



### **Administrative Intern**

Job Locations US-IL-Chicago

Category Other

Type W-2 Employee

#### Overview:

Shiftgig, one of Chicago's hottest and fastest growing technology companies, is actively seeking a Human Resources Intern. The Human Resources intern will help with onboarding new hires, employment verifications, and all other administrative tasks.

Shiftgig is the premier online community for the service industry where members connect with each other and businesses to access informative content as well as full-time, part-time and temp jobs. With over a 1,200,000 registered members and 22,000 businesses, Shiftgig has become the largest online destination for the restaurant, nightlife, hotel and retail industries.

Shiftgig's "Bullpen" product is an on-demand solution helping a growing list of local and national clients solve their staffing needs within multiple industries. Our elegant, easy to use mobile technology platform is changing the face of the staffing industry.

#### Primary responsibilities includes:

- Processing and collecting all time
- Entering attendance details into our database
- Billing for a national enterprise account.
- Creating new resources in the billing system
- Assigning pay and bill rates with compliant mark-ups
- Submitting timecards for approval
- Any other administrative duties

#### Qualifications:

- Currently attending a solid academic institution in a Business related major i.e. Communications or HR.
- Excellent verbal and written communication skills.
- Strong business acumen.
- High attention to detail
- Highly organized and reliable.
- Enthusiastic team player with a positive attitude, self-motivated and determine

Apply online at <https://corporate-shiftgig.icims.com/jobs/1190/administrative-intern/job>

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## **Human Resources Internship**

Job Locations US-IL-Chicago

Category Other

Type W-2 Employee

### Overview:

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The Mission of Shiftgig is to connect millions of workers with millions of shifts.

### Responsibilities:

- Assist with the on-boarding process of our Specialists (includes on-boarding paperwork and Background Checks)
- General administration in Database Maintenance, Word Processing, archiving, and filing.
- Assist with employment verification and drug screenings
- Execute Human Resources support activities in establishing and maintaining personnel files on new, current and terminated employees which include: ensuring completion of appropriate personnel actions and new hire paperwork
- Conduct HR file audit to ensure updated and completed personnel files
- Any other administration duties and special projects as needed.

### Qualifications:

- Currently attending a solid academic institution in a Business related major i.e. Communications, HR, Sales.
- Excellent verbal and written communication skills.
- Strong business acumen.
- Sales and customer service focused mentality.
- Highly organized and reliable.
- Enthusiastic team player with a positive attitude, self-motivated and determine

Apply online at <https://corporate-shiftgig.icims.com/jobs/1189/human-resources-internship/job>

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## **Inside Sales Representative**

Job Locations US-IL-Chicago

Category Sales

Type W-2 Employee

### Overview:

Shiftgig is the premier online community for the service industry where members connect with each other and businesses to access informative content as well as full-time, part-time and temp jobs. With over a 1,200,000 registered members and 22,000 businesses, Shiftgig has become the largest online destination for the restaurant, nightlife, hotel and retail industries.

Shifting's "Bullpen" product is an on-demand solution helping a growing list of local and national clients solve their staffing needs within multiple industries. Our elegant, easy to use mobile technology platform is changing the face of the staffing industry.

The Mission of Shiftgig is to connect millions of workers with millions of shifts

### Responsibilities:

Develop sales opportunities by researching and identifying potential accounts, soliciting new accounts, building rapport, and preparing quotes.

Close new accounts over the phone.

Fill orders and provide great customer service to all clients.

Continue to develop any sold accounts, by building rapport and selling new products/services.

Keep an open line of communication with clients and help with any problems that may arise.

You must always be conscientious of the client's needs and be available to help if possible.

Hit sales goals on a consistent basis by acquiring new clients and growing current clients.

Must be able to be a professional at all times while working in a fast pace environment.

Must maintain a strong knowledge of the company and all the services we provide

### Qualifications:

You have sales related internship or b2b sales experience.

