



## **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 online 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 online 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 online 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



**Job Title: Diet Clerk - Dietary Clinical Nutrition - Temporary**

Department: Dietary Clinical Nutrition

Shift: 4th (Rotating)

Full/Part: Type 4 (Temporary)

Job Number: 2015-2067

**Job Description:**

Diet Clerk- temporary rotating shift

Must be available to work 7 days a week from 5:30am-8:00pm

Under direct supervision: maintains the automated diet office system, uses the Rush Computer System, responds to patients' tray inquiries/requests and acts as a liaison between the patient and nurse and Food and Nutrition Services Department providing meal service to pediatric, adolescent, adult and geriatric patients.

**Position Highlights:**

Maintains the automated diet office system

Uses the Rush Computer System, responds to patients' tray inquiries/requests

Acts as a liaison between the patient and nurse and Food and Nutrition Services Department providing meal service to pediatric, adolescent, adult and geriatric patients

This position is not eligible for benefits.

**Position Qualifications Include:**

High School diploma or GED required

Food Service experience and/or data processing experience required

Microsoft office preferred.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150914153420&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150914153420&)

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



## **CAST MEMBERS / Chuck E Cheese**

Our Cast Members are empowered to provide the greatest service anywhere through cross-training in a variety of different positions, allowing our Cast Members to learn new skills that will help further their career opportunities with Chuck E. Cheese's.

Typical Positions at a Chuck E Cheese's are: Our Cast Members are empowered to provide the greatest service

Gameroom Attendant  
Cashier  
Party Host  
Kid Check Attendant  
Kitchen Attendant (Must be at least 18 years of age)  
Costume Character  
Assistant Technician

### Key Responsibilities Include:

Assisting in providing a safe, fun and clean environment for all our Guests.

Help create the lasting magical memories for our guests. Party hosts/hostesses do the work so that Mom and Dad can relax and enjoy the party.

Utilizing our unique Kid Check system to ensure that "all Guests that come together leave together."

Responsible for providing great-quality food.

Suggestive selling and cash handling.

Keeping the costume character room clean and organized.

Ensuring all games are working properly.

Apply online at <http://www.chuckecheese.com/forms/employment/?lid=1722>

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



**Title Asset Protection/Loss Prevention**

**Job Description**

The Asset Protection Specialist is primarily responsible for preventing financial loss caused by theft and fraud and supporting safety and environmental program compliance in their assigned store/multiple stores. They utilize tools to minimize loss to the Company, including but not limited to identifying incidents of theft and fraud, reviewing CCTV and exception reports, monitoring the store's physical security, auditing the Electronic Article Surveillance and driving a shrink elimination culture in the store. Other responsibilities include: preparing accurate and detailed case reports documenting your apprehensions and recoveries, preserving evidence, interacting with law enforcement and testifying in criminal and civil court actions. The Asset Protection Specialist must report any hazardous or unsafe condition to the Manager on Duty and carry out job responsibilities in a manner that minimizes the risk of injury to themselves, other associates, vendors, customers, and the Company. They must demonstrate integrity at all times, respond to asset protection and operational concerns of all associates and remain focused on store specific business objectives while supporting key asset protection and operational responsibilities. Travel: Typically requires overnight travel less than 10% of the time.

**Standard Minimum Qualifications:**

Must be eighteen years of age or older. Must pass the Drug Test.  
Must pass Background Check. Must pass pre-employment test if applicable.  
Must be able to work a flexible schedule in a retail environment.  
Additional Minimum Qualifications: Education Required: The knowledge, skills and abilities typically acquired through the completion of a high school diplomas and/or GED. Work Experience Required: 1 Minimum Age Override: 0  
Physical Requirements: Must continuously stand or walk or regularly requires lifting/handling/carrying material or equipment of moderate weight (8-20 pounds).  
Additional Qualifications: Proficient in the use of retail CCTV systems.  
Preferred Qualifications: A formal training program after High School. 1+ year(s) experience as a retail-related Loss Prevention or equivalent. Competent in the use of retail CCTV systems. Understanding of external theft surveillance and apprehension methodologies. Excellent analytical skills as well as strong verbal and written communication skills.

