



Cashier/Teller

Department: Accounting - Vault Room

Status: Full Time

Responsibilities

This individual will be responsible for receiving, counting and securing cash on hand received from all revenue centers of the Museum.

Responsibilities include, but are not limited to, the following:

Prepares and verify daily Museum deposits.

Balances cash vaults daily.

Maintains accountability for all cash and checks coming into the vault area.

Balances Guest Admission Representatives' cash drawers daily.

Makes change for Guest Admission Representatives.

Collects cash and prepares reports for Museum vending machines.

Prepares banks for Guest Admission Representatives.

Audits all 4 levels of Garage pay stations daily.

Collects cash and prepare reports for City Pass and ToyMaker exhibits.

Completes daily audits on Guest Admission Representatives

Balances garage and vending.

Qualifications

High school diploma or equivalent with two years teller or cash-handling experience is desired; bank teller experience preferred.

This individual must be accurate on a ten-key calculator.

Must be computer literate in Microsoft Word and Excel.

Must be available to work weekends and holidays.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/cashierteller/>

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

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Deputy Director, Facilities and Operations

Department: Facilities & Operations

Status: Full Time

The world-class Museum of Science and Industry is seeking an individual that will assist the Director of Facilities and Operations with the day-to-day management and oversight of general Museum operations and the Facilities and Operations Department, which includes the following groups: Facilities, Life/Safety and Security, Construction Management, Contract Janitorial Services, Contract Protective Services, Contract Pest Management Services and Contract Parking Garage Management.

Develop and implement project management processes and procedures that support the operations and constructions needs of the Museum, including but not limited to the following functional areas:

- Exhibit Space Prep project management
- Large Capital Improvement project management
- Office and Floor Space Planning
- Construction project management
- Space utilization policy development and compliance
- Furniture, Fixture and Equipment procurement coordination.

Identify process/procedural improvements that will lead to greater efficiency and effectiveness of operations, and design and implement necessary modifications necessary to effect these changes.

Qualifications

Master's degree (M.A.) or equivalent; or four to ten years of related experience and/or training; or equivalent combination of education and experience.

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

How to Apply » <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/deputy-director-facilities-and-operations/>

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Maintenance Tech III—Plumber/Stationary Engineer

Department: Facilities & Operations

Status: Full Time

The Plumber/Stationary Engineer will be responsible for assembling, installing and repairing pipes, fittings, and fixtures of heating, water, and drainage systems, along with operating and maintaining stationary engines and mechanical equipment such as steam engines, air compressors, generators, motors, turbines, and steam boilers, to provide utilities such as light, heat, or power for buildings and industrial processes. Maintains equipment by tightening fittings, repacking bearings, replacing packing glands, gaskets, valves, recorders and gauges, cleaning or replacing burners or other components.

Qualifications

Associates degree (A.A.) or equivalent from two-year college or technical school. and five years of related experience and/or training; or equivalent combination of education an experience. Must have a City of Chicago Stationary Engineers license or be able to get one within 60 days of their start date. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, blue prints, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the organization. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

While performing the duties of this job, the employee:

- is regularly required to use hands to finger, handle, or feel and talk or hear.
- is frequently required to stand, walk, and reach with hands and arms.
- is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. —must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee:

- is frequently exposed to moving mechanical parts and risk of electrical shock.
- is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; and vibration.

The noise level in the work environment is usually moderate.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/maintenance-tech-iii-plumberstationary-engineer/>

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Assistant Banquet Manager | CHI006412

Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences.

The Assistant Banquet Manager will be responsible for managing banquet events at the hotel.

This person supervises event room set-ups, service, and maintenance of all banquet functions and banquet equipment.

This role is a highly detailed role within the hotel to complete event requirement and create an appealing experience for guests.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

Qualifications

A true desire to satisfy the needs of others in a fast paced environment.
Refined verbal communication skills
Ability to stand for long periods of time and walk moderate distances
Ability to lift, pull, and push a moderate weight (about 50 pounds)
Must be able to work a flexible schedule, including weekends and holidays
Proficient in basic computer skills

Primary Location: US-IL-Chicago

Organization: Hyatt Regency Chicago

Pay Basis: Hourly US Dollar (USD)

Job Level: Entry Level Manager | Full-time

Job: Banquets

Apply online at [www. http://hyatt.jobs/](http://hyatt.jobs/)

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Senior Coordinator, Guest Experiences

Department: Guest Experiences

Status: Full Time

This individual leads the Coordinator and Facilitators in providing exhibit content in a positive, fun, inclusive and educational capacity.

