



Janitor C

Habitat Company
Chicago, IL

Job Description: Here at Habitat we are always looking to find the best quality talent by creating a pipeline of Janitor C's ready to be placed once positions become available. These positions require flexibility with shifts and weekend hours.

*Please note: These are not current openings but rather, positions we look to fill on a regular basis. Should we have a position become available, we will contact you directly.

The Janitor C is responsible for maintaining the physical integrity of the property at all times. This involves insuring a safe and secure living environment for residents, visitors and staff. It is the duty of Janitor C to follow all directives given by the Community Manager.

DUTIES AND RESPONSIBILITIES:

Must be aware of the condition of physical property throughout the property and must immediately report unsafe conditions; e.g., broken steps, open holes, broken/burned out exterior lights, broken door locks, inoperable smoke detectors, gas leaks
Conduct all business in accordance with The Habitat Company's policies and procedures, state and Federal Laws; e.g. OSHA, ADA, Fair Housing, etc.
Perform activities to maintain the continuity of essential environmental services in order to guarantee resident comfort and security. Conduct building walk-downs daily and replace items as necessary. Maintain curb appeal of the property at all time
Trash-out vacant units as needed. Strip and Wax assigned floors quarterly
Monitor supplies and advise supervisor of items needed as necessary. Participates in a standby emergency schedule for evening, weekend, and holiday coverage

Skills & Requirements

Excellent Customer Service skills

Full time maintenance or janitorial experience, or experience in related field

Knowledge of industry safety standards preferred

Experience working in resident/hospitality communities preferred

If hired, must complete 10-week janitorial training program per the SEIU Local 1 Union

Apply online at

<http://www.hirebridge.com/v3/Jobs/JobDetails.aspx?hbid=17626278540902&cid=6648&source=Indeed.com#.VCSCj2ddXF8>

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Painter – Residential

Location: Chicago, IL

Type: Full Time

Handyman Connection of Chicago-Central

As a Handyman Connection Craftsman, you will:

Have great earnings potential

Have a flexible schedule that you set

Receive great support from our local office

LEAD PAINTER / PAINTING CREWS NEEDED \$20 - \$25 PER HOUR

We have work year round with over 50% repeat/referral customer base and are seeking experienced Painters to support the growth of our business.

Handyman Connection of Chicago-Central is a locally owned and operated, well established Home Improvement Company.

HIRING LEAD PAINTER(S)

Painter must have:

Transportation

Own tools

Valid driver's license

Smart phone

Be able to pass a background check

References

Having your own helpers/painters a plus.

Requirements

Must have current Driver's License and submit to a background check

Must have tools, vehicle and good references

Must have experience in the remodeling or home repair trades

Must carry liability insurance

Must pass screening process

Must have a smart phone and access to the internet

We are always looking to speak with an experienced handyman or craftsman who has experience as a Remodeler, Carpenter, Electrician, Plumber, Painter, Mason, or Installer or any skilled tradesman (apprentice, journeyman or master level) from the residential or commercial construction industry. Please, no Project Managers

Apply online at

<http://handymanconnectionchicagocentral.careerplug.com/jobs/37318/apps/new>

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Hostess-14001RG2

Job: Food and Beverage Services

Primary Location: IND-Maharashtra-Mumbai-Renaissance Mumbai Convention Centre Hotel

Organization: Renaissance

Position Type: Non-Management/Hourly

Schedule: Full-time

Job Summary

Greet guests and determine the number in their party. Seat guests by finding a clean, available table; pulling out chairs; placing clean/current menu in front of guest, etc. Guide guests through the dining rooms and provide any needed assistance. Move and arrange tables, chairs, and settings and organize seating for groups with special needs. Ensure place settings are appropriate and each guest has a napkin, clean silverware, and any other item that is part of the standard place setting. Check menus to ensure they are current, clean, plentiful, and wrinkle-free. Maintain cleanliness of work areas throughout the day, practicing clean-as-you-go procedures. Monitor dining rooms for seating availability, service, safety, and well being of guests.

