



Job 141166 - Chucks Busser/Foodrunner, Darien, IL

Chuck's Southern Comforts Cafe

Location: Darien, IL

Employment Type: Part-Time

Salary: Competitive

Job Description

The ideal busser is detail oriented, self-motivated and committed to providing outstanding customer service every day.

Responsibilities include:

Deliver exceptional customer service by quickly and efficiently clearing restaurant tables

Carry large loads of dishes to kitchen for washing

Support other areas of the restaurant as necessary, such as setup, cleanup, prep work and equipment maintenance

Delivering food from the kitchen to the proper table in the dining room in an efficient manner

Requirements:

Minimum of 1 year experience in food service/hospitality desired, but not required
Customer service focused and solution oriented

Must enjoy and be able to succeed in a fast-paced work environment

Ability to communicate clearly and professionally with customers and coworkers

Ability to work a flexible schedule based on restaurant needs

Food handler's card may be required according to local and or state regulations

Being able to lift up to 50 lbs

Apply online at

<https://chuckscafe.companycareersite.com/JobDetails.aspx?key=~EAAAAR9M9TyRbBh0/TJYwIdiCJ9sHbvzsf3sikQEn0jkkel>

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Vehicle Transporter

US-IL-Chicago
Hertz Corporation
Req #: 77462

General Responsibilities:

Hertz, an industry leader is seeking high-charged, high-energy, team driven individuals to work as a vehicle transporter. As a transporter you will have the opportunity to drive Hertz cars while getting paid!

This is an On-Call, Part-Time position not to exceed approximately 25 hours per week. It is not meant for those who need Full-Time employment or benefits.

Your general responsibilities include but are not limited to;

- * Transports vehicles safely within the airport to various service areas.
- * Safely moves vehicles between airport and off-airport locations.
- * Provide outstanding customer service.
- * Maintain courteous and professional behavior & appearance.
- * Follow all company safety policies and procedures and protect company assets.
- * Ability to work with minimal supervision while maintaining high energy.

Mandatory Requirements:

- * Valid driver's license
- * Must be at least 20 years of age
- * Flexibility in scheduling which may include nights weekends and holidays

Preferred Requirements :

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at https://apps.facebook.com/job-magic/job/Vehicle-Transporter-Job-US-IL-Chicago-10814920.html?isd_source=facebook

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CheeseMongers! We need Cheese Lovers who want to learn about cheese

Marion Street Cheese Market
100 S Marion St Oak Park, IL
Job ID: 8314551

Job Type: Part Time
Shift Type: Morning, Afternoon, Night
Compensation: N/A
Experience: < 1 Year

No walkins or phone calls will be considered. Please apply online

Job Description

Love cheese? Love learning about new and exciting cheeses? Come apply at Marion Street Cheese Market in Oak Park. Must love working with people, interacting with customers, be able to stand for long periods of time and have a flexible schedule. We can easily train the right person.

Please provide email and phone number with resume.

Apply online at <http://www.shiftgig.com/job/oak-park/il/sales-associate-job-openings-at-marion-street-cheese-market-8314551>

Event Specialist-Product Demonstrator

Sam's Club
900 S Barrington Rd., Streamwood, IL
Job ID: 8331729

Job Type: Part Time
Shift Type: Morning, Afternoon
Compensation: 10.75
Experience: No Experience

Event Specialist-Product Demonstrator

Job Description

Crossmark- Sam's Club is proudly recruiting people who can interact positively with customers, can demonstrate/promote products, and have basic computer skills This is a PART-TIME permanent position Thursday-Sunday weekly schedule (Flexible)Pay is \$10.75/HR. Paid WEEKLY. And we offer some great part-time benefits!

If interested in learning more, call me! 972-318-7121

Lizette Mejia yih6dv94wx@jobs.shiftgig.com

Requirements & Skill: Must be 18+

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DIRECT STORE DELIVERY DRIVERS (CORPORATE OFFICE)

Under the direction of the Director of Sales & Marketing, delivery drivers needed to deliver pizza and other food products on a DSD (direct store delivery) basis.

