



Posting Title Marketing Events Assistant

Auto req ID 758BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Marketing & Communications

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

Position Requirements and Specifications

This position requires the ability to work events inside and outside of the Zoo during a variety of hours. Due to the nature of these events, the job requires weekend work; the position hours generally range from 10 to 35 hours a week, depending on the amount and duration of the events in which the Society participates. Historically, the peak season for the Marketing Outreach Program and Costume Characters is from May through September, with scattered events throughout the year. The position requires the availability to work weekends and holidays from January to December. This is a temporary position. The starting wage is \$11.25 per hour.

The requirements for the position include: High school diploma or equivalent combination of training and experience required. Some college with coursework towards a Bachelor's degree in Marketing, Communication, Education, or Theater desired. Excellent customer service skills required. Strong verbal communication skills required. Must be able to work in a team and be flexible. Must be animated and outgoing and be a strong advocate of the Society and Brookfield Zoo. Strong organizational and project management skills required. Ability to interact with public and maintain a positive image at all times required. Must be reliable and dependable. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multi-lingual ability and Spanish fluency a plus. Valid driver's license required for Illinois residents within 90 days of hire; valid out-of-state license required for out-of-state residents. Must possess a good driving record.

To ensure adequate staff coverage for 2015 events, staff needs to be available Saturdays and Sundays and the following dates will be mandatory:

Sunday, September 20 - Zoo Run Run

Saturday, November 21 - Tree Trim/Magnificent Mile Lights Parade

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Posting Title Park Safety Officer

Auto req ID 687BR

Job Location Chicago Zoological Society-Brookfield Zoo

Department Public Safety

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

As a Park Safety Officer, you will be responsible for providing safety to guests and animals throughout the Zoo to ensure a positive guest experience while protecting Society assets. Your friendly demeanor, courteous assistance and professionalism will make certain the highest level of quality customer service is maintained. Your conscientiousness and good decision making skills will be demonstrated as you make observations to identify risks, notify supervisors of unusual situations or difficulties, verify employees and other visitors for authorization admittance, inspect assigned buildings and enforce park rules. Your good interpersonal skills and outstanding communication skills will contribute to creating an extraordinary guest experience as you interact with guests to provide general information on park schedules, directions, show times and other activities.

Position Requirements and Specifications

This is a temporary position. The starting wage for this position is \$8.25 per hour.

The requirements for this position include:

High School graduate or equivalent combination of training/experience preferred. Demonstrated strong customer service skills. Must be responsible and able to work with minimal supervision. Conscientious, reliable individual with good decision-making skills. Demonstrated ability to work effectively under pressure. Good communications and interpersonal skills; ability to communicate and interact effectively with the public required. Ability to use of a hand-held radio, emergency fire hoses and ropes desired. Incumbent must have ability to work non-standard hours including evenings, holidays, and weekends. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability, Spanish fluency a plus.

This requisition is to recruit for numerous temporary openings for 2015.

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Posting Title Food Service Associate

Auto req ID 874BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Food Service Operations

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

Schedule Details Weekday availability between the hours of 8:00am and 7:00pm is strongly desired in addition to 8:00am-10:00pm on weekends and for special events. We are seeking individuals that are able to work a flexible schedule that would include working weekdays, weekends and holidays. The work shifts are usually from 4 to 8 hours in length generally during the hours that Brookfield Zoo is open. The work schedule may start as early as 8:00 a.m. and end as late as 7:00 p.m. (10:00 p.m. on weekends and for special events).

Job Function and Responsibilities This is a temporary/seasonal position with a starting wage of \$8.55 per hour.

The requirements for this position include:

High School graduate or (GED) equivalent preferred. Basic math skills and willingness to learn. Strong customer service and interpersonal skills required with the ability to communicate effectively with the public and staff required. Demonstrated ability to work effectively under pressure, ability to handle multiple tasks and ability to meet deadlines required. Must project a neat, clean, professional appearance at all times. Must be able to work effectively and accurately and at a brisk pace during busy periods. Incumbent must work non-standard hours including evenings, holidays, and weekends. Work schedules are based on the needs of the operation and may be adjusted due to weather conditions or for other reasons. Food Service Associates may be assigned to work in restaurants, refreshment stands, mobile carts, or other outdoor sales locations (certain positions have minimum age requirements). Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability and Spanish fluency a plus. Weekday availability between the hours of 8:00am and 7:00pm is strongly desired in addition to 8:00am-10:00pm on weekends and for special events.

You must be 21 years of age to serve alcoholic beverages.

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Posting Title HR Clerk (Temporary)

Auto req ID 882BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Human Resources

Union Status Non-Union

Work Shift Weekdays- some evenings/weekends- etc.

