



Job Title: Stores Clerk

Agency: Revenue

Closing Date/Time: Fri. 09/26/14 5:00 PM Central Time

Salary: \$2,700.00 - \$3,641.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: DOR 9724

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of high school; requires elementary knowledge of storeroom methods and procedures, transportation modes, shipment methods and kinds and grades of maintenance or office supplies; requires ability to keep simple receiving and shipping records; requires ability to perform arduous labor; requires ability to understand and follow oral or written instructions. Physical requirements of this position are: walking and standing for prolonged periods, reaching above shoulder level; lifting and carrying boxes of supplies, materials or office equipment weighing 50-70 pounds. This position requires possession of a valid Illinois Driver's license for the operation of a motor vehicle.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Revenue
Operations/Special Services/Chicago Support Services
100 W. Randolph Street Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110 Springfield, IL 62702
217-782-6239 217-782-9925 Fax

How to Apply:

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

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Part Time Sr. Customer Assistance Representative -Skokie/Evanston

Job ID 2013-92199

Category Customer Service/Support - Customer Service/Support

Location US-IL

Overview:

The Customer Assistance Representative Sr (CAR Sr) will provide a high level of customer service by assisting both internal and external customers, primarily face-to-face, supporting their branch and rental needs. The CAR Sr will gain knowledge through local training and hands-on experience to provide administrative support, service customers, and act as a rental back-up in a large home city branch or airport location.

This is a part-time position that pays \$9.50/hr.

Benefits included with this position are:

- *Fun and friendly environment
- *On The Job Training in a Professional Work Environment
- *401k and Profit Sharing with employer contribution
- *Car Rental Discounts
- *Vehicle Purchasing Discounts
- *Earned Paid Days Off (after one year of cumulative service)

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must have 1 year of customer service experience in a professional setting

Prefer experience working in a sales environment

Must have a valid driver's license with no more than three moving violations and/or at-fault accidents on driving record in the past three years.

No drug or alcohol related convictions on driving record in past 3 years (ie., DUI/DWI).

Must be at least 18 years old.

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.

Apart from religious observances, preferred work schedule:

Monday-Friday: 7:30AM-12:30PM or 2:00PM-6:00PM

Saturday: 8:30AM-12:30PM (every other)

Sunday: 9:30am-1:30pm

Apply online at <https://us-erac.icims.com/jobs/92199/part-time-sr.-customer-assistance-representative--skokie-evanston/job>

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Foreman

Location: Bridgeview
Office: Revenue Services
Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for supervising the vehicle repair and maintenance activities of employees on their shift.

Assigns work to employees using Oracle, reviews work orders for time and material used; monitors attendance; accepts road calls; gives instruction and on-the-job training.

Provides technical expertise and knowledge to assist and support the maintenance staff/division vehicle fleet; handles all necessary reports. Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least four (4) years diesel/gas experience and/or technical training to include diesel engines, bus electrical, suspension and hydraulic systems, DOT regulations and preventive maintenance.

Must pass Foreman exam and possess excellent verbal and written communication skills and the ability to read/follow blueprint, schematics and maintenance manuals.

Candidate must be at least 21 years of age and possess or be able to obtain a valid class "A" Commercial Driver's License.

The performance of these duties may be required at any time of the day and night, and day and night of the week.

Supervisory experience is preferred. This is a safety sensitive position.

Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=272

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RETAIL SALES / CUSTOMER SERVICE - CHICAGO LOOP - IL \$9.50/HR + BONUS

Chicago, IL
Self Storage

Job Description

As the On-Site Resident Property Manager, you will be provided with an apartment which is attached to a property. Along with the apartment, all electric, gas and water utilities will be provided and paid for as well.

While in training, you will earn \$9.50 per hour. Once you are allowed to move into the on-site apartment, your total compensation package will change to \$7.75 per hour plus the use of the apartment and the basic utilities. After six (6) months of employment, you may be eligible for a \$.50 increase and participation in our performance-based incentive plan.