Follow all company and safety and security policies and procedures; report accidents, injuries, and unsafe work conditions to manager; and complete safety training and certifications. Ensure uniform and personal appearance are clean and professional, maintain confidentiality of proprietary information, and protect company assets. Welcome and acknowledge all guests according to company standards. Speak with others using clear and professional language, and answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others, support team to reach common goals, and listen and respond appropriately to the concerns of other employees. Ensure adherence to quality expectations and standards. Stand, sit, or walk for an extended period of time. Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance. Perform other reasonable job duties as requested by Supervisors.

Marriott International is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. Marriott International does not discriminate on the basis of disability, veteran status or any other basis protected under federal, state or local laws.

Job Posting: Sep 24, 2014, 1:23:36 AM

Apply online at

<https://marriott.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=757114&src=JB-10224>

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Housekeeping Aide-14001RBI

Job: Housekeeping

Primary Location: USA-IL-Oak Brook-Chicago Marriott Oak Brook

Organization: Marriott Hotels Resorts

Position Type: Non-Management/Hourly

Schedule: Full-time

With more than 300 managed properties worldwide (including conference centers) our flagship brand, Marriott Hotels & Resorts celebrates the drive, focus, and resilience of our guests while focusing on exceptional service and genuine comfort. As part of the Marriott Hotels & Resorts team, you'll work to make the most of the travel experience of each and every guests. Find Your World™ at Marriott Hotels & Resorts.

Job Summary

Respond promptly to requests from guests and other departments. Identify and report preventative or other maintenance issues in public areas or guest rooms. Post caution signs. Contact other departments directly for urgent repairs. Deliver guest requests and set up furniture items in guest rooms as requested. Remove items from hallways and transport to service areas, including debris, room service food and beverage trays, unread newspapers, soiled linens, and trash placed near Housekeeper carts. Clean, maintain, and store cleaning equipment.

Follow all company and safety and security policies and procedures; report any maintenance problems, safety hazards, accidents, or injuries; complete safety training and certifications; properly store flammable materials. Ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information. Welcome and acknowledge all guests according to company standards; anticipate and address guests' service needs; assist individuals with disabilities; thank guests with genuine appreciation. Speak with others using clear and professional language. Support team to reach common goals. Ensure adherence to quality expectations and standards. Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Stand, sit, or walk for an extended period of time. Perform other reasonable job duties as requested by Supervisors.

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Agent-At Your Service-14001QVJ

Job: Guest Services/Front Desk

Primary Location: USA-IL-Chicago-JW Marriott Chicago

Organization: Marriott Hotels Resorts

Position Type: Non-Management/Hourly

Schedule: Full-time

Job Summary

Operate telephone switchboard station in order to answer telephone calls. Process guest requests for wake up calls, screening calls, and other requests related to placing or receiving telephone calls. Advise guest of any messages (e.g., voicemail, mail, faxes) received for them, and send to room if required. Answer, record, and process all guest calls, requests, questions, or concerns. Receive, record, and relay messages accurately, completely, and legibly. Log all guest requests or issues into computer, contact appropriate individual or department (e.g., Bellperson, Housekeeping), and follow up with guest to ensure their request has been met to their satisfaction. Provide information to guests about room features, property amenities, and local areas of interest. Assist guests with accessing the internet. Report accidents, injuries, and unsafe work conditions to manager.

Follow all company policies and procedures; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; and protect company assets. Welcome and acknowledge all guests according to company standards, anticipate and address guests' service needs, assist individuals with disabilities, and thank guests with genuine appreciation. Speak with others using clear and professional language, and answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others, and support team to reach common goals. Comply with quality assurance expectations and standards. Read and visually verify information in a variety of formats; stand, sit, or walk for an extended period of time or for an entire work shift. Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance. Perform other reasonable job duties as requested by Supervisors.