Responsible for delivering, stocking and merchandising product at assigned grocery store accounts within territory amongst other miscellaneous duties.

Monday – Friday, but ability to work weekends as needed. Early 5 AM start time.

QUALIFICATIONS:

Must have DSD (or similar delivery route driver) experience;
Drug screening test required;
Must be mature and have a clean driving record;
CDL license required.

Salary is dependent upon experience.

Resumes are now being considered for IMMEDIATE hire.

HOW TO APPLY:

If you would like to be considered for opportunities with Reggio's Pizza, Inc., you may complete an application at our office Mondays – Fridays from 9:00 AM to 3:30 PM

Reggio's Pizza, Inc.
340 West 83rd Street
Chicago, IL 60620
(773) 488-1411

Vacancies occur throughout each year; however, the vacancies do not equal the number of qualified applicants. If an appropriate position becomes available, your application will be considered and you will be contacted for an interview. Applications are kept on file six months from the day that you apply. Reggio's Pizza, Inc. is an equal opportunity employer.

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RESTAURANT STAFF (O'HARE AIRPORT and CHICAGO LOCATIONS)

Restaurant management positions include overseeing and managing the day to day operations of our carry-out & delivery restaurant operations. This includes, but is not limited to employee training & supervision, maintenance and submittal of paperwork and ensuring the integrity and quality of our product, as well as superior customer service. Restaurant employee positions include food preparation, taking orders and overall customer service. We are now taking applications for all of our restaurant locations.

HOW TO APPLY:

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Reggio's Pizza, Inc. 340 West 83rd Street Chicago, IL 60620
(773) 488-1411

Vacancies occur throughout each year; however, the vacancies do not equal the number of qualified applicants. If an appropriate position becomes available, your application will be considered and you will be contacted for an interview. Applications are kept on file six months from the day that you apply. Reggio's Pizza, Inc. is an equal opportunity employer.

RESTAURANT DELIVERY DRIVERS (CHICAGO LOCATIONS)

Under direction from restaurant manager, driver must deliver pizzas to customers and goods to/from corporate office within specified times. Must have own vehicle, car insurance and valid driver's license and clean driving record.

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Package Handler Part Time

Job Location: Chicago, IL

UPS is hiring individuals to work as part-time Package Handlers.

This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Package Handlers receive a competitive hourly rate and also an attractive benefits package.

Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week.

Employees can expect to take home between \$140.00 and \$170.00 each week after deductions have been taken for taxes, etc.

UPS provides an excellent employment opportunity for students. Through the UPS Earn & Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to \$2,625 per semester / \$5,250 per year with a maximum lifetime benefit of \$25,000.

This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school. You will be eligible for the Earn & Learn program on your first day of work.

Job ID: ILJEF1

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability

Apply online at <http://jobs-ups.com/chicago/package-handler-part-time/jobid5600854-package-handler-part-time-jobs>

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Full time Road Driver

Job Location: Chicago, IL

UPS Freight is hiring individuals to work as Full-Time Road Drivers. This position involves the driving of a tractor-trailer for the over-the-road delivery of freight to two or more service centers and then returning to the original domicile.

Road Drivers must pass a DOT physical and successfully pass a road test. Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat and Twin Trailer endorsements, issued by this state. Road Drivers are expected to comply with all appearance standards.

Applicants must be at least 21 years of age; and must have at least one year of tractor-trailer experience.

Applicants must be able to read, write and speak the English language. Applicants must also meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers. Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws; and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

Job ID: ILCWS37

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability

Apply online at <http://jobs-ups.com/chicago/driver/jobid5577630-full-time-road-driver-jobs>

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Dry Van OTR CDL A Tractor Trailer Truckload Driver (HazMat REQ)

Job Location: Chicago, IL

UPS Freight Truckload is hiring individuals to work as Full-time OTR Drivers. This position involves the driving of a tractor-trailer for the over-the-road delivery of freight to two or more locations. OTR drivers may take a load from any of our shippers, and deliver North and South east, and as far west as Waterloo, IA. These drivers are typically on the road 10-14 days at a time and normally pull 53' van trailers.