Works with team members to ensure exhibit content is being communicated to guests in an engaging capacity, that staff members are proactive about addressing guest needs throughout the Museum, and that staff perform core operational job requirements.

Qualifications

Required qualifications are as follows:

Bachelor's degree with 3-5 years related experience; or an equivalent combination of education and experience required.

Must have a minimum of two years of experience supervising diverse teams.

Excellent communication skills are required.

Proficiency of MS Office (Word, Excel, PowerPoint and Outlook) required.

Ability to research and learn exhibit content grounded in the fields of science, technology, engineering, medicine and aviation.

Ability to creatively problem-solve.

Strong team work and collaboration skills.

Ability to lead teams using positive management strategies.

Team performance maximization skills.

Ability to talk to and engage guests.

Ability to handle several activities at one time.

Additional experience that is recommended:

Bilingual ability a plus.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/senior-coordinator-guest-experiences/>

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Aquatic Training Specialist Job ID: 1706

Closing Date: 9/10/14

Aquatics/Aquatic Training Specialist

Date Posted: 8/27/2014

Location: Community Recreation - Aquatics

Region: Districtwide

CHARACTERISTICS OF THE CLASS:

Under general supervision, responsible for planning, organizing and conducting training sessions related to aquatic programs in the Chicago Park District. Provides guidance to Natatorium Instructors and Lifeguards to implement new and improve existing programs at beach and pool locations. Performs related duties as required.

EXAMPLES OF DUTIES:

Plans, organizes and conducts advanced training classes for Natatorium Instructors and Lifeguards including but not limited to the following: water safety, lifeguard training, SCUBA, aquatic exercise and fitness and officiating.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

At least 20 hours from an accredited college or university in recreation, leisure studies or physical education is required. A degree in one of these fields is recommended; Bachelor's degree is preferred. Equivalent combination of education and experience may also satisfy the minimum requirements for this position.

Certification Requirements: Candidates must possess one or more of the following valid certifications from the American Red Cross or other nationally recognized organization at time of hire: Lifeguard Training Instructor Trainer; Water Safety Instructor Trainer; Open Water SCUBA Instructor. In addition, certification in water polo and swimming officiating is preferred. Certification in aqua fitness is also preferred.

Knowledge, Skills and Abilities: Thorough knowledge of water safety methods and techniques, including open water surf beach safety methods and techniques. Knowledge of all competitive swimming strokes and rules of competition. Effective oral and written communication skills. Skill in teaching aquatic techniques. Ability to respond quickly in emergency situations and enforce water safety standards. Ability to evaluate skill levels and teaches competitive and recreational activities accordingly.

Salary: \$54,367 per year

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Music Instructor -Part Time Job ID: 1707

Closing Date: 9/16/14

Cultural/Music Instructor (H)

Date Posted: 9/2/2014

Location: Marquette Park

Region: South

THIS POSITION IS BUDGETED UP TO 20 HOURS A WEEK.

CHARACTERISTICS OF THE CLASS:

Under general supervision, responsible for developing, teaching and leading musical activities for the Park District, in one or more related areas of specialization, including voice, instrumental and/or orchestral instruction. Performs related duties as required.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

An Associate of Arts degree or completion of two full years of course work at an accredited college or university which included a minimum of 20 credit hours in music or a closely related discipline which involved the study of at least one musical instrument or voice or graduation from high school or the equivalent (GED) and 3 full years of related instructional or performance experience in a recreation or entertainment environment or an equivalent combination of education and experience is required

Knowledge, Skills and Abilities:

Knowledge of voice, instrumental and/or orchestral instruction principles and practices. Elementary knowledge of leisure and recreation theories and principles.

Effective oral and written communication skills. Technical knowledge and skill in one or more areas of musical specialization such as the ability to play a musical instrument.