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Server-Bistro-PM-14001QSX

Job: Food and Beverage Services

Primary Location: USA-IL-Highland Park-Courtyard Chicago Highland Park/Northbrook

Organization: Courtyard

Position Type: Non-Management/Hourly

Schedule: Part-time

Job Summary

Complete restaurant opening and closing duties including setting up necessary supplies and tools, cleaning all equipment and areas, locking equipment doors, etc. Set up, stock, and maintain work areas. Take orders from customers, input orders into micros, and obtain payment and provide change. Communicate additional meal requirements, allergies, dietary needs, and special requests to the kitchen. Prepare food, coffee and other beverages, including alcohol. Prepare ingredients for cooking, including portioning, chopping, and storing food. Prepare and cook food according to recipes, quality standards, presentation standards, and food preparation checklist. Process all orders and collect payment from customers. Provide assistance in Food and Beverage areas including bussing, cleaning and resetting tables, delivering food to guests, general cleaning of food and beverage prep areas and other areas within the lobby area. Count bank at end of shift, complete designated cashier reports, resolve any discrepancies, drop off receipts, and secure bank.

Follow all company and safety and security policies and procedures; report accidents, injuries, and unsafe work conditions to manager; and complete safety training and certifications. Ensure uniform and personal appearance is clean and professional, maintain confidentiality of proprietary information, and protect company assets. Welcome and acknowledge all guests according to company standards, anticipate and address guests' service needs, assist individuals with disabilities, and thank guests with genuine appreciation. Speak with others using clear and professional language. Develop and maintain positive working relationships with others, and support team to reach common goals. Ensure adherence to quality expectations and standards. Move, lift, carry, push, pull, and place objects weighing less than 10 pounds without assistance. Stand, sit, or walk for an extended time period. Perform other reasonable job duties as requested.

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Guest Service Representative-14001QQE

Job: Guest Services/Front Desk

Primary Location: USA-IL-Arlington Heights-Courtyard Chicago Arlington Heights/South

Organization: Courtyard

Position Type: Non-Management/Hourly

Schedule: Full-time

Job Summary

Organize, confirm, process, and conduct all guest check-ins/check-outs, room reservations, requests, changes, and cancellations. Secure payment; verify and adjust billing. Activate and file room keys. Process all guest requests and relay messages. Print contingency lists to have a record of all guests in case of emergency. Identify and explain room features to guests; supply guests with directions and information regarding property amenities, services, and hours of operation, and local areas of interest. Ensure that any outstanding requests or problems from the previous day receive priority and are resolved. Run and review daily reports/logs. Complete designated cashier and closing reports in the computer system. Accept and record wake-up call requests and deliver to appropriate department. Count bank at beginning and end of shift; secure bank. Process all payment types, adjustment vouchers, paid-outs, correction vouchers, and miscellaneous charges; provide change. Notify Loss Prevention/Security of any guest reports of theft.

Follow all company policies and procedures; report accidents, injuries, and unsafe work conditions to manager; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets. Welcome and acknowledge all guests according to company standards; anticipate and address guests' service needs; assist individuals with disabilities; thank guests with genuine appreciation. Speak with others using clear and professional language; answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others; support team to reach common goals. Comply with quality assurance expectations and standards. Stand, sit, or walk for an extended period of time. Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance. Perform other reasonable job duties as requested by Supervisors.

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Server-14001QFV

Job: Food and Beverage Services

Primary Location: USA-IL-Chicago-Chicago Marriott O'Hare

Organization: Marriott Hotels Resorts Position Type: Non-Management/Hourly

Schedule: Full-time

Job Summary

Serve food courses and alcoholic beverages to guests. Set tables according to type of event and service standards. Answer questions on menu selections. Communicate with the kitchen regarding menu questions, the length of wait, recook orders, and product availability. Communicate additional meal requirements, allergies, dietary needs, and special requests to the kitchen. Record transaction in MICROS system at time of order. Check in with guests to ensure satisfaction with each food course and/or beverages. Pick-up trays and clean tables as needed to ensure a clean dining area. Maintain cleanliness of work areas, china, glass, etc., throughout the day. Maintain cleanliness of work and guest areas by clearing, collecting and returning food and beverage items to proper area. Complete closing duties, including restocking items, turning off lights, etc. Present physical and accurate check to guest and process payment. Follow all company and safety and security policies and procedures; report accidents, injuries, and unsafe work conditions to manager; and complete safety training and certifications. Ensure uniform and personal appearance are clean and professional, maintain confidentiality of proprietary information, and protect company assets. Welcome and acknowledge all guests according to company standards, anticipate and address guests' service needs, assist individuals with disabilities, and thank guests with genuine appreciation. Speak with others using clear and professional language. Develop and maintain positive working relationships with others, support team to reach common goals, and listen and respond appropriately to the concerns of other employees. Ensure adherence to quality expectations and standards. Read and visually verify information in a variety of formats (e.g., small print). Stand, sit, or walk for an extended period of time or for an entire work shift. Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance and objects in excess of 50 pounds with assistance. Grasp, turn, and manipulate objects of varying size and weight, requiring fine motor skills and hand-eye coordination. Move over sloping, uneven, or slippery surfaces as well as up and down stairs and/or service ramps. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Perform other reasonable job duties as requested by Supervisors.

