



## **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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## **Facility maintenance manager**

As an AMC facility maintenance manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll make daily, weekly and monthly inspections of the theatre that could result in routine maintenance and repairs. What exactly do we mean by "routine"? Painting, carpentry and plumbing to name a few tasks. Plus fixing concession equipment, seats and any related building components. You'll also train the theatre's facility assistant, who helps you with these duties. Sound hands on? It is. And if that's the way you like it, check out your soon-to-be responsibilities:

Develop routine systems to guarantee constant monitoring of critical areas in theatre  
Complete necessary repairs and schedule any repairs with vendors as needed  
Report facility problems that can't be immediately repaired to the General Manager  
Provide constant attention to all safety issues, ensuring theatre emergency systems are operational through regular inspections and review of vendor maintenance contracts  
Observe, direct and follow-up with janitorial service provider about cleaning duties  
Manage the theatre's variable operating expenses for maintenance, repairs and supplies  
Uphold AMC's high standards and deliver entertaining company-wide programs  
As a facility maintenance manager at an AMC theatre, you'll also be required to demonstrate:

Solid mechanical skills and manual dexterity  
Intermediate proficiencies in building trades such as painting, wallpapering, plumbing, fixing seats and repairing equipment  
Excellent written and oral communication skills to clearly describe building issues to supervisors/colleagues  
Extreme attention to detail to perform and document facility inspections  
Proficient guest service, administrative and follow-up skills  
Safe use of all cleaning materials in the theatre  
Experience safely completing tasks with tools, ladders and lifts

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/facility-maintenance-manager>. You could end up working in show business.

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## **Receptionist/Office Assistant**

Job #177551162

• CohnReznick LLP • Chicago, IL

Receptionist/Office Assistant Tracking Code 292092-834 Job Description CohnReznick Firm Administration Receptionist/Office Assistant With origins dating back to 1919, CohnReznick is currently the 10th largest accounting, tax and advisory firm in the United States, combining the resources and technical expertise of a national firm with the hands-on, entrepreneurial approach that today's dynamic business environment demands. CohnReznick serves a number of industries and offers specialized services for Fortune 1000 companies, owner-managed firms, international enterprises, government agencies, not-for-profit organizations, and other key market sectors. Clients turn to CohnReznick because of the people we hire. That's why we make finding and hiring the best in our industry a top priority and then retain them by being a great place to work, grow and advance. We offer career paths for both recent graduates and experienced professionals.

Scope We have an immediate opening for a Receptionist/Office Assistant. You will provide receptionist duties for the entire office served. This role is critical to the success of our client service delivery. You will often times be the first point of contact for external clients, candidates, vendors, and internal colleagues.

Responsibilities will include, but not be limited to: \* Answering a multi-line phone system, routing calls, taking messages and executing upon their delivery \* Greeting clients, candidates, and vendors. \* Serving as a floater, providing general administrative support to a diversified internal client base (this may include typing, filing, document compilation, data entry, etc.) \* Managing incoming and outgoing mail \* Reviewing and mailing final invoices \* Preparing daily deposits Required Skills

### Essential Experience

(special skills and experience, licenses, certifications, and education) \* Minimum 1+ years of receptionist or administrative experience; previous experience in a professional services firm ideal \* Demonstrated experience working a multi-line phone system \* Strong verbal communication skills, pleasant and professional \* Strong professional image and demeanor \* Basic computer skills in MS Word, MS Excel and MS Outlook \* Demonstrated customer focus \* Ability to work in a fast-paced environment \* Demonstrated team player with a positive attitude! Job Location Chicago, Illinois, United States Position Type Full-Time/Regular

Apply online at <http://www.beyond.com/jobs/job-search.asp?id=177551162&aff=F6C5C5E7-7DE2-4969-AB18-B53916CD0B2B&reg=3>

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## **Scheduling Clerk**

Job #178890553

• American International Group • Chicago, IL

This position is for the individual who has effective telephone skills, basic computer knowledge and a professional attitude. Attention to detail and ability to organize and prioritize tasks are important.

JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO: \* Make outgoing calls to schedule appointments with current clients for financial advisors. \* Meet call and appointment scheduling goals. \* Complete Marketing task which includes but not limited to (sorting, making copies, putting together Marketing projects, Mail Merges, running postage machine & shipping UPS). \* Partner with Marketing to ensure all Marketing tasks are completed. \* Work with MS Office ? data entry, misc. clerical duties. Hours: 20 hours per week. Monday ? Thursday 2pm- 7:00 pm (hours can vary slightly) Office Location: 125 South Wacker Drive, Ste 1900. Chicago, IL 60606

SCHEDULING CLERK JOB REQUIREMENTS: ? Effective communication and interpersonal skills. Independent judgment required to manage multiple tasks and deadlines in a detailed, organized manner with minimal supervision. ? Strong attention to detail ? Must be familiar with MS office suite. ? Proficiency in the use of desktop applications. ? Self-starter, must be able to follow through on projects. ? Strong phone communication skills required. ? Willingness to support other regional office positions as needed. ? High School Diploma or GED ? 6 months customer service experience in an office environment ? Pass pre-employment credit, background check (no criminal convictions) and drug screen American International Group, Inc. (AIG) is a leading international insurance organization serving customers in more than 130 countries and jurisdictions. AIG companies serve commercial, institutional, and individual customers through one of the most extensive worldwide property-casualty networks of any insurer. In addition, AIG companies are leading providers of life insurance and retirement services in the United States. AIG Property Casualty is a global market leader, one of the few truly global property casualty franchises. AIG Life and Retirement is one of the largest life insurance organizations in the U.S., and provides protection, investment and income solutions needed for financial and retirement security. United Guaranty Corporation is the marketplace leader in mortgage insurance in the U.S.

\*Job ID #:\* 107152 \*Employment Type:\* Part Time - Permanent \*Location(s):\* IL-Chicago \*Education Preferred:\* High School Diploma \*Business Unit:\* AIG Life and Retirement \*Relocation Provided:\* No \*Functional Area:\* Administration/Office Services \*Travel Percentage:\* 0%

Apply online at <http://www.beyond.com/jobs/job-search.asp?id=178890553&aff=F6C5C5E7-7DE2-4969-AB18-B53916CD0B2B&reg=3>

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**Safety Officer - 90152248 - Chicago, IL**

Date: Sep 5, 2014

Location: Chicago, IL, US, 60607

PREFERRED EDUCATION: Bachelor's degree in Safety or related field.

**WORK EXPERIENCE:**

- Demonstrated state of the art knowledge of and experience with safety regulations, policies and programs; injury prevention programs; personal protective safety equipment.
- Demonstrated experience working with local, state and federal agencies.
- Demonstrated facilitation, coordination, and interpersonal skills and experience to be able to effectively interface with stakeholders, including division and department supervision and craft personnel and outside vendors.
- Excellent management and leadership skills.
- Self motivated and able to work independently.
- Demonstrated skills using PC-based spreadsheet (Microsoft Excel, Access); Microsoft Word, PowerPoint.

**PREFERRED WORK EXPERIENCE:**

- Demonstrated experience with OSHA and FRA safety regulations, policies, programs, as well as personal protective equipment, safety engineering, risk management, accident/injury investigation, and operating/engineering rules and practices.

TRAVEL: Yes - 5%

**COMMUNICATION AND INTERPERSONAL SKILLS:**

Must have excellent verbal and written communication skills.

Requisition ID: 3950

Posting Location(s): Illinois

Job Family/Function: Mechanical; Safety & Security

Relocation Offered: Yes

Education Requirements: Bachelors Degree

Travel Requirements: Up to 25%

Employment Experience Requirements: 5 - 7 years of experience

We proudly support and encourage U.S. Veterans to apply for Amtrak job opportunities.

