



Job Title: Auto Mechanic

Opening Date/Time: Wed. 09/16/15 12:00 AM Central Time

Closing Date/Time: Tue. 09/29/15 11:59 PM Central Time

Salary: \$30.64/Hour

Job Type: Service Maintenance

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Engineering

Description Benefits Supplemental Questions

Repair and maintenance of automobiles, trucks, tractors, salt spreaders, snow plows, construction equipment and machinery commonly used by ISTHA in maintenance of roadway and structures.

Typical Qualifications:

The incumbent must possess a minimum of eight (8) years of mechanical experience in automotive, truck, and/or equipment repair and maintenance.

A Class "A" CDL permit with an endorsement for air brakes is required at the time of interview. Candidates will be required, as a condition of employment, to obtain a Class "A" CDL with an endorsement for air brakes within his/her probationary period and maintain said license throughout the term of their employment.

Failure to obtain and/or maintain said license shall be grounds for termination. All costs associated with the permit and license are the responsibility of the candidate/employee."

The incumbent must successfully pass the ISTHA Mechanic test with a score of sixty five percent (65%) passing grade or currently hold an ASE Master Mechanic Certification. Incumbent must be a High School Graduate or equivalent. Incumbent must be able to lift 75-100 pounds.

Must have sufficient tools as required by ISTHA. The incumbent must acquire and maintain all Federal, State and Local Certifications or Licenses required to perform the duties and tasks of the position.

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Job Title: Contract Analyst

Opening Date/Time: Wed. 09/16/15 12:00 AM Central Time

Closing Date/Time: Tue. 09/29/15 11:59 PM Central Time

Salary: \$42,000.00 - \$52,000.00 Annually

Job Type: Office/Clerical

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Engineering

Description Benefits Supplemental Questions

The Contracts Analyst (CA) position assists with all phases of the Contract Services contracting process, including construction contracting, professional services contracting, and contract compliance.

The CA supports the Contract Services team to which s/he is assigned. These teams include: Pre and Post Award Team (advertising, award and administration), Contract Finance Team (payments), and the Document Control & Compliance Team.

This position plays a key role in ensuring that Contract Services complies with State laws, Illinois Procurement Bulletin posting requirements, and procurement regulations and requirements. Additionally the CA is tasked with upholding the Tollway's ethics standards, and accurate and timely performance of assigned tasks and responsibilities.

Typical Qualifications:

The Contracts Analyst (CA) position requires a Bachelor degree. A minimum of five (5) years of contracting/acquisition or internal control equivalent experience may be considered. The CA must possess excellent written and oral communication skills required for maintaining effective working relationships with consultants and construction field personnel, and have interpretive skills that include attention to detail for complex contract document analysis.

The ability to coordinate numerous responsibilities, effective organizational and time-management skills, knowledge of computer operating systems, and problem solving skills are a must. Experience in project accounting procedures and construction documentation, and knowledge of Tollway operations and procedures, are a plus. The incumbent must possess the ability to work successfully under stressful conditions to meet critical deadlines efficiently and effectively. Proficiency in Microsoft Word, Excel, Access and Outlook is required.

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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

Description Benefits Supplemental Questions

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.

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.

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Delivery Supervisor

Chicago, IL

Sales

This position contributes to the success of the Pepsi Beverages Company by leading a team of frontline employees to merchandise orders to key customers in a fast-paced direct store delivery environment.

Major Tasks, Key Responsibilities and Key Accountabilities:

Manage multiple priorities while allocating resources between accounts

Brief the frontline employees on scheduling and meeting delivery goals

Anticipate potential customer issues, apply contingency planning to avoid customer dissatisfaction

Apply knowledge of merchandising principles to drive productivity

Train front line on utilize PBC processes and tools

Understand cost per unit constraints in meeting customer needs

Help employees prioritize the work and promote teamwork

Supervise daily operations, delegate tasks and monitor progress

Set productivity and service targets, measure performance to drive accountability

Education and Certifications:

High school diploma or GED required; Bachelor's degree preferred.