Schedule Details The typical schedule for this position is Monday through Friday although there may be an occasional evening/weekend as needed. Hours may overlap with lunch coverage.

Position Requirements and Specifications

This position includes the following requirements: High school diploma or equivalent required. Minimum one year of previous, comparable administrative, office or HR experience required. Must be able to maintain strict confidentiality of highly privileged information. Must be able to use or quickly learn standard office equipment, including computer and keyboard, calculator, copier, scanner, phone and software including word processing, database, and spreadsheet programs. Prior experience with word processing, spreadsheet, and data base software is required. Excellent telephone etiquette and effective listening skills required. Good interpersonal and communication skills are essential. Ability to interact tactfully and effectively with diverse individuals and personalities and difficult individuals required. Must communicate with sensitivity and have a strong customer service approach. Must possess ability to establish and maintain effective working relationships with co-workers and employees in other departments. Must be able to understand and carry out oral and written instructions with little or no supervision. Good organizational skills required. Strong proofreading skills and attention to details required. Knowledge of basic office procedures and ability to follow established standard business formats. Experience and/or ability to work and interact effectively with a diverse, multicultural audience.

The preferred qualifications include: Experience with Windows, Microsoft Outlook, Word, and Excel strongly preferred. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. Multilingual ability, Spanish fluency a plus.

Additional Information The Chicago Zoological Society is an Equal Opportunity Employer / Affirmative Action Employer – Minorities / Women / Veterans / Disabled.

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Posting Title Merchandise Associate

Auto req ID 875BR
Job Location Chicago Zoological Society-Brookfield Zoo
Zip Code 60513
Department Merchandise Operations
Union Status Non-Union
Work Shift Any 5 out of 7 days/week

The Chicago Zoological Society has had an international reputation for taking a cutting-edge role in animal care and conservation of the natural world. Since opening in 1934, Chicago Zoological Society's Brookfield Zoo has been a heartfelt destination for many Chicagoans. The merchandise destinations located in Brookfield Zoo support our mission while providing an opportunity for our guests to preserve a memory of their visit. Wildlife Trading Post offers a scenic world tour of unique handcrafted gifts from jewelry, scarves, decorative items, animal masks, toys, crafts, stuffed animals, books, and more! Our guests are sure to find that special item to remember their special visit to Brookfield Zoo. This is a temporary position with a starting wage of \$8.25 per hour.

The requirements for this position include:
High School graduate or (GED) equivalent preferred. Accurate basic math skills required. Ability to communicate well with the public required. Must project a willingness to learn and perform new skills and tasks. Demonstrated strong customer service skills to provide the highest level of quality customer service, representing the Chicago Zoological Society in a professional manner. Demonstrated ability to work effectively under pressure and meet deadlines with the ability to handle multiple tasks. Incumbent must have the ability to work non-standard hours including evenings, holidays, and weekends. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability and Spanish fluency a plus.

This requisition is to actively recruit for multiple temporary/seasonal openings with start dates as soon as August 1. Brookfield Zoo is open 365 days of the year. Weekday availability between the hours of 9:00 a.m. and 4:00 p.m. is strongly desired in addition to Saturdays and Sundays.

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Manufacturing Associates

WaterSaver Faucet Co. - Chicago, IL

Due to continued growth in our business, we have the following openings:

Machinists

Polishers

Assemblers

Packers

Shipper

Janitor

Maintenance Mechanic

Maintenance Technician

All positions are on our 1st shift.

We are looking for people with the ability to work in a high energy, fast paced environment.

The ideal candidate will have ambition, a strong work ethic and willingness to learn. We are looking for hard workers with upbeat attitudes!

Requirements

Candidates must have good verbal communication skills, basic math skills, and a high school diploma or equivalent as well as the ability to read and comprehend simple instructions, work orders or training manuals.

We are looking for candidates with some previous manufacturing or warehouse experience and a stable work history. Candidates will be required to stand for long periods of time as well as lift approximately 40 lbs.

Background screening and pre-employment physical/drug screening are required.

Benefits

We offer a comfortable work environment in a state of the art facility, as well as competitive salary and excellent benefits.

Company is easily accessible by public transportation and expressways.

If you are interested, please submit your resume to: hr@wsflab.com

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Posting Title: Supervisor-Food Service, BZ Red Hots II

Auto req ID 883BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Food Service Operations

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

Schedule Details Brookfield Zoo is open every day of the year including weekends and holidays.

Position Requirements and Specifications

This is a temporary position. The minimum starting wage for this position is \$10.25/hr.