Union: 46 Career Service EEO: Para-professional FLSA: Non-Exempt

SALARY: 16.81 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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**Program & Event Coordinator (Burnham Wildlife Corridor Community Liaison)
Job ID: 1711**

Closing Date: 09/21/2014

Cultural/Program & Event Facilitator

Date Posted: 9/3/2014

Location: Central Administration - CULTURE ARTS NATURE
(part time / temporary)

Program Description: The Chicago Park District envisions parks as vital natural resources that provide Chicagoans the opportunity to explore green space and encounter wildlife in an urban environment. Public parks also enhance individual quality of life, support positive neighborhood development, and encourage community dialogue. The Chicago Park District works with many partners to create spaces that provide these benefits for the local community. The Program & Event Coordinator will serve as a community connector and liaison for the Burnham Wildlife Corridor and other parks in the Bronzeville and Pilsen neighborhoods. He/she will be responsible for identifying and collaborating with community-based organizations of all sizes to shape and enhance park spaces, programming, stewardship activities and events. This work involves assessing the needs of local residents and individual parks and communities in order to create mutually beneficial relationships and programming.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Natural Resources, Environmental Education or Outreach, or a related field, supplemented by three (3) years of experience in event planning, community engagement, or an equivalent combination of training and experience is required. Training in informal science education practices or demonstrated experience in informal science education settings preferred.

Knowledge, Skills and Abilities: Knowledge of education and curriculum design principles. Knowledge of local ecosystems. Ability to understand and implement elements of community based programming. Interpersonal, oral and written communication skills. Organization and planning skills. Driver's license preferred. Excellent verbal and written communication skills in both English and Spanish preferred.

Career Service: Exempt EEO: Professional

FLSA: Exempt

Expected Schedule: approximately 20 hours per week

Expected Salary Offer: \$17.25 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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SERVICE LANE TECHNICIAN

Location: CHICAGO

Department: Maintenance

Application Deadline: Saturday, September 13, 2014

Key Duties:

- Performs preventive maintenance inspections on motor coaches in accordance with company standard operating procedures to include but not limited to checking and filling oil, antifreeze, power steering, transmission fluid, brake fluid, windshield washer fluid
- Completes a safety risk assessment prior all work performed
- Ensures work orders are completed properly and accurately
- Conducts appropriate course of action for repairs and follow up on written/printed repairs orders and ensures proper information flow of work order data both on daily vehicle inspection reports and input into maintenance computer system
- Inspects all buses during fueling or on a regularly scheduled basis for physical damage. Any damage will be reported immediately to the supervision/foreman
- Performs light interior & exterior maintenance on buses as required (i.e. seat repair, mirror adjustment & replacement, jump starting buses & lamp replacement)
- Evaluates completed work prior to release and seeks supervisor/foreman approval where required.
- Ensures safe use of all shop equipment, power and hand-held tools.
- Moves vehicles safely between job and work area and maintains the appropriate credentials to operate a motor coach
- Communicates professionally with team members, supervisors, and customers.
- Actively participates in safety or educational training as required
- In the event of a fuel or fluid spills, takes all necessary steps to contain the spill
- Follows all safety standards & guidelines, including but not limited to, wearing of safety glasses, wearing of steel-toed/safety shoes, appropriate safety gloves as needed, and proper attire
- Performs any other management requests or directives as requested

Qualifications:

- High School Diploma
- Commercial Driver's License (Passenger endorsement preferred)
- Ability to utilize computer systems to diagnose vehicle systems
- Some computer skill requiring basic data entry into maintenance database
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance
- Must be able to speak and read conversational English

Additional Information: Under general supervision of the Lead Man or Foreman, Supervisor or Manager, the Service Technician performs work required to meet and adhere to the company's maintenance policies and requirements.

