



## **Lifeguard**

Job ID 2013-5847

Center Foglia

# Positions 6

Address 1025 Old Mchenry Rd

Posted Date 12/31/2013

City Lake Zurich

Category Aquatics

State IL

Type Regular Part-Time

Hours per Week 5-10

Variable Schedule Thursday, Friday, Saturday, Sunday

### **Job Summary:**

Provide supervision and if necessary lifesaving skills for users of the pool as outlined under the standards of the YMCA.

### **Scope of Responsibilities:**

Ensure the safety of individuals using the pool and aquatic facility by supervising/guarding the pool during lap, open and swim lesson programs.

Administer life saving skills if required.

Actively participate in obtaining further water safety certifications.

Maintain a positive attitude and act in a professional manner at all times this includes working with the public and arriving 10 minutes before the start of your shift.

Attend all in-service training and staff meeting as scheduled by the Aquatic Coordinator and or Aquatic Director.

Ensure participants adhere to all YMCA aquatic guidelines and procedures.

### **Requirements:**

Must have at least 3 months of lifeguarding experience. Must have First Aid, CPR, and Lifeguard Certification. Must be physically mobility to properly use aquatic equipment to rescue a 200 lb. person. Must be mentally alert to dangerous situations in order to assure the safety of all swimmers.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply online at <https://careers-ymcachicago.icims.com/jobs/5847/lifeguard/job>

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## Café Associate

### Job Description

As a La Boulange Café Associate you will assist customers and provide the best service possible to each and every customer, according to the La Boulange Service Principles. La Boulange is dedicated to its employees and their ultimate success and has the utmost respect for each employee while providing them the support to succeed in their respective positions.

### Summary of Experience

No previous experience required, but preferably has worked in the restaurant business and/or retail

### Required Knowledge, Skills and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

High school diploma or general education degree (GED); experience and/or training in customer service/ retail environment; or equivalent combination of education and experience.

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Apply online at

[https://wfa.kronostm.com/index.jsp?locale=en\\_US&applicationName=StarbucksNonReqExt&SEQ=positionDetails&POSTING\\_ID=45898402152](https://wfa.kronostm.com/index.jsp?locale=en_US&applicationName=StarbucksNonReqExt&SEQ=positionDetails&POSTING_ID=45898402152)

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## **Dishwasher/Busser**

### Job Description

As a La Boulange Dishwasher/Busser your primary duty is to provide customers with the best service possible by maintaining the dining room and properly washing and restocking dishes. Dishwasher/Busser's should be familiar with the Boulange Service Principles and utilize the principles when relevant. One the same token, La Boulange is dedicated to its employees and has the utmost respect for each employee, no matter what position.

### Summary of Experience

To perform this job successfully, an individual must be able to perform each key responsibility satisfactorily.

### Required Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to read and understand simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees in the organization

Ability to add and subtract two digit numbers and to multiple and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Ability to apply common sense understanding to carry out simple one-or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

### Physical Requirements

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.

Apply online at

[https://wfa.kronostm.com/index.jsp?locale=en\\_US&applicationName=StarbucksNonRe qExt&SEQ=positionDetails&POSTING\\_ID=45898614256](https://wfa.kronostm.com/index.jsp?locale=en_US&applicationName=StarbucksNonRe qExt&SEQ=positionDetails&POSTING_ID=45898614256)

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## **Assistant Controller**

Department: Finance & Administration

Status: Full Time

The Assistant Controller is responsible for financial accounting and reporting activities and staff, monitoring the cash flows of the organization, and maximizing capabilities of the financial system as it relates to reporting and providing accurate information to users on an ongoing basis. This person will also act as ongoing liaison between Finance and Information Technology as it relates to the financial applications of various Museum software as well as overseeing the Accounts Payable, Payroll, and Accounting functions.

The Assistant Controller will report directly to the Director of Finance/Controller.

### Qualifications

The Assistant Controller requires superior analytical, attention to detail, written and verbal communications skills, and exceptionally good professional judgment developed from a strong accounting background.