All positions require pre-employment background verification, medical review and pre-employment drug screen. Amtrak is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Apply online at <https://jobs.amtrak.com/job/Chicago-Safety-Officer-90152248-Chicago%2C-IL-IL-60607/79107700/>

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**Passenger Engineer Trainee - 90129435 - Chicago, IL**

Date: Aug 29, 2014

Location: Chicago, IL, US, 60607

**WORK EXPERIENCE:** •Some work experience demonstrating the ability to maintain alertness, awareness and vigilance. •Satisfactory attendance and safe work record. **PREFERRED WORK EXPERIENCE:** •Prior railroad operating experience and work history that demonstrates ability to adapt to variable and often changing work hours. •Trained by a Class 1 carrier or equivalent passenger railroad and are currently certified as Class 1 Train Service Engineers. **PREFERRED EDUCATION:** Some college or vocational training.

**OTHER REQUIREMENTS:**

•Although a driver's license is not required, applicants with a driver's license must provide a certified copy of motor vehicle driving record from the chief of the state driver's licensing agency in which the applicant was last issued a license and any license(s) issued or reissued from other state(s) within the preceding 60 months. Motor vehicle records must be void of any drug and alcohol violations within the previous 36 months. •Must have a motor vehicle driving record void of any convictions or state action canceling, revoking, suspending or denying a driver's license for operating a motor vehicle while under the influence of or impaired by alcohol or a controlled substance within the last 36 months or a record of refusal to undergo such testing as required by state law within the last 36 months. •Must sign a release of records authorizing all previous railroad employers to provide Amtrak with background information, if applicable. In accordance with FRA regulations, previous railroad service records must be void of any drug and alcohol violations within the previous 60 months.

**ADDITIONAL JOB REQUIREMENTS:** If selected, incumbent will be required to successfully complete Engineer Training as follows: Individuals not previously certified as Class 1 Train Service Engineers: 7-10 weeks classroom and field work while headquartered at Amtrak's Training Center in Wilmington, DE; followed by extensive qualifying and on-the-job training associated with the Crew Base for which hired; paid at the student training rate until incumbent achieves certification as a Class 1 Train Service Engineer.

We proudly support and encourage U.S. Veterans to apply for Amtrak job opportunities. All positions require pre-employment background verification, medical review and pre-employment drug screen. Amtrak is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Apply online at <https://jobs.amtrak.com/job/Chicago-Passenger-Engineer-Trainee-90129435-Chicago%2C-IL-IL-60607/215405800/>

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**OBS Trainee-Illinois - 90128708 - Chicago, IL**

Date: Aug 29, 2014

Location: Chicago, IL, US, 60607

**WORK EXPERIENCE:**

Must have some experience in a customer service or similar public contact role exhibiting responsibility, initiative, physical coordination, problem solving, creativity, and leadership characteristics. Work experience must demonstrate strong, clear and effective verbal communication and interpersonal skills, professionalism, and a customer-friendly demeanor. Must have satisfactory attendance and safe work record.

**PREFERRED WORK EXPERIENCE:** • Prior experience working in a team service environment. • Some experience in a food/beverage environment, cash Restaurant and/or Travel, Hospitality industries.

**OTHER REQUIREMENTS:**

Applicants for the position of LSA must: Successfully complete background-screening checks related to previous employment, credit history, and criminal background checks. Successfully complete a customer service aptitude & integrity test instrument. Successfully complete drug screening and pre-employment medical exam. Must be 21 years of age. Be able to lift 50lbs. Be able to work while standing for long periods of time. Be able to work a variety of hours and days off, including up to six to eight days away from home crew base. Demonstrate a friendly, outgoing, and courteous disposition. Must have prior satisfactory work performance. \*\*This position requires candidates to complete and satisfactorily pass a physical capacity assessment.\*\*

Requisition ID:4722

Posting Location(s):Illinois

Job Family/Function: Transportation

Relocation Offered: No

Education Requirements: High School/GED

Travel Requirements: Up to 100%

Employment Experience Requirements: Under 1 year of experience

We proudly support and encourage U.S. Veterans to apply for Amtrak job opportunities. All positions require pre-employment background verification, medical review and pre-employment drug screen. Amtrak is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Apply online at <https://jobs.amtrak.com/job/Chicago-OBS-Trainee-Illinois-90128708-Chicago-IL-60607/215384800/>