The requirements for this position include:

High School graduate or (GED) equivalent preferred. Minimum one year relevant experience in a food service environment required. Strong customer service orientation required. Must possess good communications and interpersonal skills.

Must hold or obtain a Food Service Sanitation certification as required by the city, county and state within one year of hire. Incumbent must be responsible, reliable, and conscientious. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability, Spanish fluency a plus.

Incumbent must have ability to learn and follow Society policies and departmental procedures and standards. Food Service employees are assigned to work restaurants, refreshment stands, mobile carts, or other outdoor sales locations (certain positions have minimum age requirements). Food Service employees may also be required to assist temporarily at other Guest Services locations.

Incumbent must have ability to work non-standard hours including evenings, holidays, and weekends. Work schedules are based on the needs of the operation and may be adjusted due to weather conditions.

This position strongly desires availability to work any 5 out of 7 days each week between the hours of 8am-7pm (10pm on weekends and special events).

You must be 21 years of age to serve alcohol.

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Operations Clerk - Sr - 15003785

US Foods

EOE Race/Color/Religion/Sex/Sexual Orientation/Gender Identity/National Origin/Protected Veteran/Disability Status

Qualifications-

Education: High school diploma or equivalent.

Experience

4+ years clerical experience required, preferably in an office/distribution environment.

Knowledge/Skills/Abilities: Must be able to refer to documentation or manuals/guidelines to resolve issues and have a basic foundation of process to provide some general assistance. Must have good computer skills; mainframe downloads; report generation; data entry and word processing skills. Must be able to resolve a variety of issues/topics of moderately complex routine nature with some independence.

Additional Dimensions; Ability to Learn; Customer Service Orientation

Physical Requirements

JOB REQUIRES WORKER TO: 1. SIT: Frequent/Constant 2. STAND: Occasionally 3. WALK: Occasionally 4. DRIVE: Not Present JOB REQUIRES WORKER TO LIFT: 1. 1-10 lbs (Sedentary):Occasionally 2. 10-20 lbs (Light): Occasionally 3. 25-50 lbs (Medium): Rarely 4. 50-100 lbs (Heavy): N/A 5. Over 100 lbs (Very Heavy): N/A JOB REQUIRES WORKER TO CARRY: 1. 1-10 lbs (Sedentary): Occasionally 2. 10-20 lbs (Light): Occasionally 3. 25-50 lbs (Medium): Rarely 4. 50-100 lbs (Heavy): N/A 5. Over 100 lbs (Very Heavy): N/A JOB REQUIRES WORKER TO: 1. Push/pull: N/A 2. Climb/balance: N/A 3. Stoop/squat: Occasionally 4. Kneel/bend: Occasionally 5. Bend: Occasionally 6. Reach above shoulder: Occasionally/Frequent 7. Grasp objects: Frequently; Items: Spread Sheets, Invoices, labels, 8. Manipulate objects: Occasionally 9. Twisting: Occasionally

Primary Location: IL-Chicago Metro-Bensenville

Schedule: Full-time Shift: Night Job

Job Function: Office/Clerical

Job Level: Individual Contributor

Travel: No

Apply online at

https://usfood.taleo.net/careersection/usf_external/jobdetail.ftl?job=494682&src=JB-10321

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Posting Title Assistant Groundskeeper

Auto req ID 859BR
Job Location Chicago Zoological Society-Brookfield Zoo
Zip Code 60513
Department Grounds
Union Status Union
Work Shift Rotating Schedule

The requirements for this position include:

High school diploma or equivalent required. Knowledge of the operation and maintenance of irrigation systems may be required. Pesticide operator's license may be required within one year of hire. Certified arborist license within one year of hire may be required. Good communications and interpersonal skills. Reliable, dependable individual. Flexible. Warm, personable demeanor and customer service orientation. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. One or more of the following licensures may be required: Valid "C" or "B" (CDL) Driver's License. Valid medical authorization card required for positions with commercial motor vehicle driving responsibilities.

Experience and/or ability to work and interact effectively with a diverse, multicultural audience.

The desirable/preferred qualifications include:

Associates or Bachelors degree in Horticulture preferred. Spanish fluency a plus, but not required. As an Assistant Groundskeeper, you must demonstrate proficiency in areas, including but not limited to: developing proficiency in the safe and correct use of various hand tools such as rakes, brooms, hoes, shovels, hand pruners, saws, loppers, or other hand tools; correct use of small power equipment such as blowers, mowers, chainsaws, power washers, tillers, edgers, snow blowers, weed whips and other small power tools as assigned; safe and correct use of small tractors, water wagons, plows and brooms, riding mowers and other equipment, and basic operating knowledge of Bobcats and backhoes.