Location # 1911 - CICERO, IL Auto req ID 91745BR

**Apply online at**

[https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?SID=%5ebYEtm3SeI8pndKFxL\\_slp\\_rhc\\_yGPO2WNMQoXM7g%2fLHe2unYPy4QILGyCVuNz6igPMZv0&jobId=91747&type=search&JobReqLang=1&recordstart=1&JobSiteId=5024&JobSiteInfo=91747\\_5024&GQId=389](https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?SID=%5ebYEtm3SeI8pndKFxL_slp_rhc_yGPO2WNMQoXM7g%2fLHe2unYPy4QILGyCVuNz6igPMZv0&jobId=91747&type=search&JobReqLang=1&recordstart=1&JobSiteId=5024&JobSiteInfo=91747_5024&GQId=389)

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



## **Maintenance Technician/Tow Truck Driver - O'Hare Airport**

Job ID 2015-152031

Location US-IL-Chicago

Category Automotive - Maintenance Technician - Oil, Lube, & Tire Technician  
Airport / City Chicago O'Hare Intl Arpt

### Overview:

National and Alamo has an exciting opportunity for a Maintenance Technician/Tow Truck Driver. The Maintenance Technician/Tow Truck Driver performs car and bus service, repair, preventive maintenance, in-fleeting service, buy back/turn back service according to company policy and procedures, and driving a tow truck and now plowing during the winter months. This is a position of routine difficulty requiring the exercise of reasonable judgment and initiative. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

### Responsibilities:

Tow of service vehicles and damaged vehicles; Plow snow in the winter months  
Unlock vehicles in preparation to tow; Complete tow truck preventative maintenance according to the manufacturer's specifications and guidelines; Complete Maintenance Technician repairs including but not limited to the follow: PM's, tire replacements, tire repairs, bulbs, re-set sensors, tire rotations and other tasks as need  
Complete RO's in Service Pro for any work completed including warranty tows  
Perform other related duties as required

### Qualifications:

Must be at least 18 years of age. High School Diploma or G.E.D.  
Experience driving and operating a tow truck is preferred  
Minimum of 1 year experience handling mechanical service procedures to perform fleet maintenance activities. Must have a valid driver's license  
Must be able to understand, read, write, and speak English  
Must be able to work flexible hours during the winter months for snow plowing needs  
Must have a C class driver's license  
Requires ownership of standard hand tools to perform basic maintenance and repair responsibilities

Apart from religious observation, must be able to work the following shift/schedule:  
Monday – Friday from 6 am – 2:30 pm

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future

Apply online at <https://nationalalamo-erac.icims.com/jobs/152031/maintenance-technician-tow-truck-driver---o%27hare-airport/job>

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



**Trainee Hourly**  
NAPERVILLE, IL  
Retail Management

#### Position Description

Drives sales in assigned area  
Drives the financial performance of assigned area  
Ensures compliance with Company policies and procedures

Models, enforces, and provides direction and guidance to hourly Associates on proper Customer service approaches and techniques to ensure Customer needs, complaints, and issues are successfully resolved within Company guidelines and standards.  
Participates in community outreach programs, and encourages and supports hourly

Associates in serving as good members of the community.  
Provides supervision and development opportunities for hourly Associates in assigned area  
Upholds the Company's Open Door Policy

#### Minimum Qualifications

2 or more years of college; OR 1 year retail experience and 1 year supervisory experience; OR 2 years general work experience and 1 year supervisory experience  
For facilities that sell firearms, I acknowledge that the position for which I am applying will require successful completion of a firearms- specific Criminal Background Check (CBC) and Firearms Authorized Training.

#### Additional Preferred Qualifications

2 or more years general work experience supervising 5 or more direct reports to include the responsibility of performance management, mentoring, hiring, and firing

Employment Type: Full Time  
Position Type: Hourly  
Shift: 0  
Req ID: 541701BR

Apply online at <https://jobs.walmart.com/us/jobs/593228-5022/NAPERVILLE-IL-Trainee-Hourly?lang=en-US>

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



**Market Assistant - WM (Lansing, IL - Market 238)**  
LANSING, IL

Administrative and Support Services

Position Description:

Assists with business operations

Completes work assignments and priorities

Complies with company policies, procedures, and standards of ethics and integrity

Provides assistance with calendars and meeting activities

Provides assistance with data management and issue identification

Utilizes business and process knowledge to provide assistance with electronic, verbal, and written communications

Minimum Qualifications

1 year working knowledge of Microsoft Excel, Word and PowerPoint.