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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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**Ben & Jerry's Manufacturing Supervisor/Front Line Manager  
(Job Number: 14000IYR)**

Schedule : Full-time

Primary Location : United States-Vermont-Waterbury-Waterbury -Route 100

Shift : Evening Job

Job : Supply Chain

Travel : No

Key Requirements: · Bachelor's Degree in Engineering, Business, Operations Management, or other applicable field required or additional experience in lieu of degree · Must have a minimum of 2 years of supervisory experience in manufacturing environment; food manufacturing preferred · Demonstrated knowledge, skills and abilities through experience in production, materials management is required · Must have experience in TPM, Six Sigma, Lean Manufacturing, or other continuous improvement program · Strong communication skills with the ability to influence others through a matrixes environment is required · Must have the ability to manage project and project teams from inception to completion including hitting deadlines and documenting progress · Working knowledge of Overall Equipment Effectiveness (OEE) and ability to drive improvements using the Loss Tree is required · SAP and warehouse management skills / experience preferred

Unilever offers a competitive compensation package which includes: Medical & Dental Plans, Life Insurance, including eligible spouses, domestic partners & children; Health Care Flexible Spending, Dependent Care, Retirement & Savings Plans, Tuition Reimbursement, Paid Vacation and Holidays.

Please be aware that you will have to complete the assessment at once as you will be unable to return to it later.

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, protected veteran status, or other protected class in accordance with applicable federal, state, and local laws. Unilever takes affirmative action in support of its policy to and advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities. Employment is subject to verification of pre-employment drug-screening results and background investigation.

Apply online at

[https://unilever.taleo.net/careersection/external/jobdetail.ftl?job=14000IYR&lang=en&sns\\_id=gmail#.VAcnvlzMmCo.gmail](https://unilever.taleo.net/careersection/external/jobdetail.ftl?job=14000IYR&lang=en&sns_id=gmail#.VAcnvlzMmCo.gmail)

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### **Room Attendant (Full-Time)**

Location Name: The Palmer House Hilton

Location Address: 17 East Monroe Street, Chicago, IL, USA

Full/Part Time: Full-time

A Room Attendant with Hilton Hotels and Resorts is responsible for cleaning guest rooms and responding to guest requests in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences. Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

Hilton Hotels & Resorts is one of Hilton Worldwide's ten market-leading brands. For more information visit [www.hiltonworldwide.com](http://www.hiltonworldwide.com).

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Room Attendant, you would be responsible for cleaning guest rooms and responding to guest requests in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Clean guest rooms as assigned, including, but not limited to, making beds, cleaning bathrooms, dusting and vacuuming
- Change and replenish bed linens, towels and guest amenities, as needed
- Perform deep cleaning tasks, as needed
- Stock, maintain and transport housekeeping supply cart on a daily basis
- Dispose of trash and recyclables
- Respond to special guest requests in a timely, friendly and efficient manner
- Perform guest turn down service, as needed

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/room-attendant-full-time-job-chicago-illinois-4698864?cntry=united-states>

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### **Guest Service Agent**

Add to Job Cart Apply

Location Name: Hilton Chicago O'Hare Airport

Location Address: O'Hare International Airport, Chicago, IL, USA

Full/Part Time: Full-time

A Guest Services Agent with Hilton Hotels and Resorts is responsible for greeting and registering guests and checking guests out of the hotel in the hotels continuing effort to deliver outstanding guest service and financial profitability.