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Officer-Loss Prevention PM-14001QB2

Job: Security/Loss Prevention

Primary Location: USA-IL-Chicago-Chicago Marriott O'Hare

Organization: Marriott Hotels Resorts

Position Type: Non-Management/Hourly

Schedule: Full-time

Job Summary: Patrol all areas of the property; assist guests with room access. Monitor Closed Circuit Televisions, perimeter alarm system, duress alarms, and fire life safety system. Lock property entrances when required. Conduct daily physical hazard inspections. Respond to accidents, contact EMS or administer first aid/CPR as required. Assist guests/employees during emergency situations. Notify appropriate individuals in the event of accidents, attacks, or other incidents. Defuse guest/employee disturbances. Call for outside assistance if necessary. Complete incident reports to document all Security/Loss Prevention related incidents. Handle all interruptions and complaints. Resolve safety hazard situations. Escort any unwelcome persons from the property without interrupting the orderly flow of property operation. Report to scenes of vehicle accidents/thefts. Call for assistance using proper code responses. Complete a Loss Prevention shift summary/daily activity report. Maintain confidentiality of all Security/Loss Prevention and property reports/documents; release information only to authorized individuals. Conduct investigations and gather evidence. Conduct interviews with relevant parties. Follow all company policies and procedures; report accidents, injuries, and unsafe work conditions to manager; complete safety training and certifications; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets. Welcome and acknowledge all guests according to company standards; anticipate and address guests' service needs; assist individuals with disabilities; thank guests with genuine appreciation. Speak with others using clear and professional language; prepare and review written documents accurately and completely. Develop and maintain positive working relationships with others; support team to reach common goals. Comply with quality assurance expectations and standards. Stand, sit, or walk for an extended period of time. In addition some states may have additional licensing/registration requirements to be considered for this position. Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance. Perform other reasonable job duties as requested by Supervisors.

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Job Title: Child Protection Specialist - Opt SS

Agency: Children & Family Services

Closing Date/Time: Wed. 10/08/14 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 1433029-334083

Minimum Requirements: Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. Must be fluent in Spanish if position is Bilingual.

Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact: Work Hrs: Monday-Friday 8:30 AM to 5:00 PM

Location: DCFS Joliet Office 1619 W. Jefferson Street Joliet, IL 60435

Supervisor: C. Yanes

SUBMIT BIDS TO: Lora Busse-Fleck

DCFS Aurora Regional Office 8 E. Galena Blvd Aurora, IL 60506 Fax: 630.801.3530

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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Job Title: Cook I

Agency: Human Services

Closing Date/Time: Tue. 10/07/14 4:00 PM Central Time

Salary: \$2,840.00 - \$3,879.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: EMHC-14-2602

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, cooks and prepares food on a large scale for the Elgin Mental Health Center; responsible for cooking duties for a specific unit within the Dietary Department; may supervise lower level staff.

Minimum Requirements:

Requires a minimum of six months of cooking experience, or completion of an approved training course which has provided working knowledge of large scale food preparation, including health and safety requirements related to a food service. Requires elementary knowledge of health and safety requirements of a food service.

Work Hours & Location/Agency Contact:

SHIFT: 0530-1330

Elgin Mental Health Center; Dietary Department

Contact:

Human Resource Office

Elgin Mental Health Center

750 S State St., Elgin, IL 60123

Phone: 847-742-1040, ext. 2060; Fax: 847-429-4933

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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Job Title: Office Assistant - Opt 1

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,845.00 - \$3,519.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: E-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

Minimum Requirements:

Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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).

