



**Job Title: EEO/AA/Ethics Intern**

Opening Date/Time: Thu. 08/20/15 12:00 AM Central Time

Closing Date/Time: Wed. 09/02/15 11:59 PM Central Time

Salary: \$12.00 - \$14.00 Hourly

Job Type: Office/Clerical

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Administration

**Description Benefits Supplemental Questions**

The incumbent in this position will assist the EEO/AA/Ethics Office with a variety of tasks involving highly confidential and sensitive information, including data collection and analysis, research and writing, review and analysis of documents and information involved in complaints and/or inquiries submitted to the EEO/AA/Ethics Office.

**Typical Qualifications:**

1. Current or recent undergraduate student with a focus in public policy, human resources, public administration, or related field.
2. Must be available at least 15-20 hours per week.
3. A strong knowledge of computer applications including Microsoft Word, Excel, and PowerPoint is required.
4. Familiarity with creating spreadsheets, charts, graphs, and reports is required.
5. Must possess strong interpersonal, communication, organizational and analytical skills.
6. Strong written and oral communication skills are required.

**Supplemental Information:**

1. Excellent research abilities and problem solving skills.
2. Must be able to interact positively with co-workers, the supervisor(s), and members of the public.
3. Must be able to effectively execute assignments from the supervisor(s).
4. Must abide by the rules and regulations set forth by the Authority and follow the directions of those assigned by their immediate supervisor.
5. Must perform other duties as assigned.

Apply online at <https://www.governmentjobs.com/jobs/1222621/eeo-aa-ethics-intern/agency/illinoistollway/apply>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: ITS Documents and Inventory Technician**

Opening Date/Time: Mon. 08/24/15 12:00 AM Central Time

Closing Date/Time: Tue. 09/08/15 11:59 PM Central Time

Salary: \$52,000.00 - \$60,000.00 Annually

Job Type: Technicians

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Engineering

Typical Qualifications: Minimum Qualifications: An Associate Degree in a management or related field, or related military experience. Two (2) years of experience in the management and tracking of assets. Preferred Qualifications: • Excellent organizational skills • Excellent verbal and written communication skills. • Proficient with MS Office Professional applications (including Excel, Access, Power Point and Project), Visio, Google Maps and other graphics tools. Ability to work with a team or as an individual. • Familiar with standard office practices

Supplemental Information: • Maintain the asset inventory including all existing field devices and associated network and cabinet components. Inventory includes asset photos and mapping that follows the Tollways standard procedures. • Maintain and perform the audits of the Tollway ITS spare parts inventory (working closely with the Tollway warehouse and maintenance staff). • Oversee the transfer of any existing spare equipment maintained by the Tollway to the ITS maintenance contractor. Audit the ITS maintenance contractor's spare parts inventory. • Coordinate all contractor ITS asset transfers. • Perform quality control checks on contractor's adherence to Tollway standards as it relates to inventory control. • Liaison between the Tollway and the ITS contractors regarding equipment removed from the field and processed into Tollway inventory. • Assess the availability of spare parts and recommend their purchase or to scrap as needed. • Liaison between the Tollway traffic operations unit and the Construction Managers/Project Managers to obtain contractor as-builts, element location information, and required photos. • Responsible for quality control checks on the as-builts, as well as transferring the as-built information to ITS asset management system(s). • Responsible for the day-to-day and long term administration of all vendor warranties, equipment maintenance contracts and agreements. • Develop recommendations for new inventory or asset management systems. • Maintain wireless communications accounts for all ITS leased line devices. • Maintain and update the Standard Maintenance Procedures documents to current practice. • Integrate new assets into the Tollway Traffic Incident Management System (TIMS). • Assist in configuring, integrating and testing new ITS elements into the system during construction, as requested. • Fieldwork and other duties as requested

Apply online at <https://www.governmentjobs.com/jobs/1222621/eo-aa-ethics-intern/agency/illinoistollway/apply>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Plaza Supervisor**

Opening Date/Time: Fri. 08/14/15 12:00 AM Central Time

Closing Date/Time: Thu. 08/27/15 11:59 PM Central Time

Salary: \$55,000.00 - \$60,000.00 Annually

Job Type: Technicians

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Toll Operations

Typical Qualifications: Associates Degree or a minimum of two years of college level courses, or a minimum of five years experience as a Collector in Charge (CIC) or similar supervisory experience is required. A Bachelors Degree is desired. A minimum of four (4) years management experience in a cash handling environment or a minimum of five years experience as a Collector in Charge (CIC) is required. Prefer experience in union environment implementing CBAs. Exceptional oral and written communication skills are required. Excellent knowledge of Microsoft Word, Excel and Outlook is required. Excellent interpersonal, organizational and analytical skills are required, with the ability to maintain the highest level of confidentiality. Candidates must pass the written exam with a score of (75%) seventy-five percent or above to be eligible for an interview. This position requires availability (24) twenty-four hours a day (7) seven days a week, including weekends, nights and holidays and the ability to work at more than one plaza in a shift if required.