Required qualifications are as follows:

- Undergraduate degree in Accounting or equivalent from four-year college or university.

- Five 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 effectively present information to top management, public groups, and/or boards of directors.

  - Excellent written and oral communication skills.

  - Excellent management skills, including at least 5 years of managerial/supervisory experience.

  - Excellent knowledge of financial software systems.

Additional skills and experience that would be helpful to have:

- CPA preferred.

- Background in not-for-profit financial/accounting a plus.

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

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## **Manager, Guest Experiences**

Department: Guest Experiences

Status: Full Time

The Manager, Guest Experiences will be responsible for co-leading the Guest Experiences team and responsible for ensuring the delivery of world-class guest service to all guests in the Museum.

This position is responsible for leading guest engagement strategies and provides overall management of Facilitator programs.

This position will have shared responsibility with another full-time Manager of Guest Experiences and will report directly to Director of Guest Experiences.

### Qualifications

The Manager, Guest Experiences requires superior analytical, attention to detail, written and verbal communications skills, and exceptionally good professional judgment.

Required qualifications are as follows:

- Master's degree in science-related field or equivalent, preferred

- Four to ten years of related experience and/or training; or equivalent combination of formal and informal science education and experience

- Six to ten years of strong management experience, including team management and project management skills

- Theater experience or strong familiarity with improvisation important

- Demonstrated successful collaboration experience and negotiating skills

- Ability to coach team members on guest engagement strategies, performances, and in using inquiry based methodologies

- Excellent verbal, written communication skills

- Positive demeanor with solution focus and creative problem solving skills

- Demonstrated ability in working with diversity of skills, professions and cultures

- Must be able and willing to work weekends and holidays

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

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### **Facilitator 1**

Department: Guest Experiences

Status: Temporary Part Time (until 05/04/2014)

Responsibilities

This individual will engage guests with scientific exhibit content in a positive, fun, inclusive and educational capacity. Provide compelling and personalized exhibit experiences throughout the Museum. Perform core operational functions of exhibits, wayfinding, and opening and closing of Museum.

Learns exhibit content and exhibit activities grounded in science, technology, engineering, medicine and aviation

Engages guest participation in Museum experience with questions, games, activities and education content related to exhibit and museum

Facilitates exhibit activities with guests

Performs core operational functions of exhibits and museum including wayfinding, and opening and closing procedures

Participates in team meetings to create and discuss new exhibit experiences

Assists guests who appear to be or are lost, or guests with any issues or problems

Anticipates guest issues and proactively solves guest issues and needs

Trains new employees on exhibit content

### Qualifications

One year of college or 1-2 years' related or relevant experience

Ability to learn and teach exhibit content in a museum environment

Ability to effectively present content in exhibits throughout the museum in both one-on-one and group situations in an engaging, compelling, energetic manner

Ability to learn math related to science content

Ability to learn and engage guests with science content

Ability to anticipate guests' needs and solve guest issues

Positive attitude required: strong love for working with people in a fun, educational atmosphere

Prior museum educational experience, science experience, or theatre experience is important

Ability to talk and engage guests for long periods of time is required

Ability to handle several activities at one time

Must be able and willing to work weekends and holidays

How to Apply: <http://www.msichicago.org/about-the-museum/jobs/opportunities/temporary/facilitator-1/>

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## **Security Officer (Pt) - KEN0000172**

Protects and assists college students, faculty, staff, and visitors during an assigned shift. Protects all property of the college and reduces the risk of liability to the college. Enforces state and municipal laws and the rules of the Board of Trustees.