BENEFITS

On-site paid company housing at many locations if/when available
Competitive Paid Time Off (PTO) program that grows with tenure. Program also includes an annual cash payout of any unused hours in excess of 40.
Medical/Dental/Vision, Life Insurance, STD and LTD
401(k) With Matching Contributions
15 days of Fully Paid and Comprehensive New Manager Training

Qualifications

Successful candidates come from a variety of customer-centered, selling environments including retail, restaurant, fast food and more. All have common knowledge, skills and abilities which include: Minimum one year of Customer Service and/or Sales experience
Energetic, outgoing, customer oriented personality
Strong communication, interpersonal and problem resolution skills
Enjoys and easily operates independently or as part of a small team
Detail oriented with strong organizational and time management skills
Some knowledge of computers in a windows environment
Valid driver's license with access to reliable transportation used during the work day
Willingness to work in multiple locations
Can work from 9:30am to 6pm any day of the week, including weekends and holidays
Ability and willingness to perform light cleaning and maintenance such as sweeping, mopping, wiping windows, etc...
Willing to submit to a pre-employment background check and drug test

Apply online at <https://publicstorage.jibeapply.com/jobs/142543/Chicago-IL-RETAIL-SALES-CUSTOMER-SERVICE-CHICAGO-LOOP-IL-9-50-HR-BONUS?page=1>

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**RESIDENT AND NON-RESIDENT RETAIL SALES / CUSTOMER SERVICE -
BUFFALO GROVE, IL - \$9.50 / HR + BONUS**

Buffalo Grove, IL
Self Storage

JOB DESCRIPTION: If you enjoy customer service and sales and wish to leave behind long weekends and evening hours, then a Property Manager position is for you.

BENEFITS

Hourly rate of \$9.50

Opportunity to earn a raise of \$.50 per hour after six (6) months of employment

Opportunity to participate in our performance-based incentive program after six (6) months of employment

On-site paid company housing at many locations if/when available

Competitive Paid Time Off (PTO) program that grows with tenure. Program also includes an annual cash payout of any unused hours in excess of 40.

Medical/Dental/Vision, Life Insurance, STD and LTD

401(k) With Matching Contributions

15 days of Fully Paid and Comprehensive New Manager Training

Qualifications: Successful candidates come from a variety of customer-centered, selling environments including retail, restaurant, fast food and more. All have common knowledge, skills and abilities which include:

Minimum one (1) year of Customer Service and/or Sales experience

Energetic, outgoing, customer oriented personality

Strong communication, interpersonal and problem resolution skills

Enjoys and easily operates independently or as part of a small team

Detail oriented with strong organizational and time management skills

Some knowledge of computers in a windows environment

Valid driver's license with access to reliable transportation used during the work day

Willingness to work in multiple locations

Can work from 9:30am to 6pm any day of the week, including weekends and holidays

Ability and willingness to perform light cleaning and maintenance such as sweeping, mopping, wiping windows, etc...

Willing to submit to a pre-employment background check and drug test

If this all sounds like the right fit for you, we want to hear from you today! Please apply on line to be considered.

Apply online at <https://publicstorage.jibeapply.com/jobs/142582/Buffalo-Grove-IL-RESIDENT-AND-NON-RESIDENT-RETAIL-SALES-CUSTOMER-SERVICE-BUFFALO-GROVE-IL-9-50-HR-BONUS?page=1>

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DIVISIONAL RETAIL RECRUITER

Bolingbrook, IL
Human Resources

PRIMARY RESPONSIBILITIES

Partners with HR Director and/or Hiring Manager to assess needs for each vacancy. Identifies and develops the most appropriate sourcing approaches to ensure that the business places the best possible candidates into vacancies while ensuring time-to-fill targets are met. Modifies approaches to gain competitive advantage over other firms in attracting high caliber, diverse talent and utilizes leading edge techniques and tools. Serves as a shared point of contact for various external resources (professional associations, search firms, etc.) used in the staffing process for assigned areas. Administers recommended screening tools based upon position specifications. Performs initial requirements and screening prior to recommending candidates for higher level review in the selection process. Sources top candidates, active or passive, continuously and recommends potential candidates for review for difficult to fill jobs, whether or not a vacancy exists. Manages all requisitions and candidate flow to ensure that management's needs are being met. Coordinates background checks with Human Resources department and evaluates references; may administer pre-employment tests. Participates in the hiring process and may extend job offers. Coordinates with supervisors/managers to assess present and future job requirements and other issues that may involve employee counseling, questions concerning salary and wage administration, benefits and other related human resources issues. Utilizes a contemporary applicant management tracking system to create job postings in sourcing efforts. Manages the talent pool of future candidates. Uses the current applicant management system to ensure candidates track through the screening process to the Hiring Manager assessment stage, that all candidates receive timely feedback and that the business does not lose candidates. Completes all assigned and ad hoc reports and keeps all records and files accurate and up-to-date.

Qualifications: Minimum 5 years of full-cycle recruiting experience within a structured, retail environment. Recruiting experience in a corporate structure is preferred. BA/BS degree with coursework in Human Resources and/or a related field. Minimum 3 years with a major applicant tracking systems (Oracle/Taleo highly preferred) and extensive experience with various active and passive web based recruitment tools. Excellent written and oral communication skills. Proven ability to meet deadlines and effectively manage a heavy workload are essential. Advanced systems, computer and Internet skills. Strong and applicable knowledge of Employment Law related to recruitment and employee selection.