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Intern (Seasonal) REPOST Job ID: 2262

Closing Date: 08/31/2015

Administrative/Intern (H)

Date Posted: 8/17/2015

Location: Central Administration - PRESS OFFICE

THIS POSITION IS BUDGETED TO WORK UP TO 20 HOURS PER WEEK.

CHARACTERISTICS OF THE CLASS:

Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

EXAMPLE OF DUTIES:

Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities: Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Salary: \$10.00 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Administrative>

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Attendant Part-time (North Region) Job ID: 2264

Closing Date: 09/02/2015

Custodial/Attendant (H)

Date Posted: 8/19/2015

Location: Loyola Park

Region: North

Budget for up to 24 hours per week

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance

FLSA: Non-Exempt

Salary: \$13.61 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Custodial>

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Attendant Part-time (North Region) Job ID: 2265

Closing Date: 09/02/2015

Custodial/Attendant (H)

Date Posted: 8/19/2015

Location: Gill Park

Region: North

Budget for up to 28 hours per week

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

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Salary: \$13.61 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Custodial>

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Job Title: Accountant Advanced

Agency: Insurance

Closing Date/Time: Wed. 09/02/15 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: DOI 11144

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years college, with courses in business administration and accounting. Requires two years of professional experience in accounting, external auditing, budgetary planning and control or public accounting. Requires extensive knowledge of accounting and auditing theory, principles, methods and procedures; laws, rules and regulations relating to state or non-state accounting or auditing procedures. Requires working knowledge of office methods, procedures, standard office accounting machines and equipment. Requires ability to prepare comprehensive accounting reports, determine violations and noncompliance with the law and to detect and explain significant irregularities; review detailed work including written or numerical data and to make calculations rapidly and accurately; skill and ability to evaluate more difficult accounting problems and to analyze and interpret more complex accounting records; establish and maintain satisfactory working relationships and to deal tactfully with controversial problems. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Insurance

Public Pension/Operations, 122 S. Michigan Ave., Chicago, IL - Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702

217-217-782-9993 217-782-9925 Fax

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Administrative Assistant

Agency: Executive Inspector General *
Salary: \$3,166.67 - \$3,500.00 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: 01-310

POSITION SUMMARY: Subject to supervision of the Deputy Inspector General and Chief of the Regional Transit Board Division, serves as Administrative Assistant. The incumbent is responsible for performing a variety of highly professional, administrative, and confidential duties, including preparing correspondence, copying and distributing documents, creating a variety of documents, and providing general office assistance such as file and record maintenance. This position involves working with information of an extremely sensitive and confidential nature.

MINIMUM REQUIREMENTS:

- high school diploma;
- minimum of two years of college or business education;
- prior administrative experience in a public or private organization;
- ability to complete projects with short deadlines;
- ability to balance multiple concurrent priorities;
- strong organizational skills;
- high personal ethical standards due to content of work materials;
- ability to travel in the course of work, including overnight travel;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

Work Hours & Location/Agency Contact: 9:00 a.m. - 5:00 p.m.
Office of Executive Inspector General
69 W. Washington Street, Suite 3400, Chicago, IL 60602
Division of Human Resources 312.814.1789

How to Apply:

Applicants should select the employment tab on our website at www.inspectorgeneral.illinois.gov and click the "apply for open position" link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.

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Job Title: Office Coordinator - Opt 2

Agency: Juvenile Justice
Closing Date/Time: Thu. 08/27/15 4:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDJJ27-17-15-0416

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of office practices, procedure and programs; extensive knowledge of composition, grammar, spelling and punctuation; extensive knowledge of basic mathematics; working knowledge of the logic of computer programs/language; ability to follow oral or written instructions; and the ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires the ability to type at 30 wpm.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00 a.m. - 4:00 p.m. Monday through Friday
DAYS OFF: Saturday and Sunday
LOCATION / AGENCY: Illinois Youth Center - Chicago
136 North Western Avenue, Chicago, Illinois 60612

CONTACT: Olivia Robles, Human Resource Rep.