Work Experience

A minimum of 2 years experience managing front-line employees

Skills & Capabilities

Ability to work a flexible schedule including early mornings, evenings and/or weekends

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.

PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans/Sexual Orientation/Gender Identity.

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Job Title: Office Supervisor/Cash Handling

Opening Date/Time: Wed. 09/16/15 12:00 AM Central Time

Closing Date/Time: Tue. 09/29/15 11:59 PM Central Time

Salary: \$16.67/Hour

Job Type: Office/Clerical

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Toll Operations

Description Benefits Supplemental Questions

Is responsible for maintaining a current audit and entry of all currency and coin counts produced by money room staff. To ensure accuracy balancing of each revenue day prior to finalizing for Toll Audit review.

Primary responsible for distribution of work loads for 1 full-time office clerk. Ensures that proper auditing procedures are followed in the process and reconciliation of daily revenues. Analyze current money room reports and screens for possible enhancements and requests changes to the Information Technology Department. Reports any deficiencies in Money Room procedures directly to the Manager of the Money Room, along with possible corrective action. Also orders any needed supplies and processes invoices through the S.U.N. system.

1. Current revenue receipts
2. Previous day revenue receipts. These receipts are distributed to the clerks based on individual ability.
3. Orders Supplies

Typical Qualifications:

High School graduate of equivalent is required. Associates Degree in Accounting or related field is desired. . Aptitude with math and accounting is required. Previous experience in a banking environment and or related field is required. Strong auditing background is required. Working knowledge of MS Word, Excel and Outlook is required. Incumbent must have strong analytical abilities, the ability to accomplish a volume of activity on a schedule. An extensive background check is required.

Supplemental Information:

1. Prioritizes incoming cash receipts and distributes them to the Cash Handling Clerk on the basis of individual ability.
2. Ensures that incoming revenue receipts are processed quickly and accurately.
3. Brings to the attention of the Manager of Cash Handling any problems not routine in nature, relating to revenue receipts in a timely manner.
4. May assist supervisors in other duties.

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Job Title: Payroll Analyst

Opening Date/Time: Wed. 09/16/15 12:00 AM Central Time

Closing Date/Time: Tue. 09/29/15 11:59 PM Central Time

Salary: \$16.67/Hour

Job Type: Office/Clerical

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Finance

Description Benefits Supplemental Questions

This incumbent will assist the Payroll Manager and Payroll Supervisor in coordinating the daily operations of the Payroll Division. This position ensures that all payroll needs of the Tollway are met, that good internal control is maintained and that State Comptroller rules are followed.

DIMENSIONS:

Annual Payrolls Processed: \$112,000,000 which includes: • Four (4) Bi-weekly Union payrolls • Three (3) Semi monthly payrolls • One (1) Monthly payroll

Typical Qualifications:

This position requires an Associates Degree or equivalent accounting experience, as well as a minimum of (5) years of payroll experience. Excellent knowledge of Microsoft Word, Excel and Outlook is required. Familiarity with various payroll/financial software programs is desired. Strong organizational, interpersonal communication and written communication skills are required. Additionally, excellent analytical skills are required. Knowledge of Kronos Workforce Timekeeper time and attendance, or other automated time and attendance software programs is highly desired.

Supplemental Information:

1. To assist in all payroll processing as required and in all special projects under the direction of the Payroll Manager and Payroll Supervisor related to the Payroll Division, including, but not limited to the Direct Deposit Program, Optional Life Insurance, Flexible Spending, and the automated Kronos Time and Attendance Program.
2. To be thoroughly well versed in all aspects of all union contracts so that customer services can be accurately provided both internally and externally.
3. To assist in evaluating and implementing information communicated through payroll bulletins from the Comptroller's Office.
4. Other duties as assigned.