Apply online at <https://www.greyhound.com/en/careers/details.aspx>

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Body Shop Supervisor

Location: CHICAGO

Department: Maintenance

Application Deadline: Sunday, September 14, 2014

Key Duties:

- Determine and prioritize repair orders to ensure a safe, clean, reliable and efficient coach and other operational demands as well as ensure that operational schedules are met and facility/shift productivity is maintained.
- Assign maintenance and contract personnel to ensure maintenance resources are used economically, meet maintenance workload needs including preventative maintenance, cleaning, inspection, bodywork and all related functions of the coach and equipment while meeting other objectives (i.e. training, special projects, etc.).
- Other duties as assigned

Qualifications:

- High school graduate or GED with strong written and verbal communication skills. •Bachelor's degree in transportation or related field preferred
- 3 + yrs of supervisory/ mgmt. exp. in ground transportation maintenance or related field required •3 + yrs of Body Shop repair exp. to include painting and collision repair •Must have mechanical background
- Proven ability to work up written estimate for collision or routine body repairs
- General knowledge of all OSHA and EPA regulations
- Ability to solve problems and make real-time decisions
- Strong written and verbal communication skills required
- Must understand and be able to operate all bus models
- Driving experience and CDL preferred
- Attention to detail
- Able to led employees to perform the highest quality work and exceed expectations •Ability to take discipline where required
- Must be motivated and possess strong interpersonal skills
- Union knowledge and experience preferred
- Experience interviewing and training preferred

Additional Information:

The Maintenance Supervisor is responsible for the overall efficient supervision of maintenance employees and the quality and repair of the fleet. This position will work as team with various external agencies and internal customers such as MRD, Driver Operations, Customer Service, Safety, Operations Support Center and various corporate key interfaces to ensure a pleasant customer experience.

Apply online at <https://www.greyhound.com/en/careers/details.aspx>

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Operations Supervisor

Location: CHICAGO

Department: Operations

Application Deadline: Saturday, September 13, 2014

Key Duties:

Identifies and prepares Terminal Trainers to conduct departmental training. Ensures new employees receive training all aspects of the position. Maintains terminal training records. Assists in the performance evaluation process.

Partners with Operations Manager and/or City Manager and District Trainer to develop training goals and objectives. Ensures that training materials are available and participates in corporate training initiatives

Interprets contracts, handles first step grievances and facilitates union issues by resolving driver complaints/concerns/grievances in a timely manner.

Managers implementation of run bid, assists in capacity planning, notifies drivers of hold down awards, manages vacation, driver run bids, etc. and notification process.

Develops recruiting sources for full-time and seasonal drivers

Tracks individual driver attendance and utilizes information to reduce driver unavailability by controlling miss-outs, workers' compensation, sick leave, and leaves of absences.

Recommends improvement to City Manager

Other duties as assigned

Qualifications:

2-5 years of Customer Service supervisory/management experience in transportation, retail, or fast food operations

Bachelor's degree preferred in General Business or Transportation

Working knowledge of state and local highway laws and regulations

Ability to exercise considerable diplomacy, judgment, and discretion in establishing and maintaining good working relationships with Company and other governing agencies

Safety and WC experience a must

Must be able to prepare comprehensive reports

Motivational focus and demonstrated leadership and interpersonal skills

Good organizational skills

Solid verbal/written communication skills

Empathetic, with good listening skills

Ability to make a quick decision

Training experience required

Excellent personal appearance

CDL desired or ability to obtain

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AM Server- Restaurant | ROS000428

Description

Restaurant servers are responsible for submitting guest menu selections and presenting these food and beverage preferences. The right person will gain menu knowledge and give recommendations from our compilation of cuisine and drink offerings. A Hyatt restaurant server will engage in casual conversation and create the restaurant experience by their style and service attributes. Other duties include general restaurant preparation and maintaining a sanitary environment. If you have experience as a server in a restaurant, we'd love to hear from you!

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing authentic hospitality and meaningful experiences to each and every guest. Hyatt is a place where high expectations aren't just met-they're exceeded. It's a place of outstanding rewards, where talent opens doors to exciting challenges in the hospitality industry.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Hyatt has the best to offer in restaurant server jobs: Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

Qualifications

A true desire to satisfy the needs of others in a fast paced environment.
Refined verbal communication skills.
Must have physical stamina to lift moderate amounts of weight.
Ability to stand for long periods of time.

This is a great opportunity to get a start with Hyatt as a restaurant server. For immediate consideration of the restaurant server position, click Apply Now and complete an application for the restaurant server position on the Hyatt Careers Site!