Employment Type: Full Time

Position Type: Hourly

Shift: 0

Req ID: 515184BR

Apply online at <https://jobs.walmart.com/us/jobs/566327-5022/LANSING-IL-Market-Assistant-WM-Lansing-IL-Market-238?lang=en-US>

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



**Title: Team Member**

Requisition Number 15-0949

Post Date 9/10/2015

City Chicago

State IL

Our part-time associates are dedicated to providing fast, friendly service to our customers and donors. In addition, they work diligently to keep the store clean, safe, and welcoming. Team Members have the opportunity to provide quality customer service through many unique positions including cashier, donation attendant, merchandise pricer, and stocker.

Successful candidates will demonstrate the following competencies:

- Action Oriented
- Approachability
- Customer Focus
- Integrity & Trust

Working at Goodwill is more than a job. You will be supporting our mission to provide training, employment and supportive services for people with disabilities or disadvantages who seek greater independence.

**Requirements** One year of retail or production experience is preferred.

Goodwill is an Equal Opportunity and Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, sexual orientation, gender identity, disability, protected veteran status or any other characteristic protected by state or federal law.

Goodwill encourages applicants who are disabled to apply for our posted positions. If you are unable to apply using our Career website due to a disability, please call 414-847-4131 for assistance with your application. You will be directed to voicemail. Please leave your name, phone number and provide details about the assistance you are requesting.

Please note: This phone line is intended for individuals who require an accommodation due to a disability, and not for individuals without computer access who need a paper application or who wish to inquire on the status of an application.

Apply online at

[https://rn21.ultipro.com/GOO1011/JobBoard/JobDetails.aspx?\\_ID=\\*18542F5897FAC E19&\\_jbsrc=CFD6A441-E578-4EE6-B7DA-E60BFFB5E55F](https://rn21.ultipro.com/GOO1011/JobBoard/JobDetails.aspx?_ID=*18542F5897FAC E19&_jbsrc=CFD6A441-E578-4EE6-B7DA-E60BFFB5E55F)

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



**Drive Thru Ambassador (Ls IL Full Time 35 hrs)**

Location: Lansing, IL

Salary Range: \$9.25 per hour

Exempt/Non-Exempt: Non-Exempt

Benefits: Vacation, Holiday, Store Discount, Insurances and Retirement Savings

Employment Type: Full Time

Department: Sales - Lansing Store - 3679 Ridge Rd., Lansing, IL

**Description:**

To provide exceptional customer service while speedily receiving, pricing and sorting donations and to generally aid in the smooth operation of a fast-paced retail store.

Apply online at <http://goodwill-ni.iapplicants.com/ViewJob-701475.html?jb=3&source=44309>

**Job Title Cashier**

Requisition ID 636740BR

Business Stores - Kmart Hourly

Job Function Customer Service

Employment Category Seasonal

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 3443 W ADDISON

Location City CHICAGO

Location State IL

Location Postal Code 60618

Store/Unit 03371

Country United States

Employing Entity Kmart Corporation

EEO/EOE Footer EEO EMPLOYER

**Apply online at**

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=1414180&PartnerId=455&SiteId=185&codes=IND&codes=IND>

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 online 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



### **Material Handler (60747)**

Req Id 60747 - Posted 09/10/2015 - Hourly Production - IL - Chicago (Northwest Suburbs)

#### POSITION PURPOSE

The person who occupies this position is responsible for transporting materials to and from the new Heidelberg presses within the printing department.

Physical demands commonly associated\* with the performance of the functions of this job: Person must have physical coordination to operate forklift. Material Handler is continually getting on and off forklift (getting off lift to aerate loads; getting on lift to move materials, etc...) throughout working shift. Handler must be able to lift propane tank (weighing approximately 50 - 60 lbs.) and carry tank to area to be filled. This activity is performed approximately every work shift. Inside Conditions, extremes of heat (summer), humidity, noise (from forklift and production machinery).

Use of Machines, Tools, Equipment, Software: Forklift. Aerate Heidelberg; Must speak, read and write in English. Must be able to operate forklift. High school diploma or GED required. Must be flexible: Able to work other shifts, overtime and Saturdays when needed.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for this job. All candidates will be evaluated on the basis of their qualifications for the job in question. We do not base our employment decision on an employee's or applicant's race, color, sex, age, religion, natural origin, sexual orientation, citizenship, handicap or disability, marital status, veteran status or any other basis prohibited by local, state or federal law.

Graphic Packaging is an Equal Opportunity Employer  
Females/Minorities/Veterans/Disabled.