You are a master networker with the ability to connect with decision makers and close deals. You are bright, a great communicator, have strong business acumen and a BA/BS degree from a solid academic institution. You are entrepreneurial in nature

Apply online at <https://corporate-shiftgig.icims.com/jobs/1145/inside-sales-representative/job>

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**Job Title: Mental Health Administrator I**

Agency: Human Services

Closing Date/Time: Fri. 09/18/15 5:00 PM Central Time

Salary: \$3,174.00 - \$6,004.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC062

Bid ID#: 10-72-92966

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to (1) A Master's Degree in administration, education or the behavioral sciences and successful completion of a comprehensive training program at the Mental Health Administrator Trainee level, (2) three years progressively responsible professional experience in or applicable to the provision of therapeutic patient services for the mentally ill or developmentally disabled and successful completion of an approved training program or (3) three years progressively responsible supervisory experience in or applicable to the care, treatment and development of the mentally ill or developmentally disabled and successful completion of an approved training program.

**Work Hours & Location/Agency Contact:**

WORK HOURS: 8:30 AM -5:00 PM Monday through Friday

**WORK LOCATION:**

Elisabeth Ludeman Center 114 N. Orchard Drive, Park Forest, IL 60466

**CONTACT:**

Alice M. Chambers

Human Resources Representative –Building #60

Ludeman Center

114 N. Orchard Dr.

Park Forest, IL 60466

(708) 283 3015

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: State Police Evidence Technician II**

Agency: State Police

Closing Date/Time: Mon. 09/21/15 5:00 PM Central Time

Salary: \$3,498.00 - \$5,063.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 21-31-ISP15-049

**Minimum Requirements:**

Requires the knowledge, skills, and mental development equivalent to the completion of two years of college, preferably concentrating in one of the physical or biological sciences supplemented with at least one year of experience in a position related to evidence and/or sample handling and tracking processes; or completion of three years of college, preferably in one of the physical or biological sciences.

**Work Hours & Location/Agency Contact:**

WORK HOURS: 8:30am to 5:00pm, Monday through Friday

WORK LOCATION: Illinois State Police, 515 East Woodruff Road, Joliet, Illinois

**AGENCY CONTACT:**

Lloyd Peterson

Public Safety Shared Services Center

1301 Concordia Court, PO Box 19277

Springfield, IL 62794

PHONE: 217-557-6015

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Support Service Worker**

Agency: Human Services  
Closing Date/Time: Mon. 09/21/15 4:00 PM Central Time  
Salary: \$2,805.00 - \$3,788.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC009  
Bid ID#: 10-81-75956

Description of Duties/Essential Functions Benefits Supplemental Questions  
This position provides general housekeeping duties for the patient units in the Forensic Treatment Program.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of High School supplemented by six months experience in the support service functional area to which assigned.

**Work Hours & Location/Agency Contact:**

Shift: 7:30am - 3:30pm  
Location: Elgin Mental Health Center (Forensic Unit)

**Contact:**

Human Resource Office  
Elgin Mental Health Center  
750 S State St., Elgin, IL 60123  
Phone: 847-742-1040, Ext 2095 or 2029  
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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Contract Administrator**

Opening Date/Time: Mon. 08/31/15 12:00 AM Central Time

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

Salary: \$10.11/Hour

Job Type: Office/Clerical

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Procurement

**Description Benefits Supplemental Questions**

The Contract Administrator enters, places, and expedites orders for the Central Warehouse and using departments; verifies vendors' compliance with Tollway goods and services contracts, particularly regarding proper pricing; and processes accurate and timely payments for orders generated by the activities of all Tollway departments.

**Examples Of Essential Duties:**

The following positions report directly to the Purchasing Coordinator: Contract Administrator, Information Processor Operator, Accounts Payable Specialist, Accounts Payable Representative, and Invoice Processing Administrator.

Telephone or email inquiries from Tollway staff and vendors: 50 to 100+ weekly  
Central Warehouse orders placed: 60+ weekly  
Contracts responsible for processing payment: 200+  
Contract Releases processed: 5,000 annually

The Contract Administrator completes other duties and tasks as required or assigned.

**Typical Qualifications:**

A high school diploma or GED is required. A minimum of three (3) years of office experience is required. Good knowledge of Microsoft Office including Word, Excel, and Outlook is required. Data entry experience is required. Good math skills are required. Experience with Tollway mainframe systems is desired but not required.

Good attention to detail and good organizational skills are required. Ability to perform functions in an independent manner, completing them in accordance with procedures and guidelines, is required. Ability to take initiative with regards to work and good time-management skills are required. Ability to prioritize assignments, handle phone inquiries, and meet deadlines is required. Good verbal and written communication skills are required. Ability to interact positively and cooperatively with co-workers and supervisor is required.

