



### **Administrative Associate Clerk - Navy Pier**

All times are in Central Daylight Time.

Location US-IL-Chicago

ID 43946

Posted Date 9/8/2015

Category Administrative/Clerical

Employment Type Fulltime-Regular

**Job Summary:** Welcomes and accommodates guests and staff in an effective and courteous manner. Answers external and internal telephone calls, taking and delivering messages as needed. May be required to complete the night audit and balance daily transactions if needed.

#### **Essential Tasks and Responsibilities:**

Verifies all cashiers balance reports, credit card vouchers and other approved vouchers.

Maintains guest accounts.

Prepares registration cards for next day arrivals.

Reviews and reconciles audit reports and run final audit.

Participates in the Manager on Duty program from 11pm – 7am.

After training, must display a working knowledge of emergency procedures so that employee and guest safety will be insured.

Assists in coordinating registration functions.

Actively performs and participates in daily checklist tasks that include:

Proper telephone service techniques and PBX operation..

Full understanding and utilization of the property management system.

Assisting all guests in any way possible.

Issuing and monitoring safety deposit boxes.

Participates in Quality Assurance Programs that include daily inspections and reviews to address areas in need of improvement.

Assists with storing and inventorying of supplies necessary to perform daily operations.

Communicates closely with all departments to ensure a seamless guest experience.

Performs any or all other duties as assigned by management.

#### **Qualifications:**

**Minimum Education:** Knowledge of basic accounting preferred.

**Minimum Experience:** Minimum of two years experience in a similar position.

**Minimum Skills/Abilities:** Must have the availability to work flexible hours.

Apply online at <https://hourly-aramark.icims.com/jobs/43946/administrative-associate-clerk---navy-pier/job?mode=job&iis=Internet+Resources&iisn=Indeed.com&mobile=false&width=976&height=500&bga=true&needsRedirect=false&jan1.offset=-360&jun1.offset=-300>

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## **Supervisor/Dispatcher**

Location: Des Plaines

Office: Revenue Services

Department: Bus Operations

### Job Description:

Under the direction of the Regional Manager, or designate, performs road supervisor and/or dispatcher duties.

Supervision encompasses all field operations including: investigating accidents; passenger incidents; vehicle breakdowns; monitoring the performance of Bus Operators. Dispatch functions encompassing IBS supervision and coordination of bus routes and Bus Operators.

Maintains work assignment board on daily basis. Operates base radio coordinating detours and notifies proper authorities in emergencies, breakdowns or upon Bus Operator's request.

Operates Bus in emergencies and/or times of staffing shortage. Maintains appropriate dispatch paperwork. Answers phones and fields calls. Answers ADA calls and assists as needed. Provides field supervision of Pace Paratransit services, special events and activities. Other duties as assigned or required.

### Qualifications:

Qualified candidate must have at least 5 years experience in transportation. Must be at least 21 years of age and have, or be able to obtain a valid Class "B" Commercial Driver's License with passenger endorsement.

Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions. The performance of these duties may be required at any time of the day and night, any day and night of the week.

Skills: proficient Computer skills preferred; Microsoft Outlook, Word, Excel and PowerPoint. Management experience preferred. Qualified candidate must have a good work and attendance history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=394](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=394)

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### **Overnight Stocker**

Bed Bath & Beyond - Chicago stores - Chicago, IL

Bed Bath & Beyond is currently interviewing for overnight stock positions at our Lincoln Park location. Stock handling experience preferred. Flexible work days.

Job Type: Part-time

Apply online at <http://www.indeed.com/cmp/Bed-Bath-&-Beyond---Chicago-stores/jobs/Overnight-Stocker-5eba1b06f60d8562?q=warehouse>

### **Warehouse-Forklift Driver (UNION POSITION)**

Level Entry

Salary Range Undisclosed

Job Location USA-IL-Chicago

Position Type Full Time

Job Shift Undisclosed

Education Level Undisclosed

Job Category Warehouse

Description: UNION FORKLIFT OPERATOR– 1st Shift and 2nd Shift

Typical Duties include: Ensure loads are built and loaded accurately in a timely manner. Load and unload delivery and over-the-road trucks and ensure proper stock rotation in the warehouse and on the trucks; Maintain warehouse code cards, to track quality control; Maintain appearance of facility including monitoring and repacking damaged product and general maintenance of equipment; Safely operate various types of warehouse equipment as necessary.