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Job Title: Senior Project Manager(Program Controls/System Integrity)

Opening Date/Time: Wed. 09/16/15 12:00 AM Central Time

Closing Date/Time: Tue. 09/29/15 11:59 PM Central Time

Salary: \$40.87 - \$45.19 Hourly

Job Type: Professionals

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Engineering

Typical Qualifications:

A Bachelor's of Science Degree is required. A minimum of five (5) years of experience in highway planning, design or construction is preferred. Excellent organizational skills are required to effectively manage complex projects. Above average communication skills are required. Proficiency in Microsoft Word and Excel is required. Experience in administering multiple simultaneous construction and consultant contracts is required. Registered Professional Engineer in Illinois is preferred. Previous transportation experience is desired. Experience in planning studies, geometrics, as well as prior supervisory experience is desired. Experience with a web-based project management system is desired.

Supplemental Information: 1. For Master Planning and Design tasks, preparation of designed project contract documents up to the point of completion of Master Plans, and completion of design documents and advertisement for construction bids. Develops initial project and contract scope recommendations for anticipated studies in close coordination with appropriate Divisions and Departments. 2. For Construction tasks, administering Construction Manager contracts in accordance with Specifications from project initiation to final project close out. 3. Manages and coordinates the review of technical studies, plans, and documentation to ensure that materials comply with appropriate standards and with environmental regulations. This is done in close coordination with the Tollway's Environmental staff, other Divisions and Departments, as well as with the Tollway's General and Traffic Consultant. 4. Responsible for ensuring that studies are effectively coordinated with appropriate agencies, officials and the public in a timely manner. 5. Assists the Executive Project Managers/Project Engineer and/or the Deputy Chief of Program Implementation or the Deputy Chief of Program Controls/System Integrity in the development of guidelines and procedures related to the planning process and studies. 6. Provides maintenance of variable, concise, timely, effective communication with all parties having input the project. 7. Monitoring costs and progress through review of fees against work completed to determine adherence to budget and schedule. 8. Provides timely notice to superiors on substantial project development matters, including those that could affect project scope, schedule or budget. 9. Other related duties as assigned.

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Driver - Relief Schedule (Full Time/Days) (CDL A Required)

Elk Grove Village, IL

Engineering, Manufacturing, Utilities

Position fills in for delivery drivers who are not available for their shifts (due to vacation, illness, etc.). Routes for the relief driver typically change day to day. Position delivers products to stores on an established or contingency route or via dynamic dispatch to customers including convenience and gas stores, small supermarkets, drug stores, across a wide variety of weather conditions. Drives the delivery vehicle to a location, unloads and brings products into the store. Is responsible for ongoing rotating and stocking of products on store shelves, displays, vending equipment, and in coolers. Builds small displays and sets up promotional materials such as pricing signs and banners. Generates invoices and is responsible for daily settlement of cash and charges. Has frequent interaction with store management. This position is labor intensive, requires lifting, loading and pushing/pulling cases ranging from 20-45 pounds per case repeatedly during work hours. It also requires reaching, squatting, and bending while delivering and merchandising products in the store.

PRIMARY ACCOUNTABILITIES: • Deliver products and execute all promotions • Service all scheduled customers by the end of shift • Merchandise all accounts to local standards • Follow DOT regulations • Establish positive working relationships with primary contact at each account • Regular, reliable, predictable attendance

BASIC QUALIFICATIONS: • 21 years or older • Valid CDL or Valid CDL Permit • Pass the required drug test and physical capabilities test (if applicable) • Pass the required background checks • Pass DOT physical and DOT Road Test

HELPFUL EXPERIENCE: • Operating trucks requiring a CDL license (e.g., performing basic functions like driving forwards, driving backwards, maneuvering in tight spaces, etc.) • Merchandising products (e.g., filling shelves, building displays, making products look attractive on shelves, rotating product, cleaning shelves, or eliminating out of stocks and out of date products, etc.) • Operating equipment (e.g., pallet jacks, hand trucks, breakdowns, etc.)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status. PepsiCo is an equal opportunity employer.