Supplemental Information:

1. Secures and manages all plaza funds, issues banks and sells coins to collectors as required.
2. Promotes a positive public relations image with the motoring public by ensuring polite, expeditious and efficient processing of plaza traffic.
3. Oversees employee payroll and verifies total work hours submitted by employees.
4. Administers training of Toll Collectors for assignment of Collector-In-Charge duties.
5. Responds to step one (1) grievances in accordance with existing procedures.
6. Conducts performance evaluations for subordinate staff.
7. Responsible for disciplinary actions on all subordinate plaza personnel.
8. Coordinates the schedules for employees, including shift and lane assignments to ensure that appropriate lanes are staffed to accommodate traffic.
9. Ensures smooth traffic flow during emergency situations by communicating between Police, plaza and maintenance personnel.
10. Provides support and maintains maximum morale of subordinates.
11. Ensures equality and fairness of subordinates by promoting application of standards and regulations.
12. Reduces toll violations by providing adequate staffing and proper functioning of equipment.
13. Performs special projects and other duties as assigned.

Apply online at <https://www.governmentjobs.com/jobs/1222621/eo-aa-ethics-intern/agency/illinoistollway/apply>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Secretary III (IT)**

Opening Date/Time: Wed. 08/19/15 12:00 AM Central Time

Closing Date/Time: Tue. 09/01/15 11:59 PM Central Time

Salary: \$13.97/Hour

Job Type: Office/Clerical

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Information Technology

Description Benefits Supplemental Questions

The Secretary III reports directly to the Enterprise Information Services Manager along with the three (3) Project Managers, the Data Center Operations Manager, and the Web Development Manager. The incumbent occasionally provides functional supervision over various clerks in the department to ensure that work is being completed and that the objectives of the department are being met. The Secretary III must be able to work well under pressure to ensure smooth operation on a day-to-day basis.

Examples Of Essential Duties:

High School graduate or equivalent is required. Three (3) years Secretarial experience is required. Must be proficient in Microsoft Word, Excel, Outlook and Power Point. Excellent verbal and written communication skills are required. Excellent organizational skills are required. Must be able to pass a typing test at 50 WPM in order to qualify for an interview.

Typical Qualifications:

1. Answers incoming telephone calls and field these calls to the proper party within the division/department.
2. Monitors and keeps updated the filing system currently used by the Manager. Establishes a filing system compatible to the needs of the division/department.
3. Sorts and distributes mail to proper personnel within the division/department.
4. Types, copies, and distributes all correspondence generated by the Manager.
5. Orders and tracks office supplies and other procurements through the SUN System.
6. Follows up as necessary on both routine and assigned duties, to ensure the efficiency of the division/department.
7. Maintains, updates, and inventories, vital documents and administrative information for the Manager.
8. Other duties as assigned.

Apply online at <https://www.governmentjobs.com/jobs/1222621/eeo-aa-ethics-intern/agency/illinoistollway/apply>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



Job Title: Senior Project Manager/Planning  
Opening Date/Time: Mon. 08/24/15 12:00 AM Central Time  
Closing Date/Time: Tue. 09/08/15 11:59 PM Central Time  
Salary: \$40.87 - \$50.48 Hourly  
Job Type: Professionals  
Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois  
Department: Engineering

**Typical Qualifications:**

A Bachelor's of Science Degree is required. A minimum of five (5) years experience in transportation including highway planning, design or construction is preferred. Excellent organizational skills are required. Experience in administrating multiple simultaneous consultant contracts and managing challenging schedules is required. Excellent written and oral communication skills are required. Proficiency in Microsoft Word and Excel is required. Experience in planning studies, geometrics as well as prior supervisory experience is preferred.

**Supplemental Information:**

1. Develops initial project and contract scope recommendations for anticipated concept studies. This is done in close coordination with appropriate Divisions and Departments.
2. Manages the preparation of assigned concept studies through completion of concept plan documents and reports, including monitoring projects, contract costs and schedule for adherence to established budgets and timeliness.
3. Manages and coordinates the review of technical studies, plans, and documentation to ensure that materials comply with appropriate standards and with environmental regulations. This is done in close coordination with the Tollway's Environmental staff, other Divisions and Departments, as well as with the Tollway's General and Traffic Consultant.
4. Is responsible for ensuring that concept studies are effectively coordinated with appropriate agencies, officials, and the public in a timely manner.
5. Provides timely notice to superiors on substantive project development matters, including those that could affect project scope, schedule, or budget.
6. Assists the Deputy Chief of Engineering for Planning in the development of guidelines and procedures related to the planning process and concept studies.
7. Other duties as assigned.