Graphic Packaging is an Equal Opportunity Employer. All candidates will be evaluated on the basis of their qualifications for the job in question. We do not base our employment decision on an employee's or applicant's race, color, sex, age, religion, national origin, sexual orientation, citizenship, handicap, or disability, marital status, veteran status or any other basis prohibited by local, state, or federal law.

Apply online at

[https://career4.successfactors.com/career?company=Graphicpkg&career\\_ns=job\\_listing&navBarLevel=JOB\\_SEARCH&s.crb=RxYBz8jDZYCSSUfOqQ%2bXwnABZQc%3d&career\\_job\\_req\\_id=60747&jobPipeline=Indeed](https://career4.successfactors.com/career?company=Graphicpkg&career_ns=job_listing&navBarLevel=JOB_SEARCH&s.crb=RxYBz8jDZYCSSUfOqQ%2bXwnABZQc%3d&career_job_req_id=60747&jobPipeline=Indeed)

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



**Title: Donation Attendant Don Cnt**

Requisition Number 15-0938

Post Date 9/8/2015

City Niles

State IL

Description Part Time position available.

Daily activities include managing work load at assigned site to ensure that customer service standards, sorting standards and donation records are maintained.

Adhere to Goodwill Retail Standards to ensure the highest levels of customer and donor service are maintained. Greet and thank donors for their donation.

Meet donors at their vehicle and assist in unloading donations.

Give Donation Receipt and other Goodwill materials to each donor.

Implement and maintain sorting standards to ensure goods are packed safely for transit and space is used wisely.

Operate equipment safely and responsibly.

Complete daily donation logs and other written reports as requested.

Maintain well organized, clean, safe site, inside and outside.

Follow established security and safety procedures.

Maintain supply needs for site.

Resolve donor concerns and assist in investigating lost donation reports. Report any unresolved donor issues to supervisor.

Maintain confidentiality of human resource information.

Maintain a safe and orderly work environment.

**Requirements**

One year prior retail or production experience. Ability to move throughout the donation center site, inside and outside and move up and down stairs. Must be able to stand for extended periods of time. Ability to bend and reach to work with merchandise. Ability to lift, push or pull a minimum of 50 pounds. High school diploma or G.E.D. preferred. Valid driver's license preferred.

Goodwill is an Equal Opportunity and Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, sexual orientation, gender identity, disability, protected veteran status or any other characteristic protected by state or federal law.

Apply online at

[https://rn21.ultipro.com/GOO1011/JobBoard/JobDetails.aspx?\\_ID=\\*BA5BB7C6BC3BB198&\\_jbsrc=CFD6A441-E578-4EE6-B7DA-E60BFFB5E55F](https://rn21.ultipro.com/GOO1011/JobBoard/JobDetails.aspx?_ID=*BA5BB7C6BC3BB198&_jbsrc=CFD6A441-E578-4EE6-B7DA-E60BFFB5E55F)

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



**Receiving Associate (Full Time)**

ID: 091505

Employment Type: Administrative

Location: 1701 W Superior

**Description**

Under the general supervision of the Controller, The Receiving Associate is responsible for receiving and tracking items delivered throughout Erie, closing purchase orders (PO) received, providing support within the Purchasing team of the Finance department. Receiving associate will work on closely with AP to support invoice processing.

**Qualifications:**

High School, GED or equivalent required, Knowledge in office computer applications (MIP) preferred, Microsoft Office working knowledge-proficiency required, One to three years office or inventory experience with time or temperature sensitive products, Position may require long periods of standing, sitting, bending, etc. Must be able to lift up to 50 pounds. Excellent customer service and interpersonal skills, Excellent organizational skills, Detail-oriented, Ability to collaborate and interact with a diverse group of health care professionals, Maintain confidentiality at all times.

Apply online at <https://eriefamilyhealth.applicantstack.com/x/detail/a2a0hvx7i8ci/aaac>

**Janitor-Supervisor**

10-Sep-2015 to 15-Oct-2015

(CST) Chicago, IL, USA

12 Hourly Part Time

JANITOR SUPERVISOR needed for cleaning of retail location in Chicago, IL. Monday, Thursday and Friday from 5:30PM to 11:30PM. Tuesday and Wednesday from 2PM to 11:30PM.

Occasional Sundays. Eye for detail, including carpet cleaning, vacuuming, floor care, trash removal and restroom cleaning. Previous retail cleaning and project experience preferred. Part-time. Must be authorized to work in the US and be able to pass a background check.