Minorities/Females/Disability/Protected Veteran/Sexual Orientation/Gender Identity
Job Ref: 5000043466410

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Merchandiser - PT/Rotating Shifts"~

Elk Grove Village, IL

Engineering, Manufacturing, Utilities

PRIMARY ACCOUNTABILITIES:

- Merchandise store shelving, coolers and displays with products in assigned accounts
- Rotate products in the backroom and on the shelf
- Transport products to and from backroom to shelf location
- Use equipment to transport products (e.g., U Boats, hand trucks, pallet jacks, etc.)
- Display promotional material such as signs and banners in accounts
- Keep back room stock in neat and orderly condition
- Communicate store issues to store managers and Pepsi management
- Build customer relationships at the store level
- Comply with operating procedures (e.g., scan-in/scan-out, following designated route, etc.)
- Service accounts during designated times established by management
- Deliver customer service (e.g., communication, rapport building, attentiveness to customer needs, etc.)
- Ability to operate under minimal supervision (self-managed role)
- Use hand held devices to write/input orders
- Regular, reliable, predictable attendance

BASIC QUALIFICATIONS:

- 18 years or older
- Pass the drug test and physical capabilities test (if applicable)
- Pass the background check
- Must have car or personal transportation to access multi-store locations within assigned shift
- Valid driver's license
- Proof of insurance

HELPFUL EXPERIENCE:

- Working for a retail business or grocery store (e.g., understanding store operations, knowing the backroom and inventory, stocking aisles and shelves, etc.)
- Moving products within a store (e.g., safely stacking and moving products on equipment such as a u-boat, hand truck/dolly and/or breakdown, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive, rotating products, cleaning shelves, eliminating out of stocks and out of date products, etc.)
- Managing backroom/stock room inventory (e.g., organizing pallets, stacking and storing inventory or products, etc.)
- Serving customers (handling customer complaints, responding to customer requests, or meeting customer needs)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status. PepsiCo is an equal opportunity employer.

Minorities/Females/Disability/Protected Veteran/Sexual Orientation/Gender Identity

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Specialty: Internal Medicine, Hospital-based

Title: Hospitalists-Immediate Opportunities

Availability: Immediate

Locations: South Chicago

South Suburbs

Southwest Suburbs

Facility: Christ Medical Center

South Suburban Hospital

Trinity Hospital

Description:

HOSPITALISTS NEEDED Metro Chicago locations

Immediate positions available at several Advocate Hospitals. Experienced candidates must be board certified, new grads are welcome to apply.

Advocate Medical Group (AMG), a large, multi-specialty group located in Chicago, Illinois with over 1,400 physicians representing over 30 specialties, announces its search for an additional hospitalists.

We offer competitive compensation and benefits, strong leadership and a top ranked health system which we believe in turn, provides an excellent professional opportunity.

We are committed to partnering with well trained candidates to offer the best care to the patients and communities we serve.

AMG is part of Advocate Health Care, one of the nation's leading integrated health care systems.

Advocate Health Care is comprised of 12 acute care hospitals, a children's hospital, a home healthcare company and one of Chicago's largest physician groups.

Email your CV and cover letter to: rebecca.bork@advocatehealth.com

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Specialty: Surgery, Pediatric

Title: Pediatric General Surgeon

Availability: Immediate

Locations: South Suburbs

Southwest Suburbs

Facility: Christ Medical Center

Description:

CHICAGO...

Pediatric General Surgeons Advocate Christ Medical Center (ACMC) & Hope Children's Hospital (HCH), part of Advocate Health Care, Chicago land's largest provider of care, seeks additional Pediatric General Surgeons to join their team.

Recognized as a major tertiary and quaternary referral center, ACMC / HCH excels in a variety of specialties and is a leader in breakthrough technologies.

Hope Children's Hospital, the only freestanding children's hospital in Chicago's south and southwest suburbs, is ranked among the nation's top 50 children's hospitals in U.S.

News and World Report.

HCH is a member of the National Association of Children's Hospitals and Related Institutions (NACHRI) is designated as both a Level IIIc Perinatal Center and a Pediatric Critical Care Center.

The selected candidates will be a fellowship trained, board certified/board eligible pediatric general surgeons with excellent interpersonal skills and a commitment to evidence based medicine.

Prior experience is preferred, however, those completing fellowship are also invited to apply.