OTR Drivers must pass a DOT physical and successfully pass a UPS Freight road test. Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat endorsement. OTR Drivers are expected to comply with all appearance standards.

Applicants must be at least 21 years of age. Applicants must be able to read, write and speak the English language.

Applicants must also meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers.

Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws; and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

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Job ID: ILCHO105

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability

Apply online at [http://jobs-ups.com/chicago/driver/jobid5577628-dry-van-otr-cdl-a-tractor-trailer-truckload-driver-\(hazmat-req\)-jobs](http://jobs-ups.com/chicago/driver/jobid5577628-dry-van-otr-cdl-a-tractor-trailer-truckload-driver-(hazmat-req)-jobs)

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Package Handler Part Time

Job Location: Bedford Park, IL

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This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Package Handlers receive a competitive hourly rate and also an attractive benefits package.

Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week.

Employees can expect to take home between \$140.00 and \$170.00 each week after deductions have been taken for taxes, etc.

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This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school. You will be eligible for the Earn & Learn program on your first day of work.

Job ID: ILBED1

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Apply online at <http://jobs-ups.com/illinois/manual-labor-and-warehouse/jobid5577622-package-handler-part-time-jobs>

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PROJECT MANAGER, PAYOR RELATIONS

YMCA: YMCA of the USA

Location: Chicago, IL

This position is grant funded through April 2016.

KNOWLEDGE, SKILLS AND ABILITIES

Bachelor's degree is required. Master's degree in Organizational Development, Organizational Behavior, Business or Human Services, or Public Health background is preferred

Minimum 5 years of experience building strong relationships effectively among a wide variety of stakeholders (health plans, employers, payors, physicians, public health officials, health seekers, and community based organizations) to advance a common cause is required

Minimum of 5 years of experience working collaboratively and building partnerships with staff of local YMCAs (CEOs, COOs, VPs) to implement significant organizational priorities is preferred

Knowledge of the activation pathways for various benefits for insurance or employer-sponsored health plans is required Certified Employee Benefit Specialist (CEBS) designation is preferred

Minimum 1 year of supervisory experience is preferred

At least two of the preferred work experiences and/or preferred education are required

Ability to travel approximately 40% of the time is required

Ability to work with a broad range of partners such as: non-profit organizations, private sector funders, government officials to advance strategic goals is required

Ability to hold self to very strict deadlines is required

Demonstrated ability to multi-task and manage complex systems with superior technical and project management skills is required

Must possess excellent analytical, problem-solving skills, and ability to follow all administrative processes

Excellent verbal, written and interpersonal communication and presentation skills are required

Requires a commitment to the YMCA character development values of caring, honesty, respect and responsibility

Additional Compensation Details:

DOE

HOW TO APPLY

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

Resumes until: 10/1/2014

Contact: Jennifer Boyd

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Maintenance Director

New City Supportive Living - Chicago, IL

Do you enjoy making a difference in the lives of others? Do you have exceptional customer service skills? New City Supportive Living, a new community opening soon, is accepting resumes for a Maintenance Director. The Maintenance Director is responsible for all critical systems and for the upkeep of the physical plant and all equipment in the facility including HVAC system, electrical, refrigeration, lawn care etc. Knowledge of local, state, and federal building codes compliance and fire prevention and safety required. Management experience preferred. If interested, please forward your resume and salary requirements.