Primary Location: US-IL-Rosemont US-IL-Chicago
Organization: Hyatt Regency O'Hare
Pay Basis: Hourly US Dollar (USD)
Job Level: Hourly/Entry Level Employee | Full-time
Job: Bars/Restaurants/Outlets

Apply online at [www. http://hyatt.jobs/](http://hyatt.jobs/)

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Staff Accountant

Department: Accounting/Finance

Status: Full Time

This individual will perform a variety of accounting functions related to the processing and monitoring of accounting/financial data, including, but not limited to, verifying financial report data, inputting journal entries into the financial system, check reviews, fixed assets recordkeeping, preparation of work papers, account reconciliations, financial analysis as assigned, etc. This individual will also be responsible for posting entries, and the organization of accounting documents/records.

Responsibilities

Essential duties and responsibilities for the Senior Staff Accountant, but are not limited to, the following:

- Prepare and/or enter journal entries and accruals into MS Great Plains
- Enter daily cash deposits into financial system
- Weekly review of Accounts Payable checks
- Perform monthly operating and restricted financial statement analyses when assigned
- Prepare monthly bank reconciliations
- Weekly/Monthly reconciliation of merchant accounts
- Audit and reconcile all petty cash banks
- Distribute, audit and reconcile employee vouchers
- Perform fixed asset ledger duties
- Assist with preparation of audit work papers/analyses
- Perform payroll duties in the place of the payroll coordinator as needed
- Prepare other financial reports as needed
- Perform special projects or tasks as needed

Qualifications

Required qualifications are as follows:

Good attention to detail and analytical skills.

Good written and verbal communication skills.

Requires application of generally accepted accounting principles within an accounting system and be able to apply those principles in financial analyses.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/staff-accountant/>

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Posting Title Custodian (Seasonal)
Auto req ID 609BR
Job Location Chicago Zoological Society-Brookfield Zoo
Zip Code 60513
Department Custodial Services
Union Status Union
Work Shift Any 5 out of 7 days/week

As a Custodian, you will perform a variety of custodial cleaning duties in all sections of the park (restrooms, restaurants, lunchrooms, offices, laboratories, hospital, public areas of animal buildings, etc.) before and during Brookfield Zoo's regularly scheduled hours. Your focus on safety will be demonstrated as you operate various equipment (such as mops, brooms, vacuum cleaners, scrubbers, carpet cleaning equipment, etc) to assure assigned areas are thoroughly cleaned. Your friendly demeanor and pleasant smile will contribute to creating an extraordinary guest experience as Custodians work in public areas and may interact with guests to provide general information on park schedules and activities. The Custodial department is conservation minded utilizing paper products from recycled stock and using nearly 100% green products! During special events, the Zoo may be open until 9:00/10:00 p.m. This position requires flexible availability to work non-standard hours including early mornings, evenings, holidays, and weekends. For this position, you must be at least 16 years of age. This is a temporary (seasonal) position. The union hourly wage for this position is \$10.15 per hour.

The requirements for this position include:

High School graduate or equivalent combination of training/experience preferred.

Prior custodial experience desirable. Minimum 16 years of age.

Good communication and interpersonal skills required.

Must be able to read, write and perform basic math.

Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability and Spanish fluency a plus.

Additional Information: This requisition is for a position that is anticipated to have a start dates in September 2014.

The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer – Minorities/Women/Veterans/Disabled.

Apply online at

https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?SID=%5e4Dp9DDVGoF7CUDU8KYkRpvdkUdQJGGTJqIvHWkSVuHyFWu07m6mtzR6fclF6_slp_rhc_2nC&jobId=79177&type=search&JobReqLang=1&recordstart=1&JobSiteId=5163&JobSiteInfo=79177_5163&GQId=0

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Posting Title Supervisor-Culinary (Seasonal)

Auto req ID 606BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Food Service Operations

Union Status Non-Union

The Culinary Supervisor contributes to creating these memorable events by managing, coordinating, supervising, and overseeing food preparation and production areas to maintain proper levels of guest satisfaction through training, sanitation, safety, and quality, as well as compliance with Society standards, policies and procedures.