If you understand the importance of upholding a brands reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Guest Services Agent, you would be responsible for greeting and registering guests and checking guests out of the hotel in the hotels continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

Greet guests and complete the registration process to include, but not limited to, inputting and retrieving information from the computer, confirmation of guest information and room rate, selection of rooms, coding electronic keys, promoting marketing programs, providing a welcome packet and ensuring guest knows location of room and/or has a bell person accompany him/her

Assist guests with check-out including, but not limited to, ensuring rooms and services are correctly accounted, using the point-of-sale system, handling money, processing credit and debit cards, accepting and recording various forms of payment, converting foreign currency, making change and processing gift certificates and cards

Demonstrate a thorough knowledge of hotel information including, but not limited to, room categories, room rates, packages, promotions, the local area and other general product knowledge and answer guest questions and inquiries

Use up-selling techniques to promote hotel services and facilities and to maximize room occupancy

Respond to guest inquiries and requests and resolve issues in a timely, friendly and efficient manner

Field guest complaints, conduct research and resolve and negotiate solutions for guest satisfaction

Receive, input, retrieve and relay messages to guests

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/guest-service-agent-job-chicago-illinois-4731850?cntry=united-states>

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### **Lockwood Back Server (Part-Time)**

Location Name: The Palmer House Hilton

Location Address: 17 East Monroe Street, Chicago, IL, USA

Full/Part Time: Part-time

A Back Server with Hilton Hotels and Resorts is responsible for setting and clearing dining tables and stocking service stations in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences. Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

If you understand the importance of upholding a brand/Es reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Back Server, you would be responsible for setting and clearing dining tables and stocking service stations in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

Set and prepare tables for dining, including, but not limited to, folding napkins, cleaning and placing tableware, serving water, etc.

Ensure tableware is in good and working condition and report any defects for repair  
Stock, maintain and clean designated food station(s)

Assist food server(s) with table service, including, but not limited to, serving beverages, breads, etc.

Retrieve and transport dirty tableware to dishwashing area

Respond to guest inquiries and requests and resolve issues in a timely, friendly and efficient manner

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/lockwood-back-server-part-time-job-chicago-illinois-4701593?cntry=united-states>

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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

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**Job Title Manager, Talent Acquisition**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Human Resources

SALARY TARGET IS \$80,000. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target.

**EDUCATION/EXPERIENCE REQUIREMENTS**

Bachelor's degree in Human Resources, Industrial Relations, or related field, plus five (5) years of experience in high volume recruitment with an expertise in full life cycle recruitment strategy development, identification, and placement of qualified applicants, and/or developing and implementing talent management strategy for niche skill sets (building talent pipelines, etc.), of which one (1) year is in a supervisory or management role, or an equivalent combination of education and experience. Masters or higher degree in Human Resources or related field preferred. PHR or SPHR certification is highly desired.

**PHYSICAL REQUIREMENTS**

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Detailed knowledge of diverse interviewing and selection practices and techniques. Detailed knowledge of applicable Federal, state and local employment laws, such as Title VII of Civil Rights Acts of 1964, ADA, FMLA, ADEA, FCRA, work visa rules and regulations, etc.

Working knowledge of Behavior Based Interviewing (BBI) practices and techniques.

Working knowledge of Labor Unions and executing personnel transactions in compliance with collective bargaining agreements.

Working knowledge in the practices and methods of establishing and managing recruitment metrics. Working knowledge of common office software applications such as Microsoft Office Suite and navigating the Internet is required.

Strong analytical and problem solving skills.

Strong oral and written communication and relationship building skills, with a strong desire to exceed customer expectations.

Ability to prioritize tasks and assignments is key for success in this role.

Ability to successfully utilize applicant tracking systems.

Applicants, if hired, must comply with CTA's residency ordinance.

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**Job Title B Electrician (Substation Maintenance)**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Rail System Maintenance

SALARY TARGET: \$13.47 - \$30.32 PER HOUR. Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification.

**EDUCATION/EXPERIENCE REQUIREMENTS**

Must have a minimum of (5) years verifiable experience in the maintenance and troubleshooting of electrical equipment.

As a condition of continued employment within this classification, incumbents must attend and successfully complete the Authority's Schematic Wiring Diagram and Breaker Maintenance class.

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration for safety sensitive positions.

Must possess a valid state of Illinois Class "A" Driver's license (issued prior to 4-2-90) or possess valid State of Illinois Class "D" Driver's license (Issued 4-2-90 to present) and be capable of operating a vehicle.