Apply online at <https://www.governmentjobs.com/jobs/1222621/eeo-aa-ethics-intern/agency/illinoistollway/apply>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Telecommunicator**

Opening Date/Time: Thu. 08/13/15 12:00 AM Central Time

Closing Date/Time: Wed. 08/26/15 11:59 PM Central Time

Salary: \$23.92/Hour

Job Type: Office/Clerical

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Engineering

**Typical Qualifications:**

High school graduate or equivalent is required. Ability to pass typing test with a score of at least forty (40) words per minute. Upon successful completion of typing test, individuals must then successfully pass the following tests: reading comprehension, map reading, typing from a spoken narrative and memory test. Must obtain IWIN and LEADS Certification within probationary period (six months) and re-certification every two (2) years. Work rotating shifts, weekends and holidays. Be on call 24 hours a day. Must have good verbal, written and communication skills. Successfully pass a complete background check. Receive and disseminate large volumes of information accurately and in a timely manner.

**Supplemental Information:**

1. Monitors radio traffic, coordinates, and dispatches emergency services and notifies key staff in a timely manner based on established procedures.
2. Responsible for strict adherence to policies and procedures established by the Authority, and the Illinois State Police. Refers decisions of a police nature to the District 15 Shift Commander.
3. Incumbents (who have passed all proficiency tests) are placed in charge of a shift in a Supervisor's absence and will provide on-console instruction to Telecommunicator Trainees as assigned.
4. Must pass all required level tests and rectification tests with a grade of 75% or better. LEADS Certification must be obtained within probationary period (six months), with recertification every two years.
5. Ability to receive and disseminate large volumes of information accurately and in a timely manner.
6. Subject to mandatory overtime "call outs" for all shifts twenty-four hours a day, 365 days a year to cover staffing shortages.
7. High degree of professionalism and confidentiality is required.
8. Other duties as assigned.

Apply online at <https://www.governmentjobs.com/jobs/1222621/eeo-aa-ethics-intern/agency/illinoistollway/apply>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Bartender**

As a Bartender, you ensure consistent drink quality by preparing orders in a short period of time and in accordance with recipes and guidelines established by the Food and Beverage department. You will also maintain a clean, sanitary, and safe work area in a fast paced environment, while providing superior guest service. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

- Greet guests in a timely and professional manner.
- Verify guests that purchase alcohol are at least 21 years of age.
- Possess full knowledge of bar and menu items and be able to make recommendations.
- Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area.
- Deliver food and beverage orders within established time frames. Consistently use suggestive selling techniques.
- Ensure that alcohol is consumed in designated areas only.
- Set up and maintain appropriate stock levels for the bar.
- Assist in placing orders for all liquor and bar related supplies.
- Conduct inventory of all liquor and bar related supplies.

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 Bartender at AMC, you'll need to demonstrate:

- Provide proof of age (21 or older).
- Possess basic food handling training and obtain any local or state mandated certification.
- Success in a high volume bar environment.
- Demonstrated ability to provide superior guest service.
- Have a high aptitude for math and cash handling.
- Demonstrate excellent verbal and written communication skills.

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/bartender>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **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

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

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## **Dishwasher**

As a Dishwasher, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You maintain clean and sanitary conditions of all cooking utensils, flatware, china, and stemware. In addition, you maintain a clean and safe environment in all back-of-house areas. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Clean and sanitize all cooking utensils, flatware, china, stemware and workstation throughout the shift.

Sweep and mop the stockrooms and walk-in refrigerator nightly.

Maintain dishwashing equipment by following manufactures' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

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 help run a food and beverage operation like a well-oiled machine?

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

Ability to work at a fast pace while standing for long periods of time.

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

Possess good verbal communication skills.

Ability to follow instructions on safe use of all chemicals/cleaning materials.

Ability to work with minimal supervision.

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

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

Ability to ascend and descend stairs.

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 making a difference, receiving great benefits and having fun matter to you, apply today at

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

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## **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>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Booth crew member**

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre.

You'll build-up and tear down prints and perform maintenance on the projectors. You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer.

What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

Deliver a comfortable, distraction-free, and picture-perfect entertainment experience  
Monitor film build-up and tear down process for the highest quality  
Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)

Ensure picture-perfect presentations through auditorium and booth evaluations  
Identify picture and sound problems and correct accordingly  
Execute trailer and pre-feature programming  
Assist with other functions and perform other duties as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs  
As a booth crew member at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills  
Ability to consistently meet deadlines in a timely fashion  
Standing, walking, lifting, twisting and bending on a frequent basis  
Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception

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/booth-crew-member>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **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>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## 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 provide 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>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **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>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **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>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## **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>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Mental Health Worker-8N Mood Disorders**

Department: JRB 8 NORTH

Shift: 4th (Rotating)

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

Specialty: Psychiatric Nursing

Job Number: 2015-1928

**Job Description:**

Are you looking to bring your interest in Adult Psychiatry to a leading academic medical center? If so, you may be the right candidate for our full-time Mental Health Worker!