Minimum Qualifications:

High school diploma or GED certificate; Previous warehousing or distribution experience preferred; Must be forklift certified; Valid Class A CDL preferred;

Safe driving record; Ability to safely operate job related equipment (i.e. hand truck, pallet jack, etc.); Work varied shifts as needed;

Ability to work with minimal supervision;

Ability to work in cold temperatures;

Ability to perform the physical requirements of the job; Team orientation.

Apply online at <https://www.paycomonline.net/v4/ats/at-app-viewjob.php?clientkey=AD03533CC3C8FE444D330DAB17A6610D&jobcode=12926&jpt>

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## **Warehouse Lead Worker - Chicago Public Schools**

All times are in Central Daylight Time.

Location US-IL-Chicago

ID 45723

Posted Date 9/4/2015

Category Facilities

Employment Type Fulltime-Regular

### Responsibilities:

Manage delivery and pickup process of inventory from/to the schools and client warehouse location. Collaborate with the key stakeholders at the client warehouse location to schedule inbound and outbound deliveries.

Ensure that all inventory checked out of client warehouse location follows the transfer form protocols. Manage inventory at the client warehouse location by coordinating with Aramark Operations Managers.

Load and unload items during the delivery process to ensure an efficient transportation process. Stock and restock supplies and equipment as needed.

Transport items in a safe manner to all assigned locations.

Maintain clean and orderly vehicle, dock and storage areas.

Ensure assigned vehicle is maintained regularly. Inform management of any necessary repairs.

Follow all rules of the road to ensure the safety of oneself, other people, equipment and vehicles.

Adhere to Code of Conduct, Uniform Guidelines, Safety Standards and Accident Reporting Procedures.

Perform other related duties assigned by Aramark Food and Facilities Management.

### Qualifications:

High School Diploma or equivalent required, but some college a plus

Operate commercial motor vehicles and delivery trucks required

Valid driver's license with an excellent record is a requirement

Prior experience in a high-volume/fast-paced work environment required

Background check is required

Aramark is an EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION employer – Minority/Female/Disability/Veteran

Apply online at <https://hourly-aramark.icims.com/jobs/45723/warehouse-lead-worker--chicago-public-schools/job?mode=job&iis=Internet+Resources&iis=Indeed.com>

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**Job Title: Sales Administrative Assistant**

Location: Illinois-Chicago

Company Name: Hilton Suites Chicago Magnificent Mile

City: Chicago

Work Permit: Applicants who do not already have legal permission to work in the United States will not be considered.

Management Position: No

The Sales Administrative Assistant provides administrative support for the Sales staff including greeting visitors, answering the telephone, gathering data and compiling reports, maintaining files and preparing correspondence. Promptly reports emergencies, accidents, injuries, missing articles, damage, engineering items and safety hazards to management. Reports any deviations from policies, procedures, brand standards and regulations to management. Perform a wide variety of administrative assignments which are sometimes confidential in nature. Operate a computer to enter data, draft, edit, revise and print letters, reports and other documents

Comply with policies and procedures. Practice safe work habits and comply with sanitary, safety, security and emergency procedures. Write shift reports including reports on any incidents of theft, accidents or injuries when assigned. Check with manager before leaving work area. Perform special projects and other responsibilities as assigned. Participate in task forces and committees as requested. Any other tasks / duties as requested by management. 2 years experience in the hospitality industry and knowledge of common industry terms and practices preferred. Sales coordinator experience preferred.

Ability to type 50 or more words per minute along with Microsoft Office fluency - Word, Excel, Power Point. Ability to timely compile facts/figures, identify and investigate issues and resolve matters. Ability to follow an appropriate course of action in relation to Company policies and procedures. Ability to operate a computer, calculator, phone and other office equipment. Attention to details with strong organizational and efficient time management skills. Consistent professional attitude and behavior with effective listening and strong communication skills. Ability to work in a fast paced environment, sometimes under pressure, while remaining flexible and efficient. Ability to satisfy the legal requirements for employment within the jurisdiction. Must be able to work a varied schedule which can include working evenings and weekends.

This is a Full-Time position.

Apply online at

<http://www.hcareers.com/seeker/search/view?jobAdId=206044&type=partner&source=indeed>

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## Catering Call Center Coordinator @ Roti

### DESCRIPTION

The Catering Support Coordinator is responsible for ensuring the proper placement, organization and execution of all catering orders.

