALIFICATIONS:**

**Education and Experience.** Successful completion of all student teaching requirements as well as all course work required to obtain the appropriate teaching certificate(s) issued by the Illinois State Board of Education.

**Certificate Requirements.**

**Assigned Teachers.** Must possess at least one of the following valid teaching certificates issued by the Illinois State Board of Education: Type 03, Standard Elementary; Type 04, Early Childhood; Type 09, Standard High School,; Type 10 Standard Special; Type 24 Initial Alternative Secondary; Type 28 Initial Alternative Special; Type 34, Provisional Vocational; Type 44 Initial Alternative Early Childhood; and Type 73, School Service Personnel.

**Temporarily Assigned Teachers.** Must possess at least one of the following valid teaching certificates issued by the Illinois State Board of Education: Type 03, Standard Elementary; Type 04, Early Childhood; Type 09, Standard High School; Type I 0 Standard Special; Type 23 Provisional Alternative Elementary; Type 25 Provisional Alternative Secondary; Type 27 Provisional Alternative Special; Type 29 Transitional Bilingual; Type 34, Provisional Vocational; Type 37 Temporary Provisional Vocational; Type 73, School Service Personnel; Type 75, Administrative; Type 30 Provisional Elementary; Type 31, Provisional High School; Type 33, Provisional Special; Type 39, Substitute-90 Days; and Type 43 Provisional School Service Personnel.

**Knowledge, Abilities, and Skill.** Knowledge of subject matter consistent with state certification requirements, knowledge of contemporary principles and practices of teaching, knowledge of classroom and behavior management techniques.

**Ability to modify instruction to meet student needs, ability to cooperate with the school faculty and administration in the development and implementation of an articulated program of instruction, ability to work effectively with pupils, parents and guardians, staff members, and community representatives in providing an appropriate educational program; ability to understand the physical, intellectual, social, and emotional patterns of pupils. Skill in the application of contemporary principles and practices of teaching, good oral and written communication skills, good interpersonal skills, skill in exercising sound and professional judgment.**

**Physical Requirements.** Light Work: Exerting up to twenty (20) pounds of force occasionally, or up to ten (10) pounds of force frequently, or a negligible amount of force constantly to move objects. Physical demands include the ability to stoop occasionally, reach frequently, handle and finger objects occasionally, talk and hear constantly, frequent use of near visual acuity, and occasional use offer visual acuity.

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[https://hrportal.cps.k12.il.us/psp/cpseppr2/EMPLOYEE/EMPL/s/WEBLIB\\_CPS\\_EXTN.ISCRIPT1.FieldFormula.IScript\\_CPS\\_EXTRNL\\_CAREERS](https://hrportal.cps.k12.il.us/psp/cpseppr2/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIPT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS)

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## Usher

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct
- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

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

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

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

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

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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

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## **Cashier**

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

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

Make certain guest service is friendly, helpful and fast

Complete ticket purchase transactions by:

Greeting each guest and identifying tickets requested

Reading a computer screen, operating a keyboard or dispensing manual tickets

Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change

Thanking the guest

Ensure the security of all box office cash and tickets

Keep box office clean and well organized and update box office signage

Distribute and understand how to operate assisted moviegoing equipment

Enforce ratings to keep underage guests from accessing auditoriums with adult content

Perform daily box office maintenance duties and complete various reports as needed

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

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

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

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Ability to communicate and work effectively with guests in high-volume setting

Good verbal communication skills as well as math and cash handling skills

Ability to meet tight deadlines under minimal supervision

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

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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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## **Facility maintenance manager**

As an AMC facility maintenance manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll make daily, weekly and monthly inspections of the theatre that could result in routine maintenance and repairs. What exactly do we mean by "routine"? Painting, carpentry and plumbing to name a few tasks. Plus fixing concession equipment, seats and any related building components. You'll also train the theatre's facility assistant, who helps you with these duties. Sound hands on? It is. And if that's the way you like it, check out your soon-to-be responsibilities:

Develop routine systems to guarantee constant monitoring of critical areas in theatre  
Complete necessary repairs and schedule any repairs with vendors as needed  
Report facility problems that can't be immediately repaired to the General Manager  
Provide constant attention to all safety issues, ensuring theatre emergency systems are operational through regular inspections and review of vendor maintenance contracts  
Observe, direct and follow-up with janitorial service provider about cleaning duties  
Manage the theatre's variable operating expenses for maintenance, repairs and supplies  
Uphold AMC's high standards and deliver entertaining company-wide programs  
As a facility maintenance manager at an AMC theatre, you'll also be required to demonstrate:

Solid mechanical skills and manual dexterity  
Intermediate proficiencies in building trades such as painting, wallpapering, plumbing, fixing seats and repairing equipment  
Excellent written and oral communication skills to clearly describe building issues to supervisors/colleagues  
Extreme attention to detail to perform and document facility inspections  
Proficient guest service, administrative and follow-up skills  
Safe use of all cleaning materials in the theatre  
Experience safely completing tasks with tools, ladders and lifts

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/facility-maintenance-manager>. You could end up working in show business.

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