Apply online at

<http://agency.governmentjobs.com/illinoistollway/default.cfm#opportunities>

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## **Assistant Safety & Training Manager**

Location: Markham

Office: Revenue Services

Department: Safety

### **Job Description:**

Under the direction of the Safety & Training Manager or designate, assists in administration of safety and training programs for all personnel authorized to drive any company vehicle.

Duties include: accident investigations including reports and preventability assessments of all accidents; monitors DOT annual physical compliance; drug and alcohol compliance; building safety inspections; administration of training programs; safety counseling and training; safety inspections; safety meetings; worker's compensation claims and disability program.

Requests and maintains information from various camera systems. Other duties as assigned or required.

### **Qualifications:**

Qualified candidate must be at least 21 years of age and have a minimum of five (5) years experience in transportation or related experience, including a thorough knowledge of safety, training, and operations inclusive of standard operating procedures and defensive bus driving. Must be proficient with various computer software programs, i.e. Microsoft Word, Outlook, Excel, WordPerfect and Jupitor.

Have good human relationship skills dealing under a union environment. Must possess, or be able to obtain, a valid Class A Commercial Drivers License. Must demonstrate: excellent written and verbal communication skills; problem solving skills; public relations expertise; mathematical proficiency; quick, accurate decision making skills; supervision skills. The performance of these duties may be required at any time of the day and night, any day and night of the week. Must have no preventable accidents 24 months preceding bid application and up until time of job placement. Previous experience in safety and/or training and knowledge of service area is preferred. Must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=495](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=495)

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**Job Title: Admin Project Assistant - Part time, Temporary - Rush University**

Department: CHS Health System Mg

Shift: 1st

Full/Part: Type 4 (Temporary)

Job Number: 2015-1851

**General Summary:** This position is a part-time position emphasizing work experience that is particularly relevant to students completing the Master of Science degree in Health Systems Management. Work will typically include managing projects and analyses related to operational performance for Rush University Medical Center in both clinical outcomes and administration. The position is 20 hours per week, beginning during the fall quarter, and continuing during through the academic year. During academic breaks, up to 32 hours per week is allowed at the discretion of the direct supervisor's permission of the HSM Department, and approval of the job sponsors for RUMC / RUMG

**Location:** The positions formally exist within the Health Systems Management Department. The positions are physically located with various managers throughout the Rush Medical Center and Rush University Medical Group.

**Knowledge, Skills and Abilities Required:**

Candidates MUST be enrolled in the Rush Health Systems Management graduate program, seeking HSM internships. Qualitative and quantitative data analysis; general knowledge of organizations, specifically health care organizations. Proficient with computer applications; experience with Microsoft Access and Excel preferred. Excellent written and oral communication skills and interpersonal skills; excellent organizational skills. Must be able to work and problem-solve independently and efficiently. Must possess excellent analytic and interpersonal skills. Must have the ability to work with a team of professionals. Good written and oral communication skills. Ability to work collaboratively and effectively with diverse community groups and healthcare professionals. Ability to implement effective change and maintain results. Ability to prioritize and multitask in a fast-paced environment.

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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**POSITION: Accounting Assistant – F/T Exempt**

REPORTS TO: Director of Finance

MAJOR RESPONSIBILITIES: • Assist accounting department with administrative and accounting duties as requested • Process all invoices and other Accounts Payable duties • Maintain open payables list, produce checks for payment and prepare monthly reports • Maintain accounting files, record retention and timesheets • Reconcile multiple bank statements monthly • Handle tasks relating to Accounts Receivable • Box office duties including ticketing, group sales, end of event settlement

EDUCATION AND EXPERIENCE: Bachelor's Degree required. Experience in accounting, finance or a related field required. Box office experience preferred by not required.

SKILLS AND ABILITIES: • Strong communication & interpersonal skills • Detail oriented with excellent organizational skills • Ability to manage multiple projects with minimum oversight • Knowledge of ticket office operations and accepted accounting and recordkeeping practices related to ticket selling

COMPUTER SKILLS Strong computer skills including but limited to; Microsoft Word, Excel, Publisher, Power Point and use of the internet are required. Familiarity with Sage Peachtree accounting software is preferred but not required. Familiarity with Ticketmaster Archtics preferred but not required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to move around the facility; to stand for long hours during events and communicate via radio communication. The employee must occasionally lift and/or move up to 25 pounds. This position requires work many inside and outside of the building and some exposure to adverse conditions. Due to the nature of events, this position requires potential employees to be able to work long hours including evenings, weekends and holidays as requested.