They provide customer service to all catering accounts and act as a liaison between client and restaurant. They also assist with various catering and marketing projects.

### QUALIFICATIONS

Roti Mediterranean Grill is looking to hire a FULL-TIME CATERING SUPPORT COORDINATOR in the CHICAGO area who can guide our customers through the incredible offerings of our fast-growing restaurant's catering menu.

We offer fresh, delicious food with real ingredients and a level of service that you can be proud to be a part of.

You will interact daily with our catering clients via telephone and email, helping them place orders, understand the options, create menus to fit their budget, as well as deal with concerns, feedback and follow up.

You will also assist with various sales and marketing initiatives.

If you are friendly and outgoing with a strong attention to detail, we want to talk with you. Basic know how in Outlook and Excel are required.

Customer service experience via phone a plus. See our link from Nations Restaurant News: <http://nrn.com/nrn-50/breakout-brands-roti-mediterranean-grill>

HOURS: 7:30am – 4:30pm, Monday - Friday

PAY: Hourly Wage plus Bonus Program

### LOCATION:

This job is open at the following location:

Chicago, Illinois - West Fulton Street- 600 West Fulton Street - Chicago, Illinois, 60661

Apply online at <https://www.gatherdocs.com/listing/1195>

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## **PATIENT CARE NAVIGATOR I**

Job Number: 00118316

Job Posting: Sep 4, 2015, 4:39:44 PM Closing Date: Sep 18, 2015, 11:59:00 PM

Full-time Shift Start Time: 8:00 A.M. Shift End Time: 4:00 P.M.

Collective Bargaining Unit: AFSCME 1111 Health and Hospital Systems

Posting Salary: \$18.149 HOURLY

Organization: Health and Hospital Systems

LOCATION: John H. Stroger Hospital Intergrated Care Department

**MINIMUM QUALIFICATIONS** · High School Diploma or GED is required. (Must provide proof at time of interview). · (3) years of work experience in a medical office or ambulatory care environment scheduling patients utilizing Cerner or other electronic record or scheduling software is required.

**PREFERRED QUALIFICATIONS** · Previous call center experience in a multi-clinic ambulatory care center. · Bilingual skills in English/Spanish or English/Polish

### **VETERAN PREFERENCE -PLEASE READ**

When applying for employment with the Cook County Health & Hospitals System, preference is given to honorably discharged Veterans who have served in the Armed Forces of the United States for not less than 6 months of continuous service

To take advantage of this preference a Veteran must:

- Meet the minimum qualifications for the position .
- Identify self as a Veteran on the employment application by answering yes to the question by answering yes to the question, "Are you a Military Veteran?"
- Attach a copy of their DD 214, DD 215 or NGB 22 (Notice of Separation at time of application filing. Please note: If you have multiple DD214s, 215s, or NGB 22s, Please submit the one with the latest date. Coast Guard must submit a certified copy of the military separation from either the Department of Transportation (Before 9/11) or the Department of Homeland Security (After 9/11). Discharge papers must list and Honorable Discharge Status. Discharge papers not listing an Honorable Discharge Status are not acceptable OR

A copy of a valid State ID Card or Driver's License which identifies the holder of the ID as a Veteran, may also be attached to the application at time of filing.

If items are not attached, you will not be eligible for Veteran Preference

**VETERANS MUST PROVIDE ORIGINAL APPLICABLE DISCHARGE PAPERS OR APPLICABLE STATE ID CARD OR DRIVER'S LICENSE AT TIME OF INTERVIEW.**

Apply online at

<https://cookcountyil.taleo.net/careersection/200/jobdetail.ftl?job=142540&src=JB-10320>

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## **Maintenance/Janitor**

Pilsen Wellness Center - Chicago, IL

Pilsen Wellness Center, Inc. is a community-based not-for-profit agency that provides culturally sensitive services to a multicultural population with limited financial resources.

The organization's mission has remained providing quality human services to economically disadvantaged children and families.

The agency is comprised of five divisions - Mental Health, Substance Abuse, Early Intervention, Youth Services and Education which are currently supported through 14 different locations.

We are seeking a full-time Maintenance/Janitor to join the Division of Substance Abuse site located at Cermak Rd and Kedzie in Chicago.

This individual will be responsible for the general upkeep and efficiency of interior and exterior building needs.

### **EDUCATION and/or EXPERIENCE**

High school degree required. Experience in a similar role required.

Full-time employees of the agency will be eligible for medical/dental/life insurance as well as generous time off in the form of vacation, sick and holiday pay.