Apply for this position online at <http://jobs.advocatehealth.com/article/pn>

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Specialty: Neurology

Title: Neurology in central Illinois

Availability: Immediate

Locations: Central Region

Facility: BroMenn Regional Medical Center

Description:

Advocate Medical Group Neurology in central, Illinois, is seeking a BC/BE Neurologist to join their growing practice.

THE PRACTICE

- Join 4 Well Trained Neurologists, 2 APNs & 1 PA
- Beautiful Office Space
- Admitting to one Hospital : Advocate BroMenn Medical Center
- Competitive salary and benefit package including paid call and great earning potential!

THE COMMUNITY – Bloomington/Normal, Illinois

- Population 130,000
- 2 hours from Chicago, 3 from Indianapolis and St. Louis
- Vibrant college community - location of Illinois State and Illinois Wesleyan Universities
- Home to businesses such as State Farm Insurance, COUNTRY Financial, and Mitsubishi Motors
- Safe, clean , family friendly community!

Cathy Nottoli

Physician Recruiter

cathy.nottoli@advocatehealth.com

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Bar Louie Restaurant Manager Chicagoland

Job Description:

As the Restaurant General Manager, you are responsible for managing the restaurant and working with the other Managers.

You'll need to maintain an efficient, welcoming environment within which your staff can engage and wow our customers.

It'll be important to motivate and support your team, catch them doing something right, and help everyone to take pride in what they do.

Requirements:

- 3+ years of recent Upscale Casual experience in a Restaurant
- Ability to achieve food quality standards, service standards and financial goals
- Strong work ethic
- Polished and Professional
- Passion for Hospitality and Leadership
- Outstanding Attitude

Requirements: Local Candidate Only!

- To manage, educate, train, and empower the entire restaurant staff
- Maintain uniform standards within company guidelines and initiatives
- To respond promptly to customer questions and complaints
- Ensure consistency is upheld throughout with food, drinks and operational standards
- To conduct regular employee reviews and team management
- Overall responsibility of all cash handling, banking, safety procedures, and report analysis
- Ordering and maintaining supplies
- Ensure food safety, quality and freshness

Apply online at <http://ihg.jobs.net/job/Bar-Louie-Restaurant-Manager-Chicagoland/J3F24266RSW684Z7M30/>

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Financial Counselor

Department: Admitting Department

Shift: 1st

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

Specialty: Patient Access

Job Number: 2015-2033

Job Description: Are you looking for a rewarding Financial Counselor position in a medical environment to help bring efficiency and effectiveness in the medical community? If so, this can be a great opportunity for you as a Financial Counselor in our Patient Access department.

Knowledge, Skills and Abilities:

Knowledge:

High school graduate or equivalent. Knowledge of medical terminology preferred. Possess a thorough knowledge of Rush's contracted payers and be able to explain coverage-related concepts to the patients, i.e. pre-certification and out-of-network. □ Understands more complex concepts as they pertain to registration and insurance.

Experience and Abilities:

Typing skill of 40 WPM required. Previous experience in a hospital or medical environment interacting with patients preferred. Excellent interpersonal skills with the ability to work effectively on an interdisciplinary team. Sound understanding of operational processes as it pertains to registration and insurance. Basic knowledge of MS Office products with the ability to work in and prepare electronic documents and spreadsheets. Communication skills: exhibits clear and concise written and verbal skills. Assists in the training of co-workers on departmental policies and procedures; shadowing. Have a thorough knowledge of the Medical Center's and department's policies and procedures. Possess the ability to communicate this information accurately to the customer. Ability to present relevant issues and ideas in a positive manner to management. Ability to influence group's behavior to support RUMC/ROPH's goals. Ability to analyze and present trends from the DNB data.

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

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Job Title: Recruiter Sr. Human Resources Consultant *

Department: Recruitment Services

Shift: 1st

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

Job Number: 2015-2170

RECRUITER/SR. HR CONSULTANT

This individual will be an integral part of the Talent Acquisition team and will be instrumental in providing high quality candidates to fill hiring needs by implementing targeted sourcing initiatives, leveraging social networking, and other recruitment tools with sense of urgency, enhancing the hiring manager and candidate/customer experience. The incumbent will perform the full lifecycle recruitment process while building and maintaining excellent relationships with hiring managers, candidates, and the Rush community at large.