EOE

Apply online at http://www.indeed.com/viewjob?cmp=New-City-Supportive-Living&t=Maintenance+Director&jk=b30b9983b40aca32&sjdu=QwrRXKrqZ3CNX5W-09jEvdUDknwyisDVnztz_G9ci6jccp8gaAVxEhwPQWaEiZRWvrH09cB9U7IDazQyrQKuQ

Job Title Cashier

Requisition ID 383630BR
Business Stores - Kmart Hourly
Job Function Customer Service
Employment Category Regular, Part-time
Sears Req Type Hourly

Job Description

Responsible for providing excellent customer service, efficiently and accurately completing sales and service transactions at the cash wraps, as well as handle customer issues that may arise on the sales floor.

Location Address 1 4210 NORTH HARLEM AVENUE
NORRIDGE, IL. 60706
Store/Unit 09348
Country United States
Employing Entity Kmart Corporation

EEO/EOE Footer EEO Employer

Apply online at

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=1218900&PartnerId=455&SiteId=185&codes=IND>

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Tractor Trailer Driver

Job Location: Hodgkins, IL

UPS is hiring individuals to work as full-time Tractor-Trailer Drivers. This position involves driving a tractor-trailer unit as part of a Sleeper team to one or more destinations working Monday- Thursday.

Some work is performed outdoors. Sleeper team drivers should have 5 years tractor trailer driving experience.

Applicants must pass a DOT physical and drug test and successfully pass a UPS road test.

Qualified applicants must have a valid commercial driver's license issued in the state that they live and a doubles endorsement.

Tractor-Trailer Drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform.

UPS also requires a copy of your motor vehicle record driver abstract that has been issued within the past 30 days.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

Job ID: ILHOD7

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability

Apply online at <http://jobs-ups.com/illinois/tractor-trailer-driver/jobid5577643-tractor-trailer-driver-jobs>

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Italian Restaurant Needs Servers / Bussers / Delivery Drivers ASAP

Bella Bacino's

75 E Wacker Dr Lbby 1 Chicago, IL. Magnificent Mile, The Loop

Job ID: 8489581

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: N/A

Experience: < 1 Year

References: Preferred

Job Description

Chicago restaurant has Busser / Server / Delivery Driver Openings for AM & PM shifts with immediate start available. Experience preferred, but we are willing to train the right candidates.

Ideal candidates will:

- Be able to work in a team setting
- Be responsible, punctual, and hardworking
- Have a steady employment history

Please email with resume & availability to z5facymuom@jobs.shiftgig.com

West Loop Restaurant Bar- looking for security/door

The Beer Bistro

1061 W Madison St Ste 1 Chicago, IL

Near West Side, West Loop

Job ID: 8489325

Job Type: Part Time

Shift Type: Night

Compensation: negotiable

Experience: < 1 Year

References: Preferred

No walkins or phone calls will be considered. Please apply online

Job Description

The Beer Bistro is located in the west loop and is looking for a friendly and responsible individual to work the front door, answer phone calls, and card patrons, 2-3 nights per week. Please reply with a working phone number.

Requirements & Skills: Must be 21+, must be able to work weekends, nights

Apply at <http://www.shiftgig.com/job/chicago/il/security-job-openings-at-beer-bistro-8489325>

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Department Secretary

Department: OUTPATIENT REHAB

Schedule: Registry

Shift: Days

Job Details:

Reporting to the Manager of Rehabilitation Services provides secretarial and clerical support at the front desk/reception area. Services include: greeting patients/visitors, answering the phones, taking and delivering messages, scheduling patients, entering patient charges and scheduling interpreting services.

JOB SPECIFICATIONS:

Six (6) months to one (1) year of previous office/secretarial experience.

A High School Diploma or its' equivalent including coursework in typing and office practices.

The analytical ability to prepare and process documents and to maintain records with very proficient typing and secretarial skills.

A high level of interpersonal skills in order to communicate effectively with various levels of hospital staff and other persons outside of the hospital.

Strong understanding of insurance requirements for therapy services, including Worker's Compensation, HMO and Medicare.