Position Requirements and Specifications: This seasonal position requires flexibility to work weekends, evenings and holidays as required. Catered Events employees may be scheduled to work a morning, afternoon or evening function. Employees are scheduled to start as early as 6:30 a.m. and work as late as 2:00 a.m. Catered Events employees may be required to work a 10-hour day or longer. Work schedules are based on the needs of the operation. This is a temporary (seasonal) position. The minimum starting wage is \$10.25 per hour.

The requirements for this position include: High school diploma or equivalent training or experience preferred. Must hold or obtain a Food Service Sanitation certificate as required by the city, county, and state within one year of hire. Cooking school certificate preferred, preferably with food management courses included in the curriculum. One year relevant experience in a food service environment is required. Must be detail oriented, organized and able to maintain a high level of accuracy. Outstanding customer service orientation required. Must be flexible and able to handle multiple tasks. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability, Spanish fluency a plus.

Additional Information: This requisition is to actively recruit for positions that are anticipated to have start dates during the month of September 2014.

The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer - Minorities / Women / Veterans / Disabled.

Apply online at

https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?SID=%5e4Dp9DDVGoF7CUDU8KYkRpvdkUdQJGGTjgIvHWkSVuHyFWu07m6mtzR6fcIF6_slp_rhc_2nC&jobId=79002&type=search&JobReqLang=1&recordstart=1&JobSiteId=5163&JobSiteInfo=79002_5163&QId=0

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Posting Title: Supervisor Food Service, Bison Prairie Grill (Seasonal)

Auto req ID 600BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Food Service Operations

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

Position Requirements and Specifications

As Brookfield Zoo is open 365 days a year, this position highly prefers flexible availability to work any 5 days out of any 7 days each week with work shifts that are generally during the hours that Brookfield Zoo is open. From Memorial Day – Labor Day we are open 9:30 a.m. to 6:00 p.m. daily (Sundays until 7:30 p.m.). After Labor Day until Memorial Day the weekend & weekday hours vary from 9:30/10:00 a.m. – 5:00/6:00 p.m. During special events, the Zoo may be open until 9:00/10:00 p.m. The position also requires the ability to work non-standard hours including evenings, holidays, and weekends. This is a temporary (seasonal) position. The minimum starting wage for this position is \$10.25/hr.

The requirements for this position include: High School graduate or (GED) equivalent preferred. Minimum one year relevant experience in a food service environment required. Strong customer service orientation required. Must possess good communications and interpersonal skills. Must hold or obtain a Food Service Sanitation certification as required by the city, county and state within one year of hire. Incumbent must be responsible, reliable, and conscientious. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability, Spanish fluency a plus. Incumbent must have ability to learn and follow Society policies and departmental procedures and standards. Food Service employees are assigned to work restaurants, refreshment stands, mobile carts, or other outdoor sales locations (certain positions have minimum age requirements). Food Service employees may also be required to assist temporarily at other Guest Services locations. Incumbent must have ability to work non-standard hours including evenings, holidays, and weekends. Work schedules are based on the needs of the operation and may be adjusted due to weather conditions.

Additional Information The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer – Minorities / Women / Veterans / Disabled.

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Posting Title Membership Representative/Data Entry Specialist (Seasonal)

Auto req ID 602BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Membership

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

This is a temporary (seasonal) position. Starting wage: \$9.25 per hour.

The requirements for this position include:

Minimum of 1 year of data entry and customer service experience required.

Good organizational and analytical skills required. Basic computer skills required.

Ability to accurately enter a minimum of 25 membership applications per hour and provide accurate phone customer service within 3 weeks of employment required.

Strong communication, teamwork, interpersonal, and customer service skills required.

Eye for detail, completeness, and accuracy. Ability to work effectively under pressure, meet deadlines and provide proactive and innovative solutions to customer issues.

Must maintain confidentiality of privileged information. Ability to handle multiple priorities quickly and accurately with a positive attitude. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Valid driver's

license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents.

The desirable/preferred qualifications for this position include:

High School graduate or (GED) equivalent preferred. Inbound call center experience strongly preferred. Demonstrated conflict resolution skills desired. Intermediate or advanced computer skills/experience preferred with Microsoft Word and Excel desired. Experience in Raiser's Edge a plus. Multi-lingual ability, Spanish fluency a plus.