Option 1 - General

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Healthy Food Program Clerk - Part -Time

Department: Healthy Food Program

Location: Chicago, IL

Under the direction of the Claim Processing Supervisor, the Healthy Food Program Clerk Part -Time is responsible for clerical support in the day-to-day functions of the Healthy Food Program including reviewing menus, sending mailings, filing, listening to and documenting message recordings, preparing outreach materials and handbooks and archiving old documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following.

1. Review menus submitted by participating providers to ensure that they meet USDA meal guidelines.
2. Listening to and documenting the "out of home" telephone messages recorded by providers and informing the applicable team member of the information.
3. Preparing mass mailings.
4. Filing all documents including monthly menus and reports.
5. Assist in preparing outreach materials and assembling Introductory Handbook binders.
6. Archiving all old documents and files.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) and one to three months related experience and/or training

Excellent organizational skills required.

Excellent written and oral communication skills required.

Location: 4753 N Broadway, Chicago, IL

Salary: \$13/hr

Illinois Action For Children is EEO/M/F/D/V employer

Apply online at

<http://actforchildren.hrmdirect.com/employment/view.php?req=205496&jbsrc=1014>

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Part Time Seasonal Data Entry Clerk

Little Brothers - Friends of the Elderly, Chicago

Hourly Rate: Open

Type: Part Time - Entry Level

Categories: Administrative Support, Development/Fundraising

Required Education: High School

The part time seasonal Data Entry Clerk is a member of the Development Team who assists with data entry of donations. This is a part time seasonal temporary position beginning October 2014 through January 2015 without benefits and paid hourly. Weekly schedule will vary between 12 and 32 hours a week depending on the volume of work.

Working with the Data Entry Clerk as well as independently, the part time seasonal Data Entry Clerk will be responsible for the following:

Monetary and In-Kind Gifts

Enter, balance (run reports) and acknowledge monetary and in-kind gifts on a daily basis. Complete memorial and tribute gift cards, when specific donations are requested. Process credit card gifts received via website, telephone, mail and in-person.

Complete on-line and paper Matching Gift Forms.

Print and coordinate (using a range of templates) thank you letters for Chief Executive Officer, Chief Development Officer and Assistant Director of Development for signature. Inform supervisor of significant donor inquiries/concerns.

Database Maintenance of Individual Donors

Update names, addresses, telephone, e-mail and salutations as needed.

Input names, addresses, telephone, e-mail and salutations on the database for new donors. Ensure that all pertinent information is noted in donor records within the donor database.

Experience and Requirements: Ability to handle detailed work with accuracy; Ability to schedule and perform multiple tasks concurrently; Ability to handle matters of a confidential nature; Experience in office related administration; Proficient user of Microsoft Suite ; Excellent verbal and written communication skills ; Database experience, (prefer Donor Perfect or other fundraising software); Trouble shooting and problem solving skills; Able to work in fast-paced environment

NOTES: Additional Salary Information: seasonal temporary position without benefits and paid hourly

Apply online at http://careers.npo.net/jobs/6502566/part-time-seasonal-data-entry-clerk?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

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Steward-14001I96

Job: Kitchen/Stewarding

Primary Location: USA-IL-Chicago-JW Marriott Chicago

Organization: Marriott Hotels Resorts

Position Type: Non-Management/Hourly

Schedule: Full-time

Job Summary

Operate and maintain cleaning equipment and tools, including the dish washing machine, hand wash stations pot-scrubbing station, and trash compactor. Wash and disinfect kitchen and store room areas, tables, tools, knives, and equipment. Receive deliveries, store perishables properly, and rotate stock. Ensure clean wares are stored in appropriate areas. Use detergent, rinsing, and sanitizing chemicals in the 3-compartment sink to clean dishes. Inspect, pull, and stack cleaned items, send soiled items back for re-scrubbing and re-washing. Rack and spray all racked items with hot water to loosen and remove food residue. Sort, soak, and wash/re-wash silverware. Breakdown dirty bus tubs. Empty and maintain trashcans and dumpster area. Clean and mop all areas in assigned departments. Dispose of glass in the proper containers. Break down cardboard boxes and place them and other recyclables in the recycle bin.