You would be joining a growing agency with opportunities for advancement. In-house training and workshops in addition to the support of continuing education will be available.

Please visit [pilsenwellnesscenter.org](http://pilsenwellnesscenter.org) for more information!

EOE.

Apply online at [http://www.indeed.com/cmp/Pilsen-Wellness-Center/jobs/Maintenance-Janitor-9f7e89136f3ece80?sjdu=QwrRXKrqZ3CNX5W-O9jEvdUDknwyisDVnztz\\_G9ci6he7jWkuRbSIWBdZah47uqXeq4KxpUWZzR1-EVztdrQ8Q](http://www.indeed.com/cmp/Pilsen-Wellness-Center/jobs/Maintenance-Janitor-9f7e89136f3ece80?sjdu=QwrRXKrqZ3CNX5W-O9jEvdUDknwyisDVnztz_G9ci6he7jWkuRbSIWBdZah47uqXeq4KxpUWZzR1-EVztdrQ8Q)

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**Security Guard / Customer Service Officer OT available!!!**

Securitas USA US-IL-West Chicago, IL

Base Pay \$10.00 - \$11.00 /Hour

Employment Type Full-Time/Part-Time

Job Type Customer Service, Entry Level, General Labor

Education High School

Experience None

Manages Others Not Specified

Industry Hospitality, Law Enforcement, Security

Required Travel Not Specified

Job ID SECUR95292

Job Description: Observes and reports activities and incidents at an assigned client site, providing for the security and safety of client property and personnel. Makes periodic patrols to check for irregularities and to inspect protection devices and fire control equipment. Preserves order and may act to enforce regulations and directives for the site pertaining to personnel, visitors, and premises. Controls access to client site or facility through the admittance process. Patrols assigned site on foot or in vehicle; checks for unsafe conditions, hazards, unlocked doors, security violations, blocked entrances and exits, mechanical problems, and unauthorized persons. Protects evidence or scene of incident in the event of accidents, emergencies, or security investigations. Responds to incidents of fire, medical emergency, bomb threat, flooding, water discharge, elevator emergency, hazardous materials, inclement weather, and other incidents. Prepares logs and reports as required.

Job Requirements: With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching and crawling. Frequent sitting, standing and walking, which may be required for long periods of time, and may involve climbing stairs and walking up inclines and on uneven terrain. Additional physical requirements may include, frequent lifting and/or moving up to 10 pounds and occasional lifting and/or moving up to 25 pounds. Must be able to meet and continue to meet any applicable state, county and municipal licensing requirements for Security Officers.

Apply online at

[http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?utm\\_source=indeed.com&rx\\_source=indeed&utm\\_campaign=dma-security-guards&rx\\_campaign=indeed21&siteid=sep\\_cb001\\_33\\_9032\\_00&job\\_id=J3K7JQ667\\_HF87CX2CG5&rx\\_medium=cpc&showNewJDP=yes&utm\\_medium=aggregator&IPath=EXINDSEP\\_G](http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?utm_source=indeed.com&rx_source=indeed&utm_campaign=dma-security-guards&rx_campaign=indeed21&siteid=sep_cb001_33_9032_00&job_id=J3K7JQ667_HF87CX2CG5&rx_medium=cpc&showNewJDP=yes&utm_medium=aggregator&IPath=EXINDSEP_G)

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**Inventory Control Assistant-Part-Time /Thurs – Fri, 12PM – 5PM & Sat 12 – 8:30PM**

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : 00022745

Full or Part Time : Seasonal/Casual PT

**Position Description**

Responsible for warehouse inventory maintenance and reconciliation on a daily basis.

- Count all full goods and raw materials in the warehouse on a daily basis, manually or using a handheld scanner.
- Research and reconcile daily inventory variances.
  
- Reconcile the daily, monthly, and annual inventory to the SAP computer system.
- Identify and report close dated product.
  
- High school diploma or GED required.
- Associate's degree preferred.
  
- 0-3 years warehouse/inventory experience required.
- Prior auditing experience preferred.
  
- Strong computer and database skills.
- Strong math skills.
  
- Ability to read and follow directions.
- Ability to work with minimal supervision.
- Forklift certification is preferred.