Additional Information: This requisition is to actively recruit for positions that are anticipated to have start dates in September to gear up for our holiday mailing campaign which takes place in November/December. the schedule for September/October will consist of mainly weekends, hours may peak to as much as 35-40 per week in late November/early December.

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Job Title: Family Care Coordinator

Shift: 1st

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

Specialty: Social Work/Human Services

Job Number: 2014-0718

****PLEASE NOTE THAT THIS POSITION IS BASED AND WILL REQUIRE TRAVEL IN THE NEAR NORTH CHICAGO****

Position Highlights: The Family Care Coordinator with Child and Family Connections assists in determining eligibility for designated services and enables families to receive their rights, procedural safeguards, and services that are authorized under the state's early intervention program. The service coordinator builds relationships that include providing information to families and coordinating information among multiple service providers. The service coordinator maximizes the use of existing resources and refers families to any other needed services, tailoring the unique circumstances of each individual child and family. The service coordinator exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

Bachelor's degree in a related human service field such as early childhood special education, social work or psychology required; Master's degree preferred. Must meet requirements to obtain Illinois Department of Human Services Part C Early Intervention Service Coordination Credential. Successful completion of state-sponsored Service Coordinator, Systems Overview, and Cornerstone trainings are required within the first 90 days of employment. Knowledge of the developmental, physical, psychosocial and cognitive development of children 0-3 years is preferred. Basic knowledge of typical/atypical child development preferred; case management experience essential. Good time management skills and the ability to work independently are required. The ability to work with different cultures and provide assistance to family with various barriers to care is essential Use of personal car required as this position involves traveling to and servicing clients in their homes.

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.

Apply online at

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Job Title: Executive I - Opt H7

Agency: Human Services

Closing Date/Time: Wed. 09/17/14 5:00 PM Central Time

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

\$52,524.00 - \$78,972.00 annually

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-10-85285

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Vehicle Coordinator, provides technical assistance to all Department facilities and locations for Vehicle Fleet Management Unit. Maintains database of Department's vehicles assigned to facilities and locations statewide. Prepares detailed statistical reports of vehicles assigned statewide. Verifies costs and payments associated with use and maintenance of all Department vehicles, reconciles vendor accounts, approves vouchers, and administers the Wright Express gasoline credit purchase program for the Department's fleet accounts.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in business or public administration. Requires one year of responsible administrative experience in a public or business organization, or completion of agency approved professional management training program. Requires working knowledge of CARS, Access and Excel. Requires valid Illinois Driver's license.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
5020B Industrial Drive Springfield IL 62703

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 H7 - Dept Human Services

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Job Title: Secretarial Coordinator

Department: OR Billing/Surg Information

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2014-1726

Job Description:

Rush University Medical Center is seeking a Secretarial Coordinator!

Position Highlights:

The Scheduling Secretary works with surgeon offices to schedule surgical and interventional radiology cases for the Perioperative & Interventional Services. The Scheduling Coordinator's primary job function is to schedule cases for the operating rooms and Interventional Radiology to ensure maximum utilization of resources.

Position Responsibilities:

Schedules patients for surgery following OR/IR scheduling policies and procedures in order to ensure the effective use of operating/procedural rooms and staff. Demonstrates the ability to accurately assess the specific needs for various surgical procedures, including equipment, instruments, and staffing. Serves as a resource for other scheduling staff, clinic and OR/IR staff, and physicians regarding scheduling needs. Demonstrates ability to coordinate specialized equipment and staffing. Assists in the maintenance of scheduling software, including the preparation of reports. Participates in the training of new hire or cross training of staff to new and/or revised procedures. Provides backup for other scheduling coordinator's in absence. Applies departmental and Medical Center procedures and guidelines for scheduling and phone etiquette. Specific responsibility for Interventional Radiology Scheduling: Review all orders for appropriateness and initiates protocoling of patients for physician review Schedules appropriate procedure based on physician protocol of order Calls patients to confirm available times

Position Qualifications Include:

High school diploma/GED required
Strong typing skills required
Medical terminology preferred
Must have strong organizational and communication skills

Apply online at

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