TO APPLY: Send résumés, cover letter and references to: [HR@soldierfield.net](mailto:HR@soldierfield.net)  
Elizabeth Saah, Human Resources Designee 1410 S. Museum Campus Drive Chicago, IL 60605 Phone: 312-235-7000 Fax: 312-235-7030

SMG is an Equal Opportunity / Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

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## **Safety Service Systems**

### **PART TIME JOB OPPORTUNITIES**

We are looking for energetic individuals for the following positions:

#### **EVENT SECURITY**

Minimum 18 years of age, Active PERC and 20 hr. training (we can assist in obtaining).

Flexible scheduling: primarily weekends and nights, ideal as a 2nd job.

#### **EVENT STAFF/SERVICE STAFF**

Minimum 16 years of age.

Flexible scheduling: primarily weekends and nights, ideal for students, senior citizens.

#### **SAFETY STAFF (Off Duty Law Enforcement Officer)**

Must be an active peace officer.

#### **APPLY IN PERSON**

Monday-Friday: 9:00 a.m. – 4:00 p.m.

Weekends: Call to inquire.

4036 N. Nashville Ave., Chicago

We are located off Irving Park Road between Narragansett and Oak Park Ave.

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**Job Title: Certified Medical Assistant, Internal Medicine (Loop)**

Department: INT MED GENERAL MSP

Shift: 1st

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

Job Number: 2015-1923

**Job Description:**

Certified Medical Assistant, Internal Medicine

Position Hours will be eight hour shifts between 7:00am - 6:00pm and will rotate Saturdays This position is located in the Loop.

**Position Responsibilities:**

The Certified Medical Assistant in Pediatrics is responsible for assisting Physicians, Mid-Level Practitioners, and RN's with the evaluation, management, and treatment of patients in an ambulatory care setting

The Certified Medical Assistant assumes responsibility for maintaining patient flow, the upkeep of exam and treatment rooms, and performing basic skills such as vital signs and point of care testing

The Certified Medical Assistant will administer intramuscular injections, immunizations, and over-the-counter medications under the direction of a Physician

Will have front desk duties as necessary

Will travel periodically to off-site clinics

**Position Qualifications Include:**

Current Medical Assistant Certification by AAMA, AMT, NHA, or NCCT

Graduate of a Medical Assistant Program

Current CPR Certification

Previous clinical experience in pediatrics

Ability to travel off site to satellite offices periodically

Ability to work between the hours of 7:00am-7:00pm

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Apply online at

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**Job Title: Clinical Social Worker LCSW**

Department: Neurology

Shift: 1st

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

Specialty: Social Work/Human Services

Job Number: 2015-1936

**Job Description:**

Are you an experienced LCSW who is passionate about bringing your expertise to a leading healthcare organization?

If so, you are the right candidate for our Licensed Clinical Social Worker position in the Epilepsy Section of Neurology. We are seeking an experienced LCSW, who exemplifies professionalism to join our team.

**Position Highlights:**

The Clinical Social Worker will address the varied psychosocial and educational needs of patients and families in the neurology epilepsy clinic. Serves as resource to staff and professionals. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications:**

Masters degree in social work required.

Current Illinois license required (LCSW) required.

Minimum of five years social work experience required.

Excellent interpersonal skills and solid knowledge of community resources, demonstrated organizational skills.

Ability to assess patient and family needs, able to ask appropriate questions.

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: Cook 1-Cafe - Part-time**

Department: Dietary Cafeteria

Shift: 1st

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

Job Number: 2015-1961

**Job Description:**

Cook 1

Part-time

**Position Highlights:** Performs culinary duties as assigned, responsible primarily for cold food production for patient service, retail sales and catered functions. Ensures that food service sanitation and quality control standards are met.

**Position Qualifications Include:**

High School Diploma/GED required

Minimum of two years general cooking experience especially in cold food preparation and/or Cook's assistant, in an institutional or health care setting, preferred.

Illinois Department of Public Health and City of Chicago Sanitation Certification required within six months of hire and maintain thereafter.