Coca-Cola Refreshments is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/inventory-control-assistant-part-time-thurs-fri-12pm-5pm-sat-12-830pm-alsip-illinois-job-1-5650011>

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### **Food & Beverage Manager**

Hilton Worldwide - UNITED STATES Chicago, IL 9/4/2015

Employment Type Full-Time

Job Type Other

Education Not Specified

Experience Not Specified

Manages Others Not Specified

Industry Other Great Industries

Required Travel Not Specified

Job ID HOT01XQF\_10460\_en\_10140165241CBP

#### **Job Description**

Directs and organizes the activities of the Food & Beverage departments to maintain the high standards of food and beverage quality, service and marketing to maximize profits through outstanding customer service. Plans and directs the functions of administration.

What will it be like to work for this Hilton Worldwide Brand?

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences.

Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

EOE/AA/Disabled/Veterans

Apply online at

[http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?utm\\_source=indeed.com&rx\\_source=indeed&utm\\_campaign=dma-food-service-managers&rx\\_campaign=indeed26&siteid=sep\\_cb001\\_11\\_9051\\_00&job\\_id=J3F4Q66K499WM4RFJ0H&rx\\_medium=cpc&showNewJDP=yes&utm\\_medium=aggregator&IPath=EXINDSEP\\_G](http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?utm_source=indeed.com&rx_source=indeed&utm_campaign=dma-food-service-managers&rx_campaign=indeed26&siteid=sep_cb001_11_9051_00&job_id=J3F4Q66K499WM4RFJ0H&rx_medium=cpc&showNewJDP=yes&utm_medium=aggregator&IPath=EXINDSEP_G)

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## **Digital Producer**

Location: Chicago, IL

Job Title: Digital Producer

Department: Digital Media

Status: Temporary Full Time (through March 2016)

The Digital Producer is responsible for managing and developing web-based educational resources, interactive exhibit experiences, and hands-on activities for the Museum.

This position will work on a variety of projects across the entire Museum, working from the "big idea" through the entire development process to final product.

The candidate should have strong concept design and project management skills working in a creative or education environment.

### Qualifications

Bachelor's degree and/or two to four years of related experience and/or training; or equivalent combination of education and experience.

Strong project management skills managing internal and external team members.

Well-versed in Web tools and technologies, information design, and usability testing.

Experience working with large content-managed websites.

Proven experience in creating web content for public or educational audiences.

Strong organization and communication skills with proven ability to meet project deadlines; detail-oriented.

Educational content development experience is desired.

Ability to work well in a collaborative, multi-disciplinary team.

Excellent verbal, presentation and written communication skills.

Able to manage projects to deliver on objectives within timeline and process.

Client-service-minded and ability to be diplomatic.

Proactive, self-starter, problem-solver and organized.

Strong project-management skills.

Energized and able to manage and prioritize many tasks simultaneously.

Demonstrates leadership abilities.

The Museum of Science and Industry is an AA/EOE/ADA employer.

Apply online at <http://www.msichicago.org/about-the-museum/jobs/opportunities/>

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**Facilitator 1, Group Center - Temporary Part Time (11/2/2015 until 12/31/2015)**

Location: Chicago, IL

This individual will perform core operational functions of facilitating the arrival and departure of groups, engaging chaperones and youth in a positive, fun, inclusive, and educational capacity in addition to providing information regarding their visit to the Museum.

This position will provide exceptional, "World Class" service for all Museum Guests and prepare them for their day at the Museum.

**Qualifications:**

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience

Education/experience in Hospitality, Education, or Performing Arts preferred  
Exceptional Guest Service skills

Effective problem solvers

Able to speak to and move large groups in a safe, courteous, and efficient manner

Ability to think quickly and multi-task

Must be able to work independently and as part of a team

Positive attitude

Ability to adapt to change

Sense of humor

Thursday and Friday availability required to meet the needs of the department

Must be able to push, pull or lift 50 pounds.

The Museum of Science and Industry is an AA/EOE/ADA employer.

Apply online at <http://www.msichicago.org/about-the-museum/jobs/opportunities/>

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**Facilitator 1**

Location: Chicago, IL

Job Title: Facilitator 1

Department: Guest Experiences

Status: Temporary, Part-time (End date, January 3, 2016)

The temporary part-time & full-time Facilitator 1's (F1) position is part of the Guest Experiences team, responsible for providing a world-class experience for all guests.

F1s engage guests in science content in an educational, memorable and fun manner by providing compelling and personalized experiences in Museum exhibits and tours.

F1s also perform core operational functions in support of exhibits, wayfinding and opening/closing of the Museum.