Interested applicants please email resume to [teresa.pena@cbsginc.com](mailto:teresa.pena@cbsginc.com) or Call Teresa at 847-312-5169. EOE

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: EEO Administrative Specialist**

Opening Date/Time: Fri. 09/11/15 12:00 AM Central Time

Closing Date/Time: Thu. 09/24/15 11:59 PM Central Time

Salary: \$35,000.00 - \$50,000.00 Annually

Job Type: Office/Clerical

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Administration

Provides confidential assistance and support to the EEO/AA/Ethics Officer in all facets of work relating to federal and state laws concerning equal employment opportunities and affirmative action and state ethics laws. This is achieved through collecting medical information regarding employees, applicants, and patrons, being privy to guidance provided to employees and Board members in response to ethics, ADA, or EEO matters, and through specific tasks related to the dissemination of EEO/AA information and reports, and other reporting duties and investigations.

Examples Of Essential Duties:

Typical Qualifications: Requirements include a Bachelor's Degree with at least 4 years of work experience with similar responsibilities or, in the alternative, a combination of college level courses and work experience with similar responsibilities to 8 years of total experience. The incumbent must be proficient in the use of Microsoft Office tools, including Word, Excel, PowerPoint, and Outlook, and must be able to type at a minimum rate of 50 words per minute. The incumbent must possess excellent interpersonal and written communication skills and be extremely organized. Due to the highly confidential nature of the position, the incumbent must be trustworthy and dedicated to demonstrating the utmost discretion and confidentiality.

Supplemental Information:

1. Compile data and generate statistics for quarterly, annual, and other reports as necessary.
2. Generate and distribute employee Exit Interview Questionnaires and summarize returned forms on a quarterly basis.
3. Research EEO/AA training resources, accommodation possibilities, and options for implementing the Tollway's diversity plan.
4. Obtain statements from employees pertaining to disability accommodation requests and discrimination complaints.
5. Monitor and update the current filing system and maintain the security of those files.
6. Update the disability status of designated personnel.
8. Conduct orientations for new employees, including reviewing anti-harassment and ethics policies and answering questions.
9. Administer annual Ethics Training, the collection of Statements of Economic Interests, Supplemental Statements of Interests, and maintain and update the Tollway's revolving door list.
10. Order office supplies.
11. Other duties/projects as assigned by the EEO/AA Officer.

Apply online at <http://agency.governmentjobs.com/illinoistollway/>

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 provides 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 online 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



## **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



### **General Laborer**

Talent Area : Warehouse Operations

Location : Niles, IL, USA

Requisition Number : 00037247

Full or Part Time : Regular Employee FT

### **POSITION DESCRIPTION**

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment
- Restock and replenish as appropriate.
- Perform general maintenance.
- Ensure compliance with regulatory and company policies and procedures.
- Fill in for other positions as needed.
- Perform general warehouse/production/cooler service duties.
- Periodic bending, kneeling, lifting of 50+ pounds and climbing.
- High School Diploma Preferred.
- 0 - 1 year of general work experience.
- Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail.
- Forklift certification is a plus.

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/general-laborer-niles-illinois-job-1-5811264>

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



### **Production Clerk**

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00037262

Full or Part Time : Regular Employee FT

### **POSITION DESCRIPTION**

Provide analysis and review of all transactions entered into the SAP system in regards to receiving, staging, and storing of all raw materials. Verify correct usage of packaging and ingredients to include lots, as regarded on process orders and investigate discrepancies. Monitor and use all department systems as trained. Work between finished goods and raw materials warehouses and production department on any verifications of inventory. Conduct cycle counts. Verify quantities of staged packaging and ingredients. Maintain FIFO inventory methods. Monitor for yield and material variance control.

Work safely around moving equipment to understand production requirements and provide useful input. Use production knowledge and Company software to generate meaningful operational improvement report charts and graphs to include weekly material usage reports. Provide input with materials usage reconciliation, problem solving, problem anticipation, and adherence to Quality System standards. Forward tracking statistics for weekly reports for Apopka activity. Monitor cycle count activity and research discrepancies. Assist with physical inventory counts as scheduled. Summarize monthly finished goods shipments by item code.

High School Diploma or equivalent

Coca-Cola North America Group is an equal opportunity/drug-free employer requiring background checks

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/production-clerk-niles-illinois-job-1-5818713>

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