### Qualifications

- Must be an active or retired sworn officer, in good standing with a current or former law enforcement or corrections agency, with at least two years of experience in a law enforcement capacity. Must have a valid driver's license, current CPR and/or first aid certification, and hazardous material training.
- Completion of a high school diploma or the equivalent, Associates degree or higher preferred. Knowledge of all relevant state statutes and local ordinances.
- Ability to articulate verbally in a clear and distinct manner during emergency and non-emergency situations.
- Have a valid driver's license
- Ability to make accurate decisions based on observations and perceptions.
- Must be able to work well with staff and students. Must be able to handle situations with tact, diplomacy, and persuasiveness.
- Basic knowledge of personal computers and the applicable software. Working knowledge of report writing and ability to learn report codes.
- Must be self-directed and able to prioritize assignments.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer. Thank you for your interest in CCC!

Job: Security Officers  
Primary Location: Kennedy King College  
Employee Type: Full Time | Regular  
Union Code: Local 1600  
Job Posting: Dec 29, 2013, 8:11:00 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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## **Billing Processor**

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### **Description:**

Organize in-patient and out-patient claims for electronic or hard copy mail and forward to appropriate third party payers.

Review claims to make sure that payer specific billing requirements are met, follow-up on billing, determine and apply appropriate adjustments, answer inquires, and update accounts as necessary.

### **Requirements:**

High school diploma or GED

Knowledge of LMRP, ICD-9-CM and CPT-4 coding systems are required.

Minimum of 2 years of billing and/or patient account experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Apply online at <http://www.stbh.org/careers/>

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## Food Service Worker

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

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### Description:

Responsibilities include cleaning stations, work areas, and equipment daily.

Prepare food items required for next day. Pass, collect, and scrap food trays.

Set-up tray line stations, proper utensils, condiments, and food needed for meals.

### EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## **Front Desk Dental Clinic Receptionist**

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### **Description:**

The Front Desk Dental Clinic Receptionist is the initial point of contact with patients and is the clerical support person for the dental clinic.

This position is the liaison between clinic staff and patients and is responsible for being able to effectively and professionally communicate with all parties.

Responsibilities include answering phones, scheduling and confirming appointments, greeting patients, verifying and processing insurance, collecting copays, overseeing accounts payable and receivables, and conducting basic accounting duties.

EOE

"A Tradition of Caring" since 1904.

### **Requirements:**

High school diploma or GED

Minimum of 5 years of experience as a Front Desk Dental Receptionist.

Experience with insurance billing.

Strong accounting skills.

Strong computer skills. Knowledge of Softdent program is a plus.

Ability to type 50 wpm.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## **In-Patient Coder**

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### **Description:**

Responsible for the analysis of in-patient and out-patient medical records to identify principle, secondary, and subsequent diagnosis and/or procedures, and sequencing to optimize reimbursement.

Also responsible for coding of medical charts using ICD and CPT classification systems; the abstracting of medical records into computerized database; performing audits for correct coding; and compile reports for department and Hospital Committee meetings.

EOE

"A Tradition of Caring" since 1904.

### **Requirements:**

Only candidates having at least 5 years of hospital experience with in-patient coding and abstracting experience will be considered.

Must have at least five years of in-patient hospital coding and abstracting experience.

High school diploma or GED

RHIT or RHIA certification.

Experience with 3m software

Knowledge of medical terminology, anatomy, physiology, and disease process required.

Knowledge of LMRP, ICD-9-CM and CPT-4 coding systems are required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## **Mental Health Worker**

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description: Establish a therapeutic relationship with assigned patients. Assist patients with daily living and overall maintenance of a therapeutic environment in a mental health unit. Take vital signs, weigh patients and collect routine specimens.

EOE

"A Tradition of Caring" since 1904.

Requirements: High school diploma or GED. Minimum of 2 years of experience in the mental health field required. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Apply online at <http://www.stbh.org/careers/>

## **Patient Care Technician**

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description: Perform various direct patient care activities under the supervision of a Registered Nurse. Collect and assist with blood specimens, weighing, bathing, toileting and feeding. Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

"A Tradition of Caring" since 1904.

Requirements: High school diploma or GED. Must be certified Phlebotomist and CNA. Minimum of 1 years of experience in a hospital setting required. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## Registered Nurse

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Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

Evaluates, plans, implements, and documents nursing care for an assigned patient population. Assists physicians during examinations and procedures.