Experience with spreadsheet and word processing software. Previous experience with Microsoft Excel and Word highly desirable.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=865277

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Dietary Aide/Server PT & FT

Location: Chicago, IL

Exempt/Non-Exempt: Non-Exempt

Employment Type: Part Time

Department: Food Services

Description: Norwood Crossing is seeking a team-oriented Dietary Aide to join our team. We are nestled in a historic district called Norwood Park on Chicago's North side. We are 117 year old organization that is in the initial stages of building the most resident and employee focused, state-of-the-art facility in the area.

Duties include but are not limited to:

- Work on the tray lines to assure accuracy and quality.
- Review menus and have all items needed assigned to a station to prepare for service.
- Ensure proper set-up and break down of the line.
- Check the trays for accuracy based upon diet ordered and resident's preferences.
- Monitor the serving temperatures of food on the line.
- Work in the dish machine area and continually monitor operating temperature/sanitizer levels of machine.
- Update resident specials and bulk feeding sheets as necessary.
- Work closely with the Clinical Dietitian and Production Manager to ensure maximum food quality.
- Serve food to residents in a restaurant-like environment.
- Ensure proper food serving temperatures on line.
- Monitor appearance and texture of foods served.
- Monitor proper functioning of equipment necessary to provide quality food and services.
- Monitor and report problems with menu to supervisor.
- Orient and train employees.
- Demonstrate procedures and use of equipment.

Qualifications:

- High School diploma or equivalent.
- Able to read, write, speak and understand English.
- Ability to make independent decisions, follow instructions and to accept constructive criticism. •Ability to deal tactfully with personnel, residents, family members visitors, government agencies/personnel and the general public.
- Leadership ability and willingness to work harmoniously with other personnel.
- Patience, tact, cheerful disposition and enthusiasm.
- Willing to handle residents based on the maturity level at which they are currently functioning.

Apply online at <http://norwoodlifesociety.iapplicants.com/ViewJob-206907.html>

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Carwash Positions: Dryer, Vacuum, Detail, Cashiers, Lube Tech

Park Hills Carwash
9401 w 171st Street, Tinley Park, IL
All Positions - Carwash
Job ID: 8377729
Job Type: Part Time
Shift Type: Morning, Afternoon
Compensation: N/A
Experience: 1-3 Years
References: Preferred

Apply In Person

ParkHills Carwash
9401 w 171st Street
Tinley Park, Il 60487
708-873-8910

Dietary Attendant I

Department: Food & Nutrition Services
Schedule: Part Time
Shift: Rotation

Job Details:

Reporting to the Manager of Food and Nutrition Services and working under general supervision performs routine duties associated with the preparation, service and delivery of food for the hospital patients, employees and visitors.

JOB SPECIFICATIONS:

Basic skills in reading, writing and arithmetic.
Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations. The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria.
Ability to read and comprehend patient menus, recipes and task descriptions.
The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=762027

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Part Time Twilight Plant Engineering Supervisor

Job Location: Hodgkins, IL

General Summary

The individual will be responsible for creating and modifying reliability reports, attending safety meetings, and coordinating and following through with completion of repairs on conveyor systems equipment. The supervisor will also aid in the training of Maintenance Mechanics, perform energy and housekeeping audits and interact with operations personal performing training on conveyor equipment and addressing conveyor equipment reliability concerns.

Job Responsibilities:

Maintenance Repairs:

Assist Full-time Maintenance Supervisor in the coordination of day to day repairs of package conveying equipment
Performing audits that will ensure the facility is meeting standards for cleanliness, energy efficiency and safety standards
Interact with equipment operators and address their concerns on building or equipment safety and conveyor equipment performance

Training:

Assist Full-time Supervisor during training of Full-time Maintenance Mechanics on regulatory compliance
Train operation personal on proper use of conveyor equipment on a quarterly basis

PREFERRED COMPETENCIES

Strong oral and written communications skills, along with excellent interpersonal and organizational skills. Candidate should be familiar with AutoCAD and Microsoft Offices tools (Word, Excel, and PowerPoint). Background in Engineering or a Technical related field.