Join our team of professional and talented recruiters as we transform our team through lean process improvements on our journey to becoming a high-performing, elite recruitment organization.

Qualifications:

Bachelor's degree required. Minimum 3-5+ years full lifecycle recruitment experience required. Healthcare or clinical recruitment experience is ideal. Knowledge of advanced internet searching/sourcing skills required, including social media sourcing techniques, networking, leveraging referrals, and ability to develop sourcing strategies for various roles. Experience with applicant tracking systems. Proven track record of successfully working in an environment with a high focus on continuous improvement and data integrity. Proven ability to work in a fast-paced environment and manage multiple searches (high volume recruitment) and projects simultaneously. Team oriented with a sense of urgency and motivation; problem solver and ability to work independently. Proven capacity to be self-motivated and self-directed combined with strong business acumen. Strong client management expertise with experience building and cultivating relationships.

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

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Activities Instructor III Soccer (SEASONAL FALL) Job ID: 2303

Closing Date: 09/23/2015 Seasonal Only

Date Posted: 9/10/2015

Location: COMMUNITY RECREATION

Region: Districtwide

PROGRAM DESCRIPTION: Engages Chicago's youth in fun, spirited activities that develop important life skills and a healthy approach to living. Plans and Implements a set curriculum for instruction of sports. Demonstrate a knowledge of sports. Promotes sportsmanship and encourages creativity in participants. Issues and maintains an inventory of equipment and supplies.

EXAMPLES OF DUTIES:

Plans and implements a course curriculum for the instruction of a specialized athletic, recreation or leisure activity. Demonstrates proper techniques and skills in specialty area. Promotes sportsmanship and encourages creativity in participants. Issues and maintains an inventory of specialized equipment and supplies. Determines tournament eligibility requirements. Establishes schedules for tournaments, leagues and competitions. Enforces and promotes safety guidelines for specialized activities. Adapts programs to reflect differing levels of participant's skill development.

MINIMUM QUALIFICATIONS:

Training and Experience:

Associate of Arts degree in recreation, leisure studies, physical education or related field, supplemented by five years of instructional, practical or sanctioned competitive experience in a specialty area is required.

Knowledge, Skills and Abilities:

Knowledge of athletic, leisure and recreation theories and principles. Technical knowledge and skill in an area of specialization. Skill in teaching the full range of skills and techniques in an area of specialization. Effective oral and written communication skills. Ability to evaluate skill levels in the specialty area.

Career Service

EEO: Para Professional

EEO: Non-Exempt

SALARY: \$22.32 per hour

Apply online at

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

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Shipping & Receiving Clerk

Barrington, IL

Supply Chain

This position is responsible for all aspects of inbound and outbound shipping and receiving of packages and palletized products. It also includes responsibility for maintaining and storing all palletized products and central stock used by the business groups. Working with team members and employees across all divisions on a daily basis to keep inbound and outbound deliveries and shipments moving within any and all time constraints. Calibration on a daily basis with researchers and the pilot plant staff to meet the needs of the QTG teams and department project goals. Focusing on accurate processing of all related Warehousing billing and department charges weekly to keep department budgets in line and redirect unrelated charges appropriately. Work with our outside Warehousing vendors to maintain external climate controlled containers, trailers and waste haulers.

Process all daily outbound packages through the general carriers. Ship and receive all LTL and palletized products. Process and reconcile all warehouse and shipping charges. Manage all QTG central stock and ingredients. Support all QTG Pilot Plant protocol meetings. Manage all stored products between internal and offsite warehouse areas. Store and maintain all products in the pallet tracking database. Manage liquid and solid waste programs through bulk waste contracts. Support all HSE programs and reporting functions. Process hazmat shipments in accordance with all CFR guidelines.