Apply online at <https://publicstorage.jibeapply.com/jobs/142571/Bolingbrook-IL-DIVISIONAL-RETAIL-RECRUITER?page=1>

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Bartender

As a Bartender, you ensure consistent drink quality by preparing orders in a short period of time and in accordance with recipes and guidelines established by the Food and Beverage department. You will also maintain a clean, sanitary, and safe work area in a fast paced environment, while providing superior guest service. Easier said than done, right?

Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.

Verify guests that purchase alcohol are at least 21 years of age.

Possess full knowledge of bar and menu items and be able to make recommendations.

Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area.

Deliver food and beverage orders within established time frames. Consistently use suggestive selling techniques.

Ensure that alcohol is consumed in designated areas only.

Set up and maintain appropriate stock levels for the bar.

Assist in placing orders for all liquor and bar related supplies.

Conduct inventory of all liquor and bar related supplies.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

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

Provide proof of age (21 or older).

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

Success in a high volume bar environment.

Demonstrated ability to provide superior guest service.

Have a high aptitude for math and cash handling.

Demonstrate excellent verbal and written communication skills.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at

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

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Cashier

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast
Complete ticket purchase transactions by:
Greeting each guest and identifying tickets requested
Reading a computer screen, operating a keyboard or dispensing manual tickets
Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change
Thanking the guest
Ensure the security of all box office cash and tickets
Keep box office clean and well organized and update box office signage
Distribute and understand how to operate assisted moviegoing equipment
Enforce ratings to keep underage guests from accessing auditoriums with adult content
Perform daily box office maintenance duties and complete various reports as needed
Answer questions from guests and resolve any concerns
Assist with other functions as instructed by the General Manager
Uphold AMC's high standards and deliver entertaining company-wide programs

As a cashier at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills
Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
Ability to communicate and work effectively with guests in high-volume setting
Good verbal communication skills as well as math and cash handling skills
Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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

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Dishwasher

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

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

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

Maintain dishwashing equipment by following manufactures' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you help run a food and beverage operation like a well-oiled machine?

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

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

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

Possess good verbal communication skills.

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

Ability to work with minimal supervision.

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

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

Ability to ascend and descend stairs.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If making a difference, receiving great benefits and having fun matter to you, apply today at

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

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Usher

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct
- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As an usher at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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

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Booth crew member

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre. You'll build-up and tear down prints and perform maintenance on the projectors.

You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer. What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

Deliver a comfortable, distraction-free, and picture-perfect entertainment experience
Monitor film build-up and tear down process for the highest quality
Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)
Ensure picture-perfect presentations through auditorium and booth evaluations
Identify picture and sound problems and correct accordingly
Execute trailer and pre-feature programming
Assist with other functions and perform other duties as instructed by the General Manager
Uphold AMC's high standards and deliver entertaining company-wide programs

As a booth crew member at an AMC theatre, you'll also be required to demonstrate:

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

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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

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Concessionist

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast
Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items
Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change
Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock
Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms
Perform daily concession maintenance duties
Answer questions from guests and resolve any concerns
Assist with other functions as instructed by the General Manager
Uphold AMC's high standards and deliver entertaining company-wide programs
As a concessionist at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills
Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
Standing, walking, lifting, twisting and bending on a frequent basis
Capability to communicate and work effectively with guests in a high-volume setting
Good verbal communication skills as well as math and cash-handling skills
Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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

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

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Customer Service Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Lincoln Park
1200 W Fullerton Ave
CHICAGO, IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

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 - 6am to 8pm
Mon - 6am to 9pm
Tue - 6am to 9pm
Wed - 6am to 9pm
Thu - 6am to 9pm
Fri - 6am to 9pm
Sat - 6am to 9pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=139790&mode=

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Storage Facility Housekeeper

U-Haul Moving Centers
U-Haul Moving & Storage of South Loop
500 W Cermak Rd
CHICAGO, IL

Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed.

Prior cleaning service or custodial experience is preferred.

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA
Mon - 8am to 1pm

Tue - 8am to 1pm
Wed - 8am to 1pm

Thu - 8am to 1pm
Fri - 8am to 1pm
Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=139366&mode=

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Busser

As a Busser, you assist the food and beverage team in making sure that every single guest enjoys their experience. How so? You clear, clean, reset tables and assist wait staff. Restock food service supplies while constantly maintaining a clean and safe environment in the auditoriums, lounge and bar. Easier said than done, right? Let's break it down into some of your soon-to-be responsibilities:

Ensure cleanliness of the Fork & Screen auditoriums, lounge and bar.