**Qualifications:**

One year of college or 1-2 years' related or relevant experience.

Ability to learn and teach exhibit content in a museum environment.

Ability to effectively present content in exhibits throughout the Museum in both one-on-one and group situations in an engaging, compelling, energetic manner.

Exceptional public speaking skills.

Ability to learn math and science content.

Ability to learn and engage guests with science content.

Ability to anticipate guests' needs and solve guest issues.

Positive attitude required: enjoy working with people in a fun, educational atmosphere.

Ability to talk and engage guests for long periods of time.

Ability to handle several activities at one time.

Must be able and willing to work weekends and holidays, and some evenings.

Prior formal or informal educational experience, science experience, theater experience, or improvisation experience is important.

The Museum of Science and Industry is an AA/EOE/ADA employer

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### **Guest Experiences Administrative Coordinator**

Location: Chicago, IL

Job Title: Guest Experiences Administrative Coordinator

Department: Volunteer

Status: Full Time

The Guest Experiences Administrative Coordinator provides the Volunteer Office administration and overall Guest Experiences team with coordination of events, purchasing and projects. As needed, the Guest Experiences Administrative Coordinator also provides support to temporary exhibits, and helps to deploy resources for the Volunteer Office.

#### Qualifications

Required qualifications are as follows: Bachelor's degree (B.A.) from four-year college or university, or four-to six-years of related experience and/or training, or an equivalent combination of education and experience.

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.

Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.

Ability to apply concepts of basic algebra and geometry.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to escalate problems appropriately.

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Ability to coordinate several projects and meet deadlines accordingly.

Ability to work some evenings and occasional weekends

Additional qualifications: • Bilingual ability is a plus.

The Museum of Science and Industry is an AA/EOE/ADA employer

Apply online at <http://www.msichicago.org/about-the-museum/jobs/opportunities/>

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## **Building Attendant**

Location: Chicago , IL

The Field Museum's Housekeeping Team plays a vital role in maintaining the quality and beauty of our historic building for visitors and staff.

All Building Attendants operate within a team on the first (morning/day) and second (afternoon/evening) shifts reporting to the Team Lead and Housekeeping Supervisor.

Two full-time shifts available: 1st shift (7:00am - 3:30pm) and 2nd shift (2:30pm - 11:00pm).

Responsibilities include, but are not limited to the following:

Vacuuming  
Damp wiping

Sanitizing bathroom fixtures  
Mopping floors  
Special project work as assigned

The ideal candidate will possess the following qualifications:  
High school diploma or equivalent  
Previous housekeeping/janitorial experience strongly preferred

Ability to lift at least 50 pounds  
Ability to stand and walk for long periods of time  
Ability to bend and reach

Ability to follow verbal and written instructions  
Ability and experience using various tools, products, and equipment

Ability to work independently and on team  
Pleasant, professional demeanor and appearance with willingness to assist visitors and staff when approached

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## **Corporate Giving Officer**

Location: Chicago , IL

### Responsibilities:

Manage revenue setting goals, prioritization of work and measures of accomplishments for Corporate Membership Program.

Manage an assigned portfolio of 80-100 corporate donors and prospects, with a focus on donors to the Museum's Corporate Membership Program and event sponsorships

Manage an assigned portfolio of trustees with corporate affiliations

Develop and maintain ongoing relationships and create strategies for increased revenue support from current donors, including solicitations for sponsorships and Museum's campaign

Develop and implement strategies for identification and solicitation of new corporate donors, including initiating calls, meetings and site visits

Involve trustees, senior staff and other Institutional Advancement staff in solicitors and stewardship, as appropriate, including preparing meeting and event briefings

Prepare written solicitations, correspondence, proposals and accompanying material and donor reports

Oversee benefit fulfillment for corporate members and their employees, such as: communication with corporate contacts; manage employee free general admission, discount tickets, VIP tickets; plan and implement Corporate Family Days events, corporate volunteer days and Lunch n Learn events

Assist with restricted corporate fundraising as needed for sponsorships and event solicitations

Maintain data for assigned portfolio in Raiser's Edge database, including call reports, proposals, and other stewardship activities

Maintain files and records

Advocate for The Field Museum and its funding priorities to external constituencies

As a member of the Institutional Advancement department, support events and other stewardship activities, including mailings, event invitations, and event logistics

Other duties as assigned.