Follow all company and safety and security policies and procedures; report maintenance needs, accidents, injuries, and unsafe work conditions to manager; complete safety training and certifications. Protect company assets. Speak with others using clear and professional language. Develop and maintain positive working relationships with others; support team to reach common goals. Ensure adherence to quality expectations and standards. Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance. Stand, sit, or walk for an extended period of time. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Perform other reasonable job duties as requested by Supervisors.

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Administrative Assistant

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

Job Description:

Under the direction of the Department Manager, Purchasing and the Administrative Supervisor, Internal Services, prepares Board documents and facilitates the approval process for these documents within tight deadlines; maintains and archives purchasing files; proofreads, formats, and prepares solicitation packages for internal approvals; advertises and posts online our bid opportunities; facilitates the addenda process for our solicitations/bid opportunities; assists buyers with facilitating internal contract award approval processes, including approval process for board approved contract recommendations and preparation of contracts for Purchasing Manager or Executive Director execution; streamlines these processes when applicable; develops electronic/paperless processes to improve work flow as required or as applicable; answers the main Purchasing phone line and addresses vendors questions or directs them to the appropriate Purchasing staff; supports buyers during public bid openings/serves as a witness and verifies all bids; trains users on basic questions regarding releases and receipts in the Oracle system; assists Department and Section Manager in formatting, proofreading, and compiling monthly status and other reports; types correspondence; runs reports in Oracle as required; and other duties as assigned. Serves as a supplemental, high functioning Administrative Assistant and works cooperatively with the other Administrative Assistant in the Purchasing Department to support the Department Staff.

Qualifications:

Qualified candidate must possess advanced competence in Microsoft Word; intermediate competence in Microsoft Excel; intermediate competence in Adobe Professional; must have familiarity with the Internet for Purchasing website navigation and maintenance of the Purchasing website. Excellent written and verbal communication skills are essential. Qualified candidate must have two to three years of Administrative Support or Executive Assistant work experience, a high school degree; some college preferred and a good work history is required. Basic knowledge of procurement process and/or prior experience in a Corporate purchasing environment a plus.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=439

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Aide-Banquets-14001NK2

Job: Food and Beverage Services

Primary Location: USA-IL-Chicago-JW Marriott Chicago

Organization: Marriott Hotels Resorts

Position Type: Non-Management/Hourly

Schedule: Full-time

Job Summary

Complete final breakdown of function, by cleaning the room, and cleaning and returning equipment to its proper location. Complete closing duties, including storing all reusable goods, locking doors, breaking down goods, etc. Set up, stock, and maintain work areas. Monitor and maintain cleanliness, sanitation, and organization of assigned station and service areas. Transport dirty linen to correct area to be cleaned, separate napkins from tablecloths, and restock linen shelves with clean linens. Maintain cleanliness of work areas throughout the day, practicing clean-as-you-go procedures. Assist other departments when needed to ensure optimum service to guests.

Follow all company and safety and security policies and procedures; report accidents, injuries, and unsafe work conditions to manager; and complete safety training and certifications. Ensure uniform and personal appearance are clean and professional, maintain confidentiality of proprietary information, and protect company assets. Welcome and acknowledge all guests according to company standards, anticipate and address guests' service needs, and thank guests with genuine appreciation. Speak with others using clear and professional language. Support team to reach common goals. Ensure adherence to quality expectations and standards. Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Stand, sit, or walk for an extended period of time or for an entire work shift. Perform other reasonable job duties as requested by Supervisors.

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School Clerk I (Job Number: 14000271)

Description

ESSENTIAL FUNCTIONS: Prepares and types a variety of original correspondence, memorandums, and reports using either a personal computer or typewriter, as directed by the school principal and/or the principal's designee; opens, sorts, and distributes incoming mail and school correspondence; serves as a receptionist and greets and directs visitors to appropriate staff; schedules appointments for school administrators; receives and places telephone calls for school personnel; responds to inquiries from students, parents and guardians and the general public concerning school operations and activities; maintains attendance records of students and staff; processes and prepares payrolls for school personnel, both manually and by operating computerized timekeeping and payroll equipment; maintains enrollment records and processes student transfers; maintains student history records; prepares and processes requisitions for the procurement of supplies, instructional materials, furniture, and equipment; maintains and monitors the school's petty cash and internal account ledgers; issues checks and prepares money for deposits; receives and compiles periodic reports involving payrolls, pupil attendance and enrollment, various funds and account ledgers; compiles and forwards student transcripts to appropriate parties; may take and transcribe dictation; may operate personal computers utilizing spreadsheet, database, or other software applications.