Ability to read, write and speak English Basic math skills to calculate recipe ingredients and quantity adjustments, calculate weight and measures

Problem solving ability

Can demonstrate skills in the use of culinary hand tools (knives, etc.) and small processing equipment (vegetable choppers & processors)

Must have organizational skills

Ability to exert 25 pounds of effort to push or pull a cart, ability to lift and carry 50 pounds minimum, stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils, ability to stand and walk 100% of the time

Ability to transport hot/cold items for service and production using recognized safety equipment in a safe manner that does not endanger self or others.

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

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150908104155&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150908104155&)

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### **Packer**

job id 5107279

date posted 09/06/2015

location dekalb, il – united states

Description: Verify and pack merchandise from master cartons to store cartons. | Pack store cartons with appropriate quantities. | Quickly and accurately scan labels. | Process merchandise using proper equipment and techniques. | Use technology to scan labels. | Place individual master cartons on packing station table. | Break down store cartons. | Place carton onto conveyor line for deliveries. | Lift and carry merchandise weighing up to 30 lbs. throughout a shift. | Use excellent communication skills. | Target merchandise discount. | Competitive pay. | Flexible scheduling.

Qualifications: Use technology to scan labels. | Place individual master cartons on packing station table. | Break down store cartons. | Place carton onto conveyor line for deliveries. | Lift and carry merchandise weighing up to 30 lbs. throughout a shift. | Use excellent communication skills. |

Apply online at <https://jobs.target.com/job/dekalb/packer/1118/712665>

### **Starbucks team member**

job id 5171019

date posted 09/07/2015

location cicero, il – united states

Description: Deliver a fast, fun and friendly Starbucks experience. | Prepare beverages according to Starbucks specifications. | Follow Food Safety standards and maintain a clean store. | Greet customers with a groomed appearance and full uniform. | Maximize sales by preparing the right menu items at the right times. | Follow Starbucks guidelines for presentation and display. | Read and follow directions on labels, menus and recipes. | Act quickly to resolve guest concerns. | Cross train and work in other areas of store as needed. | Quickly and accurately scan and bag all items and collect payment. | Target merchandise discount. | Competitive pay. | Flexible scheduling.

Qualifications: Maximize sales by preparing the right menu items at the right times. | Follow Starbucks guidelines for presentation and display. | Read and follow directions on labels, menus and recipes. | Act quickly to resolve guest concerns. | Cross train and work in other areas of store as needed. | Quickly and accurately scan and bag all items and collect payment. |

Apply online at <https://jobs.target.com/job/cicero/starbucks-team-member/1118/713054>

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**Cashier team member**

job id 5171020

date posted 09/07/2015

location cicero, il – united states

**Description:**

Want to work with a team that has fun every day by helping guests and making them happy.

Offering a fast checkout and genuine interaction with every guest by being friendly and respectful. Be empowered to make decisions and resolve guest concerns in a courteous, helpful manner.

Educate guests on REDcard benefits and all the ways the guest can save, pay and shop through digital tools and services. Use excellent guest service skills.

Strong work ethic and integrity. Inspired by the merchandise we sell. Learn new technology and enjoys solving problems.

Values learning, growth, development and has interest to cross train and work in other areas of the store as needed.

Quickly and accurately scan and bag all items, handles money and collect payments. Target merchandise discount. Competitive pay. Flexible scheduling.

**Qualifications:**

Use excellent guest service skills.

Strong work ethic and integrity. Inspired by the merchandise we sell.

Learn new technology and enjoys solving problems.

Values learning, growth, development and has interest to cross train and work in other areas of the store as needed.

Quickly and accurately scan and bag all items, handles money and collect payments.

Apply online at <https://jobs.target.com/job/cicero/cashier-team-member/1118/713065>

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### **Target protection specialist**

job id 5169182

date posted 09/07/2015

location chicago, il – united states

Description: Maintain a clean, safe store. | Prevent and report theft and fraud. | Provide crisis support. | Help develop a fast, fun and friendly team. | Must be at least 18 with a high school diploma or equivalent. | Use good interpersonal skills. | Use good judgment. | Respond to safety issues quickly and professionally. | Read product information and receipts. | Communicate effectively with team members and guests. | Target merchandise discount. | Competitive pay. | Flexible scheduling.