Illinois Youth Center - Chicago, P.O. Box 12247, Chicago, Illinois 60612
Tel: 312-633-5219 x-4080 FAX: 312-633-5229

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 - Typing

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Job Title: Child Protection Specialist

Agency: Children & Family Services
Closing Date/Time: Tue. 09/01/15 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Lake County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 1533044-334178

Minimum Requirements:

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four 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. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. 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: Work Hours: Mon-Fri 8:30 AM to 5:00 PM

Location: DCFS Waukegan Office, 500 N. Green Bay Road, Waukegan, IL 60085

Supervisor: P. Foster-Sith

SUBMIT BIDS TO: Lora Busse-Fleck

DCFS Aurora Regional Office, 8 E. Galena Blvd, Aurora, IL 60506

Phone: 630.801.3575 Fax: 630.801.3530

Email: 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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Public Aid Eligibility Assistant

Agency: Human Services
Closing Date/Time: Wed. 08/26/15 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 10-92-92657

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

Minimum Requirements:
Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

Work Hours & Location/Agency Contact: 8:30am-5:00pm

Kankakee County
285 N. Schuyler Avenue
Kankakee, IL 60901

Please submit CMS 100 (revised 10/2014) applications and bid form to:
Bureau of Employee Services
Lisa Horsley
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
FAX: 217-524-2116

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Stationary Engineer

Agency: Central Management Services
Closing Date/Time: Wed. 09/02/15 5:00 PM Central Time
Salary: \$43.84 - \$45.70 hourly Job Type: Full-Time
Location: Kane County, Illinois Number of Vacancies: 2
Plan/BU: PR000 Bid ID#: CMS 11093

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary school and four years experience in power plant operation and in firing high-pressure stationary boilers. Requires stationary engineer license certificate for the City of Elgin or the City of Chicago. Requires Chlorofluorocarbon (CFC) Certification or ability to obtain certification. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires the ability to keep simple records. Requires ability to follow oral and/or written instructions. Requires the ability to perform various tasks such as lifting and moving up to 50 pounds (up to 100 pounds with assistance); requires the ability to operate hand and power tools; requires ability to perform repairs and maintain equipment and machinery; requires the ability to handle chemicals in the maintenance of systems. Requires an appropriate, valid driver's license and/or the ability to travel. Requires working weekends and holidays. Requires the ability to utilize agency supplied materials/equipment (e.g. pager, cell phone, etc). The ability to read and understand mechanical blueprints, technical equipment manuals is preferred.

Work Hours & Location/Agency Contact: Work Hours: Rotating shifts; rotating days off
Work Location: Illinois Department of Central Management Services
BOPM/Facilities Mgmt/Northern Region/Elgin MHC
750 S. State St., Elgin, IL Kane County
Agency Contact: A & R Shared Services Center
101 West Jefferson St. WIB Mail Code 5-110
Springfield, IL 62702 217-558-0987 217-782-9925 Fax

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Storage Tank Safety Specialist

Agency: State Fire Marshal

Closing Date/Time: Mon. 08/31/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 50-50-SFM15-007

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of college with course work in engineering, physical, or life sciences. Technical experience in petroleum handling and safety, pollution abatement, or a related field may be substituted on a year-for-year basis. Requires two years experience in emergency and safety procedures for the mitigation of a stabilization of hazardous situations, or incidents involving fire, explosion or environmental release.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:30am to 5:00pm, Monday through Friday

WORK LOCATION: Office of the Illinois State Fire Marshal
DuPage County Field Office

AGENCY CONTACT: Lloyd Peterson, Public Safety Shared Services Center
1301 Concordia Court, PO Box 19277, Springfield, IL 62794
PHONE: 217-557-6015

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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PART TIME RECEPTIONIST-CHICAGO, IL - 11000.583

Category Administrative / Clerical

Division The Art Institutes

Minimum Education Required High School Diploma / GED

Job Code 11000

Location Illinois Institute of Art - Chicago Chicago, IL 60654, US

Open Date 08/19/2015

Travel Required 0 - 20%

Reports To: Dependent on location structure

Directly Supervises: None

Interacts With: All staff of the department and interacts with school personnel

Knowledge: High School Diploma or equivalent.

Experience with a multiple line busy switchboard.

Skills: Strong communication skills. Strong customer service and organizational skills.

Basic computer literacy and ability to type a minimum of 30 words per minute.

Professional telephone manner.

Abilities:

Ability to interact effectively as a member of a team and work collaboratively with other departments. Ability to listen to customers (e.g. students, staff, etc.) and to understand and respond positively to their requests. Ability to manage multiple tasks and work under pressure. Must be flexible and willing to assist with various clerical functions.

Work Environment & Notice Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The term "qualified individual with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position. While performing the duties of this job, the employee is regularly required to communicate professionally in person, over the telephone, through email and other electronic means, move about the office or school, handle various types of media and equipment, and visually or otherwise identify, observe and assess. The employee is occasionally required to lift up to 10 pounds unless otherwise specified in the job description.

Apply online at

https://edmc.hua.hrsmart.com/ats/js_job_details.php?reqid=31731&site_id=148&site_id=148

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