Job ID: 63536

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability

Apply online at <http://jobs-ups.com/illinois/engineering/jobid5682313-part-time-twilight-plant-engineering-supervisor-jobs>

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College Building Services Clerk-Part Time - DAL0000454

Duties and Responsibilities

Under the direction of the Mail Center Supervisor, provide courteous and proficient service to all customers; provide clerical support to the Security, Engineering, and Housekeeping Departments; provide assistance in the delivery of mail services and other building related services. Operate mail service equipment.

Run, maneuver, navigate, or drive a forklift.

Deliver copier paper to the departments as requested.

Sort, process and deliver mail and packages over 40 pounds or more.

Receive and account for dock deliveries and deliver these items to the departments.

Sort and distribute incoming and outgoing U.S. mail and interoffice mail.

Process requests and deliver audio/visual/video equipment.

Assist with the Mail Center functions including using postage machines, folding and sealing machines and related duties.

Keep office area clean and in order at all times.

Answer questions in person or over the phone about Mail Services' products and services of the Postal Service, Federal Express and United Parcel Service.

Perform other duties as assigned.

Qualifications

Graduation from high school or the equivalent is required, supplemented by one year of clerical or receptionist experience; or an equivalent combination of training and experience. Previous mail processing experience and customer service preferred.

Ability to maintain log of equipment usage and other requests.

Ability to perform storekeeper duties for the Mail Center only.

Ability to take a physical inventory of assigned rooms every four weeks.

Ability to inventory the asset account paper supply monthly.

Ability to create monthly reports on Excel. Ability to handle difficult situations.

Excellent customer service skills and ability to communicate with the public in a courteous and effective manner. Ability to enter, transcribe, record, store, or maintain information in either written or electronic form. Knowledge of USPS services.

Intermediate level computer (PC) skills: MS Word, Excel, web browsing, e-mail.

Good organizational skills. Able to work in a crowded area. Able to work with constant interruptions. Able to use a postage machine, electronic scale.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

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

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

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Disabilities Aide-Part Time - DIS0000408

Duties and Responsibilities

District Office Academic Affairs–Disabilities Aide.

The District office is seeking a Part-Time Disabilities Aide.

Under the direction of the site director, the Disabilities Aide assists teachers in serving pre-diagnosed preschool children with severe to moderate disabilities in the City Colleges of Chicago (CCC) Child Development Centers in accordance with Head Start regulations, licensing and accreditation standards.

Facilitates classroom activities that support the inclusion of all children.

Assists in providing for the health and safety of children.

Monitors children's behaviors and interactions.

Participates in monthly trainings provided by Head Start funder.

Attends staff meetings and prepares reports related to the special needs of children.

Performs other duties as assigned, including acting as lead on special projects.

Qualifications

High School diploma or the equivalent required. Courses and training in child development preferred.

Work experience in a Head Start center or social service agency is preferred.

Strong verbal and written communication skills.

Must be able to work independently with limited supervision.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Early Childhood Education

Primary Location: District Office

Employee Type: Part Time | Regular

Union Code: N/A

Job Posting: Sep 8, 2014, 10:16:16 AM

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College Clerical Assistant I - PT (Financial Aid) - KEN0000265

Duties and Responsibilities

Kennedy-King College is seeking a College Clerical Assistant I-Part Time (Financial Aid)

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

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

Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence.

Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration.

Performs related duties as required.

Qualifications

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

Knowledge of word processing software; and knowledge of basic office procedures.

Ability to keyboard 40 words per minute; ability to follow oral and written instructions; and ability to operate a personal computer.

Skill in basic filing; and good verbal communication skills.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Other Office/Administrative Support

Primary Location: Kennedy King College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Sep 7, 2014, 3:49:39 PM

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

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