Assist wait staff and the bussing of tables.

Clear and reset tables both before and after presentation.

Maintain a clean and well stocked bus station at all times.

Assist with crowd control and seating of guests as needed.

Perform exit greetings at auditorium doors at the end of each presentation.

Perform Ticket Taker duties as needed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

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

Ability to provide superior guest service.

Possess good verbal communication skills.

Have a general knowledge of theatre policies, prices, menu, and bar selections.

Ability to work with minimal supervision.

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

Ability to ascend and descend stairs.

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

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at

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

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Cook

As a Cook, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You'll ensure consistent food quality, prepare orders in a short period of time and prepare menu items in accordance with established recipes and guidelines. In addition, you'll maintain a clean, sanitary, and safe work area in a fast paced environment. Easier said than done, right?

Let's break it down into your soon-to-be responsibilities:

Maintain communication with other cooks to assemble food orders within established average ticket time while preparing several different orders simultaneously. Adhere to recipes to ensure consistent food quality and presentation. Answer questions courteously, accurately, and quickly. Perform required sanitation procedures. Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions. Uphold cleanliness and ensure proper sanitation of entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas. At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you run a kitchen operation like a well-oiled machine?

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

Proficiency in kitchen operations and execution.

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

Must be able to cook food to recipe standards. Must have working knowledge of U.S. measurements, weight and volume. Ability to follow instructions on safe use of all chemical/cleaning materials. Ability to work effectively with supervisors and co-workers and with minimal supervision. Ability to meet deadlines. Ability to stand on feet for an extended period of time. Ability to ascend and descend stairs.

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

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, health and 401(k) plans, and an employee assistance program. If helping run a high volume kitchen, great benefits and having fun matter to you, apply today at

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

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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>

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IT Administrative Specialist

Location: Arlington Heights

Office: Internal Services

Department: Information Technology

Job Description:

Under the direction of the Chief Information Officer (CIO), or designee, be responsible for the preparation of the annual Capital and Operating budgets for the Information Technology (IT) Department. Initiates and confers with Purchasing, Accounting and Capital Financing and Infrastructure staff to ensure all requisitions are correctly entered with proper statements of work, accounting codes and allocation of funds; reviews the expenditures of all administrative costs for the IT Department on a monthly basis, alerting the CIO of irregularities and makes recommendations for correction. Reviews and edits all RFP specifications and purchasing documents to ensure proper formatting and completion. Manages and directs committees that involve the IT Departments specific projects. Reviews all audit points relating to the IT Department and recommends corrective action. Develops and maintains backup and recovery plans and procedures for all equipment and software under the responsibility of the IT Department to ensure a smooth resumption of business in the case of a disaster. Takes the lead for all of Pace to ensure a coordinated plan for deployment of established procedures in case of a disaster.

Qualifications:

Qualified candidate must have at least three (3) years technical experience in information systems, and a B.A./B.S. with emphasis in business, finance, mathematics and computer science; or a comparable combination of education, experience and training. Candidate should have experience in budgeting and reviewing expenditures of administrative costs for information technology. Candidate must demonstrate a good knowledge of PC software and standard PC/LAN operating systems, utilities and hardware. Good analytical, organizational, project management and time management skills. Good written and verbal communication skills are important. Good service-oriented interpersonal skills. Ability to work with top level management, including executive staff. Ability to handle multiple assignments and to work with minimal supervision. Ability to respond quickly within a dynamic environment with tight deadlines. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=561

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Mechanic

Location: North Aurora
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections, diagnosing, troubleshooting and performing general repairs on all company vehicles and equipment.

Removes and replaces all units and rebuilds small components. Must make service calls, perform shift responsible duties as needed. Complete all required documents and must account for all materials used in accordance with the work order system.

Performs duties of the classification and other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Qualified candidate must be 21 years of age and must possess at least three (3) years previous diesel/gas experience and/or technical training.

Must have, or be able to obtain, a valid "A" Commercial Driver's license and Air Conditioning Certification, successfully pass examination for the position, and have a complete set of hand tools sufficient for performing the duties of the position.

Must have the ability to read/follow blueprints, schematics, maintenance manuals and to operate test equipment. Knowledge of the service area and the ability to operate all company equipment is also required.

Must be capable of heavy lifting. The performance of these duties may be required at any time of the day and night, any day and night of the week.

This is a Safety Sensitive position. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=304

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