Qualifications: Must be at least 18 with a high school diploma or equivalent. | Use good interpersonal skills. | Use good judgment. | Respond to safety issues quickly and professionally. | Read product information and receipts. | Communicate effectively with team members and guests. |

Apply online at <https://jobs.target.com/job/chicago/target-protection-specialist/1118/714126>

### **Sales floor team member**

job id 5097916

date posted 09/04/2015

location chicago, il – united states

Description: Provide fast, fun and friendly service. | Maintain a clean, great-looking store. | Train new team members. | Deliver accurate product placement, pricing and labels. | Learn new technology. | Neatly arrange items on shelves. | Move merchandise using proper equipment and techniques. | Act quickly to resolve guest concerns. | Cross train and work in other areas of store as needed. | Quickly and accurately scan and bag all items and collect payment. | Target merchandise discount. | Competitive pay. | Flexible scheduling.

Qualifications: Learn new technology. | Neatly arrange items on shelves. | Move merchandise using proper equipment and techniques. | Act quickly to resolve guest concerns. | Cross train and work in other areas of store as needed. | Quickly and accurately scan and bag all items and collect payment. |

Apply online at <https://jobs.target.com/job/chicago/sales-floor-team-member/1118/708633>

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**Backroom team member**

job id 5100879

date posted 09/04/2015

location chicago, il – united states

**Description:**

Keep merchandise organized and accessible. Work as part of a fast, fun and friendly Backroom team.

Maintain a clean, great-looking store.

Quickly and accurately respond to merchandise requests. Help drive sales by pulling merchandise quickly and accurately.

Place items on shelves and sales floor.

Lift 40 pounds repetitively and assist with heavy merchandise.

Move merchandise safely using the proper equipment.

Use technology to read instructions and enter information. Work independently.

Use excellent planning and organizational skills.

Target merchandise discount. Competitive pay. Flexible scheduling.

**Qualifications:**

Help drive sales by pulling merchandise quickly and accurately. Place items on shelves and sales floor.

Lift 40 pounds repetitively and assist with heavy merchandise.

Move merchandise safely using the proper equipment. Use technology to read instructions and enter information.

Work independently. Use excellent planning and organizational skills.

Apply online at <https://jobs.target.com/job/chicago/backroom-team-member/1118/709510>

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**Cart attendant team member**

job id 5100882

date posted 09/04/2015

location chicago, il – united states

**Description:**

Want to work with a team that has fun every day by helping guests and making them happy.

|Maintain a great-looking store inside and out, including keeping carts and restrooms clean.

|Be empowered to make decisions and resolve guest concerns in a courteous, helpful manner.

|Be friendly and respectful to every guest to provide a great guest experience. | Use excellent guest service skills. |Inspired by the merchandise we sell.

|Follow and comply with all applicable health and sanitation procedures and adhere to safe work practices.

|Move carts, lift heavy items, and use a ladder. |Work outside in varying weather conditions.

|Values learning, growth, development and has interest to cross train and work in other areas of the store as needed. | Target merchandise discount.

|Competitive pay. |Flexible scheduling.

Qualifications: Use excellent guest service skills.

|Inspired by the merchandise we sell. |Follow and comply with all applicable health and sanitation procedures and adhere to safe work practices.

|Move carts, lift heavy items, and use a ladder. |Work outside in varying weather conditions. |Values learning, growth, development and has interest to cross train and work in other areas of the store as needed. |

Apply online at <https://jobs.target.com/job/chicago/cart-attendant-team-member/1118/709511>

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**Job Title: Lab Tech 1**

Department: RML General Chemistry

Shift: 2nd

Full/Part: Type 3 (8-32 Hrs/PP)

Job Number: 2015-1950

**Position Highlights:**

The laboratory technician enters patient demographic information and places laboratory test orders in the LIS. Issues laboratory results over the telephone in a professional and courteous manner. The technician exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies

**Position Responsibilities:**

Order Laboratory Tests Correctly.

Label specimens with no labeling errors.

Perform multiple computer entry/inquiry/receiving functions.

Work the pneumatic Tube Station according to operation guidelines.

Prepare specimens accordingly for transport/delivery. Document specimen receipt and resolve problems if necessary.

Properly uses telephone and gives accurate information.

Perform tests and report result. Reports correct verbal results over the phone. Process phone order Add-On and Epic requests.

Perform courier specimen pick up in a timely manner. Notify the appropriate personnel of problems.

Volunteers or willingly participates in special projects and completes them within an agreed upon time frame.

**Position Qualifications Include:**

High school diploma/GED required.

Medical Technology student.

Knowledge of medical and laboratory terminology preferred.

Typing skills of 35 wpm preferred.

Apply online at

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