MINIMUM QUALIFICATIONS: Training and Experience. Graduation from high school (or G.E.D. equivalent) supplemented by one year of clerical work experience, and the ability to type 45 words per minute with fewer than 10 errors; or an equivalent combination of training and experience.

Knowledge, Abilities, and Skill.

General knowledge of modern clerical office methods, practices, and procedures; knowledge of common office machines and equipment. Ability to apply general clerical office methods, practices, and procedures; ability to follow oral and written instructions; ability to type proficiently; ability to communicate effectively and tactfully with school personnel, students, parents and guardians, and the general public; ability to operate personal computers utilizing word processing, spreadsheet, and database software is highly desirable. Good oral and written communication skills, good skill in basic mathematics, good interpersonal skills, good recordkeeping skills.

Physical Requirements. Sedentary Work: Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

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Attendant-Housekeeping-14001PKO

Job: Housekeeping

Primary Location: USA-IL-Chicago-JW Marriott Chicago

Organization: Marriott Hotels Resorts

Position Type: Non-Management/Hourly

Schedule: Full-time

Job Summary

Respond promptly to requests from guests and other departments. Fill cart with supplies and transport cart to assigned area. Enter guest rooms following procedures for gaining access and ensuring vacancy before entering. Replace guest amenities and supplies in rooms. Replace dirty linens and terry with clean items. Make beds and fold terry. Clean bathrooms. Remove trash, dirty linen, and room service items. Check that all appliances are present in the room and in working order. Straighten desk items, furniture, and appliances. Dust, polish, and remove marks from walls and furnishings. Vacuum carpets and perform floor care duties (e.g., in guest rooms and hallway).

Follow all company and safety and security policies and procedures; report any maintenance problems, safety hazards, accidents, or injuries; complete safety training and certifications; properly store flammable materials. Ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information. Welcome and acknowledge all guests according to company standards; anticipate and address guests' service needs; assist individuals with disabilities; thank guests with genuine appreciation. Speak with others using clear and professional language. Support team to reach common goals. Ensure adherence to quality expectations and standards. Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Stand, sit, or walk for an extended period of time. Perform other reasonable job duties as requested by Supervisors.

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Runner-At Your Service-14001PGX

Job: Guest Services/Front Desk

Primary Location: USA-IL-Chicago-Chicago Marriott Downtown Magnificent Mile

Organization: Marriott Hotels Resorts

Position Type: Non-Management/Hourly

Schedule: Full-time

Job Summary

Test beepers and radios to ensure communications equipment works properly. Place requested items such as rollaway beds and refrigerators in guest rooms. Deliver extra towels, bathrobes, and other items to guest rooms. Provide complimentary toiletries to guests, such as toothpaste, razors, and shampoo. Deliver items (e.g., food delivery, messages, amenities, mail, faxes, packages, flowers, sundry items, gift items) to guest rooms. Deliver rollaways, cribs, linens, toiletries, and other items requested by guests to guest rooms.

Follow all company policies and procedures; report accidents, injuries, and unsafe work conditions to manager; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets. Welcome and acknowledge all guests according to company standards; anticipate and address guests' service needs; assist individuals with disabilities; thank guests with genuine appreciation. Speak with others using clear and professional language. Develop and maintain positive working relationships with others; support team to reach common goals. Comply with quality assurance expectations and standards. Read and visually verify information in a variety of formats (e.g., small print). Visually inspect tools, equipment, or machines (e.g., to identify defects). Stand, sit, or walk for an extended period of time or for an entire work shift. Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance. Move through narrow, confined, or elevated spaces as well as up and down stairs and/or service ramps. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Perform other reasonable job duties as requested by Supervisors.

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