**PHYSICAL REQUIREMENTS:** Must pass a physical examination and perform the physical activities associated with this position. Must pass applicable tests.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Must competently read and interpret blueprints, schematic drawings and wiring diagrams. Must possess a thorough knowledge of electrical circuit installation techniques involving lighting, motors relays and associated controls. Required to repair, rebuild and adjust various electrical equipment used and located in substations. Required to be knowledgeable of all applicable safety rules and regulations. Must be competent in the application and use of electrical testing equipment such as voltmeters, ammeters and gauges as well as related hand tools.

This is a bargained for position and is not subject to CTA's residency ordinance.

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**Job Title Senior Administrator, Procurement**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Purchasing

SALARY TARGET IS \$65,000. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target.

**EDUCATION/EXPERIENCE REQUIREMENTS**

Bachelor's Degree in Business Administration or Engineering, plus five (5) years of experience in procurement and/or purchasing, or an equivalent combination of education and experience.

**PHYSICAL REQUIREMENTS**

Requires sitting extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Working knowledge of the Microsoft Office Suite and the applications of these products in support of Purchasing activities.

Working knowledge of Federal, State, and Local procurement regulations and guidelines.

General knowledge and understanding of formal and informal bidding procedures and the legal implications and requirements of both.

General knowledge of standard price and purchasing reference sources for transit materials, supplies and equipment.

Strong verbal and written communication skills.

Strong computer skills, specifically with Windows, Microsoft Office, Oracle and other PC and mainframe computer systems necessary to perform the duties of the position and construction sites.

Intermediate skill in reading and interpreting specifications, plans, drawings and purchase requests.

Ability to analyze requisitions and relate them to current and future needs.

Ability to prepare clear and concise written reports and correspondence.

Ability to establish and maintain effective working relationships with those contacted in the course of the work.

Applicants, if hired, must comply with CTA's residency ordinance.

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**Catering Restaurant Supervisor, Full Time: Chicago, IL - Macy's State Street (Job Number: 71226512)**

Description: The Restaurant Supervisor supports the Restaurant Manager in running an efficient, professional, safe, and profitable food operation.

**Key Responsibilities:**

Execute Food Division Standards and Best Practices

Responsible for daily restaurant operations and is accountable for sales, expenses, and bottom-line profits. Monitor food quality by completing A.M. and P.M. line checks

Develop and maintain a strong working partnership with store management

Provide on-going training, feedback, coaching, and staff motivation to all associates to maximize team performance and satisfaction

Maintain role model standards in grooming, professional appearance and communications. Meet highest standards of workplace safety, sanitation, and equipment care as set by Health Department and Company policy

Complete scheduling and weekly payroll to maximize associate productivity, labor cost control and customer satisfaction. Utilize forecasts, daily sales reports and weekly food cost and payroll reports to ensure monthly profit/loss goals are met

Assist in preparation and production of all menu items

Assist in ordering and receiving food, beverage, dry and paper goods based budget and needs of the business. Complete timely payment of invoices according to vendor contracts and Food Division Best Practices. Execute Food Division Standards and Best Practices, including consistent completion of accurate food inventories to ensure targeted food and liquor costs are maintained. Perform other duties as needed

**Skills Summary:**

At least three years of food service experience is required

Previous supervisory experience is preferred but not required

College degree in a related field or equivalent experience is preferred but not required

Possess exceptional customer service skills

Ability to read, write, and interpret instructional documents such as safety rules, reports, manuals, and recipes. Ability to delegate tasks

Ability to anticipate and solve problems in a fast-paced environment

Ability to communicate effectively with peers, managers, and the general public

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**Food Service Caterer, Flex Team: Chicago, IL - Macy's State Street  
(Job Number: 71226509)**

Description: The Food Service Caterer is responsible for providing exceptional customer service at catering events. Performs other duties as assigned.

Education/Experience: No specific educational accomplishment is necessary. Previous restaurant/hospitality experience is preferred but not required. Health department license or certification and/or alcohol certification as required by state or local requirement.