Qualifications:

Minimum high school graduate required or GED certificate. 3 years' experience in shipping and receiving. Forklift driving Certification. Storeroom or central stock computer experience. Hazmat training and certification required.

Detail and process oriented individual. Strong interpersonal skills and ability to work with all levels of people inside and outside the company.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.

PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans/Sexual Orientation/Gender Identity.

Job Ref: 74911BR

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Driver - Relief Schedule (Full Time/Days)

Kankakee, IL

Supply Chain

Position fills in for delivery drivers who are not available for their shifts (due to vacation, illness, etc.). Routes for the relief driver typically change day to day. Position delivers products to stores on an established or contingency route or via dynamic dispatch to customers including convenience and gas stores, small supermarkets, drug stores, across a wide variety of weather conditions. Drives the delivery vehicle to a location, unloads and brings products into the store. Is responsible for ongoing rotating and stocking of products on store shelves, displays, vending equipment, and in coolers. Builds small displays and sets up promotional materials such as pricing signs and banners. Generates invoices and is responsible for daily settlement of cash and charges. Has frequent interaction with store management. This position is labor intensive, requires lifting, loading and pushing/pulling cases ranging from 20-45 pounds per case repeatedly during work hours. It also requires reaching, squatting, and bending while delivering and merchandising products in the store.

PRIMARY ACCOUNTABILITIES:

- Deliver products and execute all promotions
- Service all scheduled customers by the end of shift
- Merchandise all accounts to local standards
- Follow DOT regulations
- Establish positive working relationships with primary contact at each account
- Regular, reliable, predictable attendance

BASIC QUALIFICATIONS:

- 21 years or older
- Valid CDL or Valid CDL Permit
- Pass the required drug test and physical capabilities test (if applicable)
- Pass the required background checks
- Pass DOT physical and DOT Road Test

HELPFUL EXPERIENCE:

- Operating trucks requiring a CDL license (e.g., performing basic functions like driving forwards, driving backwards, maneuvering in tight spaces, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive on shelves, rotating product, cleaning shelves, or eliminating out of stocks and out of date products, etc.)
- Operating equipment (e.g., pallet jacks, hand trucks, breakdowns, etc.)

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Merchandiser - PT/Evenings

Kankakee, IL

Engineering, Manufacturing, Utilities

Position is responsible for product merchandising within large volume stores (Grocery, etc.). This includes stocking shelves, rotating shelved product, setting up displays, stocking and rotating products in coolers, organizing and rotating products in storage rooms, and moving products from storage to the sales floor. This position interacts with personnel at the store location. This position is labor intensive, requiring lifting, loading, pushing and pulling cases weighing from 20-45 pounds per case repeatedly over 10-12 hour work period, as well as bending, reaching and squatting while merchandising and moving products.

BASIC QUALIFICATIONS:

- 18 years or older
- Pass the drug test and physical capabilities test (if applicable)
- Pass the background check
- Must have car or personal transportation to access multi-store locations within assigned shift
- Valid driver's license
- Proof of insurance

HELPFUL EXPERIENCE:

- Working for a retail business or grocery store (e.g., understanding store operations, knowing the backroom and inventory, stocking aisles and shelves, etc.)
- Moving products within a store (e.g., safely stacking and moving products on equipment such as a u-boat, hand truck/dolly and/or breakdown, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive, rotating products, cleaning shelves, eliminating out of stocks and out of date products, etc.)
- Managing backroom/stock room inventory (e.g., organizing pallets, stacking and storing inventory or products, etc.)
- Serving customers (handling customer complaints, responding to customer requests, or meeting customer needs)

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Customer Service Representative

U-Haul Moving Centers
U-Haul of Bridgeport
431 W Pershing Rd
CHICAGO , IL

Description:

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements:

A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

Hours Needed:

(These hours may change based on business needs)

Sun - 9am to 5pm
Mon - 7am to 7pm
Tue - 7am to 7pm
Wed - 7am to 7pm
Thu - 7am to 7pm
Fri - 7am to 8pm
Sat - 7am to 7pm

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