**Position Highlights:**

Unit is an intensive therapeutic environment devoted to acutely ill adult patients with mood disorders

Position is full time day/pm rotating shifts

**Position Responsibilities:**

The MHW functions under the supervision of an RN to perform delegated tasks, utilize basic principles of the biological & behavioral sciences in the assessment & treatment of patients, and participate in group sessions.

Duties include taking vital signs, bathing patients, and assisting patients with basic activities of daily living while maintaining patient safety on the unit.

**Position Qualifications Include:**

Minimum Bachelors degree required; degree in behavioral sciences or related field preferred. At least one year of experience with chronically ill psychiatric patients preferred. Must have demonstrated ability to interact effectively with others in difficult situations. Must be able to be flexible with scheduled days.

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

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150824115244&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150824115244&)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Pharmacy Tech I**

Department: Pharmacy  
Shift: 4th (Rotating)  
Full/Part: Type 1 (72-80 Hrs/PP)  
Job Number: 2015-1312

Position Highlights: Pharmacy Technician I assists licensed pharmacists in the practice of pharmacy performing duties such as preparing, filling and labeling medications for patients in the Medical Center. As patient care assignments dictate, the technician I is responsive to the explicit need of neonatal, pediatric, adolescent, adult, and geriatric patients. When relevant, appropriate standards of practice and sensitivity to the psychosocial needs of these patient populations are exercised. The Pharmacy Technician I exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications:

- Must be a high school graduate or equivalent.
- Eligible for pharmacy technician licensure in Illinois.
- Must obtain PTCB (Pharmacy Technician Certification Board) certification within 6 months of hiring date.
- Successfully complete competency exam that will test the ability to compute mathematical calculations required for usual dosage determinations by the end of the defined training period.
- Previous experience as a pharmacy technician or equivalent health-care related practice preferred.
- Equivalent of 1-3 months training program or on-the job training or completion of the Rush pharmacy training modules.
- Microsoft Outlook, fax machine, copier and other office equipment as necessary
- May be exposed to certain hazardous materials, including but not limited to chemotherapeutic agents.
- Lifting up to 30 pounds, continuous standing and frequent walking may be required.

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

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150824115335&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150824115335&)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Child Protection Specialist**

Agency: Children & Family Services

Closing Date/Time: Thu. 09/03/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1548012-487897

**Minimum Requirements:**

Preferably requires a Master's Degree in Social Work and 2 years of directly related professional experience; or requires a Master's Degree in a related human services field and 2 years of directly related professional experience; or requires a Bachelor's Degree in Social Work and 4 years of directly related professional experience; or requires a Bachelor's Degree in a related human services field and 4 years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. 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: Monday – Friday 8:30 AM-5:00 PM

Location: DCFS-6C0105, 1026 S. Damen, Chicago, IL 60612

SUBMIT BIDS TO: Tracey Hardrick, Personnel Liaison

Bureau of Operations – Cook, 1911 S. Indiana, 10th Floor, Chicago, Illinois 60616

Phone: 312/328-2509 Fax:312/328-2510

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

**How to Apply:**

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

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Clinical Laboratory Technician II**

Agency: Human Services

Closing Date/Time: Fri. 09/04/15 4:00 PM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10-81-92741

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, serves as lead worker of laboratory services at Elgin Mental Health Center; assists in the preparation of specimens for shipping or transporting to the central laboratory; serves as liaison between EMHC and the central laboratory; assumes responsibility for composing and updating facility lab manuals and procedural directives; maintains records and files for all facility laboratory work. Assures that the clinical services are appropriate with respect to chronologic age, developmental age and social maturity of the adult (18 – 64 years) and geriatric (65 + years) population.

Minimum Requirements: Requires elementary knowledge of the principles of chemistry, biology, physics and related sciences. Requires elementary knowledge of laboratory procedures and techniques. Requires ability to use laboratory equipment safely in performing routine and standard laboratory tests. Requires ability to keep accurate records, which may be used in court proceedings. May require certification by the American Society of Clinical Pathologists as a Medical Laboratory Technician.

Work Hours & Location/Agency Contact: Work Hours: 8am - 4pm  
Location: Elgin Mental Health Center - Clinical Lab  
Contact Information: Elgin Mental Health Center  
Human Resources Office, 750 S. State, Elgin, IL 60123 Fax: 847-429-4933

**How to Apply:**

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

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others