Communication Skills: Ability to read, write, and interpret instructional documents such as safety rules, reports, and procedure manuals. Excellent written and verbal communication skills. Ability to communicate in Spanish is preferred but not required.

Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator. Must be able to make change using American monetary units.

Reasoning Ability: Must be able to work independently with minimal supervision. Must be able to follow instructions.

Physical Demands: This position involves regular walking, standing, hearing and talking. May occasionally involve stooping, kneeling, or crouching. Must be able to move and/or lift at least 30 lbs. Involves close vision, color vision, depth perception, and focus adjustment.

Other skills: Must possess excellent customer service skills. Must be able to work effectively in a fast-paced environment.

Work Hours: Ability to work a flexible schedule based on department and store/company needs.

Working Conditions: This position is exposed to sharp objects such as knives and scissors. This position is also exposed to high levels of heat within an enclosed space. This position is required to use potentially hazardous equipment, such as grills and ovens. Reasonable accommodations have been made to enable individuals with disabilities to perform essential job functions. Work generally occurs in an office environment with moderate temperature and noise level.

Disclaimer: This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

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## **Administrative Assistant (1)**

Posted Date 9/5/2014

Requisition # 18223

Position Type Full-Time

Salaried/Hourly Non-Exempt

Category Other - Other Department Housing Service Lincoln Park Campus

Campus Lincoln Park Campus Location US-IL-Chicago

### General Summary

The Administrative Assistant (1) will provide clerical and administrative support to the director and the management team of Housing Services. Additionally this position will provide assistance with special projects and programs.

### Minimum Requirements

- Associate degree or certification in business or secretarial science (two year) program or equivalent experience.
- 1-2 years of experience in an administrative/secretarial support position in a University/corporate setting.
- Proficient in Microsoft Office Suite (Word, Excel, Access).
- Strong verbal and written communications skills.
- Appreciation for and commitment to multiculturalism and diversity issues.
- Ability to visually inspect housing facilities on a regular basis in order to report work order issues.
- Ability to occasionally ascend and descend stairs while conducting inspections.
- Ability to make and hear calls via radio communication.
- Ability to maintain a professional demeanor within communication with others and adjust style and content appropriately.
- Ability to work independently and able to manage priorities and tasks.
- Ability to effectively interact with students, parents, colleagues, vendors, University staff and faculty.
- Ability to provide student-centered customer service.
- Ability to maintain confidential information.
- Ability to work some evening and weekend hours, as required, for peak operational periods.
- Ability to occasionally work overtime during peak times.
- Ability to work 9:00 am – 5:00 pm.

Preferred Requirements: •Bachelor's degree in business or liberal arts.

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

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

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## **Part-Time Performance Coordinator**

Posted Date 9/4/2014

Requisition # 18275

Position Type Part-Time

Salaried/Hourly Non-Exempt

Category Other - Other Department DePaul Community Music Division

Campus Lincoln Park US-IL-Chicago

### General Summary

The part-time Performance Coordinator will report to the Director of the Community Music Division, this position is responsible for: handling the performance needs for all CMD concerts and events, managing schedules for all Suzuki classes and Certificate program juries and coordinating room usage for individual and group instruction.

This is a year-round position requiring 25 hours per week.

### Minimum Requirements

- Bachelor's degree. •2-3 yrs experience in an office or school setting.
- Ability to travel off-site. •Ability to sit in front of a computer for long periods of time.
- Outstanding organizational skills and detail-oriented. •Excellent written, verbal and interpersonal skills. •Advanced proficiency in Word, Excel in Mac OS.
- Ability to handle multiple tasks, set priorities, and meet deadlines.
- Must be able to function well in a small office environment where collaboration and teamwork are essential. •Capacity for hard work; •Ability to meet challenges and achieve desired goals; •Work independently without continuous direction.
- Commitment to the community music school philosophy. •Must be willing to work additional evening and weekend hours as needed for special events.

### Salary & Benefits:

DePaul offers comprehensive and competitive pay and benefits to attract and retain talent to further the University's mission. Please click on the following link to review the full Benefits Summary. <https://hr.depaul.edu/Benefits/index.htm>

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

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