### Qualifications

3-5 years experience in development or related field required; corporate fundraising experience preferred; Bachelor's degree required; Excellent oral, written, and interpersonal skills; Ability to work on multiple projects simultaneously and meet short deadlines; Collaborative spirit and positive attitude

Strong organizational skills and attention to detail Computer skills: Office Suite, database and desktop publishing required, Raiser's Edge and InDesign preferred

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## **Craftsperson II**

Location: Chicago, IL

### Position Summary:

Craftsperson II position duties include a variety of repairs and installations to the facility which is not limited to one craft. This position varies by specialty of carpentry, painting/plastering and exhibition maintenance, the specialty for this open position is painting/plastering . Under the direction of maintenance supervisor, team leader, managers and Facility Planning and Operations director.

### General Duties and Responsibilities:

May be assigned project leader of small crew for short term ( six months or less)  
Assist supervisor or team leader with training new staff. Perform specialty maintenance and preventative maintenance throughout museum and exhibition halls  
Ensures all equipment and work areas are safe, clean, neat and orderly at all times with in emphasis to safety and accident prevention. Communicate effectively with co-workers, team leaders , other departments and contractors in a professional manning in all phases necessary to locate, correct, repair and complete each job or project  
Ability to safely build or suspend scaffolding (ladders, stringers, stages, hooks, ropes, etc.) and operate one-person lift. Perform exterior banner installation and removal  
Moves material, supplies, office furniture, exhibit cases and equipment  
Maintain accountability and inventory of assigned tools and equipment on a daily basis;  
keep cart inventory and supplies in a clean organized fashion on a daily basis  
Clean up and dispose of any waste in work area. Performs other appropriate duties as assigned by immediate team leader, supervisor or manager

**Knowledge, Skills, Abilities:** Applies paint using a roller, hand brush, or spray gun on all types of furniture, fixtures, walls, ceilings, etc. Patches and prepares all surfaces for paint including sheet rock patches, and refinishes all types of furniture. surface preparation, which involves using cleaning materials, stripping aids and fillers; and applying sealers, fungicidal washes, primers, undercoating and finishing materials with a brush, roller or spray gun. Knowledge of proper procedures for preparation and protection of all types of surfaces (wood, steel, concrete, brick, plaster, etc.)

### Education and Experience:

Vocational / technical high school diploma or equivalent required  
Three or more years of related specialty experience is essential

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### **Database Specialist**

Location: Chicago, IL

The Database Specialist is the primary support for the day to day operation of the database and knowledge management of the Institutional Advancement Department (I.A.).

The Database Specialist works with the Database Manager and Data Services Assistant to enter donor gifts and membership applications into the Field Museum's membership/donor database (Raiser's Edge). The position is also responsible for coordination of donor and membership data with other departments.

#### Responsibilities

Assist Database Manager with monthly reconciliation and analysis to maintain accuracy within membership/donor database

Assist Database Manager in the preparation of information for management including strategic analyses and market trends

Assist in day-to-day department data entry goals

Develop and implement new processes to track fundraising and membership data, actions and notes

Merge duplicate records and update address information

Contribute to success of the Museum's Institutional Advancement Department with other duties as assigned

#### Qualifications

High school diploma required; bachelor's degree preferred

Experience and comfort with databases required; knowledge of Raiser's Edge highly preferred

Familiar with using networks and web in business setting

Organizational skills, efficient and independent work habits

Flexibility and ability to work with competing deadlines

Motivated, innovative, and shows initiative

Proficiency with Microsoft Word, Excel, PowerPoint, and Access

Excellent communication and writing skills with the ability to collaborate on ideas and processes

Maturity necessary to work with confidential and sensitive personal information about donors/members

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Guest Request Runner - (Part-Time)  
Hilton Hotels & Resorts - Chicago, IL  
Guest Request Runner - (Part-Time) (  
Job Number: HOT01XC0 )  
Work Locations : Hilton Chicago and Towers  
720 South Michigan Ave  
Chicago 60605

A Guest Request Runner (Part Time) with Hilton Hotels and Resorts is responsible for expedient delivery of any and all items requested by our guests in a timely manner in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand? One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences. Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Guest Request Runner (Part-Time), you would be responsible for expedient delivery of any and all items requested by our guests in a timely manner in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Delivering and retrieving requested items to hotel guests.
- Preparing supply orders and retrieving orders.
- Organize and manage supply storerooms.
- Perform additional duties and responsibilities in the Housekeeping department, as directed.

Apply online at

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