Performs various patient tests and administers medications within the scope of practice of a registered nurse.

Promotes patient's independence by establishing patient care goals and teaching patient and family to understand condition, medications, and self-care skills.

We offer a competitive salary and a full range of benefits including: paid holiday and vacation, health, dental, life, long-term disability, pension plan, and retirement plan.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

Requires an associate's degree and/or graduated from a nursing school and a current RN licensure from the State of Illinois Department of Professional Regulations or valid temporary permit to practice nursing in the State of Illinois.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## **Janitor Supervisor - OLI0000192**

**PRIMARY OBJECTIVE:** Direct, train and coordinate the activities of custodial personnel under their jurisdiction.

- Introduce and instruct staff in the preparation, distribution and usage of equipment and materials in order to provide efficient and economical methods of maintaining the college.
- Maintain an inventory of cleaning materials, supplies and equipment and prepare a requisition of items that need replenishing or are in need of repair.
- Prepare daily assignments, schedules and assist in the execution of special and periodic cleaning.
- Keep daily and monthly progress records of each individual and/or team of employees under his/her jurisdiction and review conditions of assigned areas of staff daily.
- Keeps abreast of all construction, repair or maintenance in the college and assign necessary manpower, request additional manpower or request additional or special supplies or equipment if necessary.
- Tour College daily, covering each assigned area to observe staff and determine and assure that instructions are followed, quality and quantity work performance is adequate and safety rules are observed.
- Evaluate, discipline and counsel employees. Keep accurate account of payroll time sheets, attendance records and key distribution.
- Assist in the scheduling of staff vacation, personal days and floating holidays.
- Conduct daily inspections and review results with appropriate staff.
- Perform other duties as assigned.

### Qualifications

Completion of a high school diploma or the equivalent preferred. Previous experience working at a CCC facility preferred. Satisfactorily completed one (1) cycle as a Group Leader and satisfactorily completed four (4) courses in the Housekeeping Certificate Program. Ability to train and maintain harmony among employees. Ability to conduct and maintain personnel evaluations. Ability to communicate effectively in both verbal and written forms. Knowledge of all functions of the positions under the position's jurisdiction. Ability to perform the duties of lower-level janitorial staff if necessary.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Grounds/Maintenance

Primary Location: Olive-Harvey College

Employee Type: Full Time | Regular

Union Code: Loc1 SEIU

Job Posting: Dec 29, 2013, 5:03:00 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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**Account Executive**

Location: CHICAGO

Department: GPX

Application Deadline: Thursday, January 16, 2014

**Key Duties:**

Maintain and increase revenue opportunities from the top charge account customers in an assigned territory. Definition of territory: one or a combination of towns or cities where GPX operates a terminal or agency operation

Solicit new revenue opportunities from new and existing users (exclusive of top assigned customers). Heavy emphasis on new business development

Make regularly scheduled appointments (at least one visit per top assigned accounts every 60 days) and develop affinity between GPX and customer

Meet and exceed monthly revenue quota (assigned as by National Sales Manager)

Submit accurate daily, weekly and monthly reports

Set up and maintain a current Regional Competitive Information File of GPX competitors

Work closely with regional sales and operational teams, ensuring all sales leads increase revenue opportunities

Required to attend trade shows and provide sales support within the Agency network

Comply with all corporate policies and procedures

**Qualifications:**

A four year degree preferred

Five years direct sales experience in freight transportation preferred

Proficiency in Microsoft Office Software preferred (Word, Excel, PowerPoint)

Experience with sales/customer management software preferred (Access, Act, Goldmine, Salesforce.com etc.)

Must have strong analytical, interpersonal, and decision making skills

Must have strong listening, customer satisfaction, written, verbal and presentation skills

Must have strong sales cycle management skills and ability to sell new business with a high degree of success

Must have strong organization and follow-up skills

**Additional Information:** PURPOSE: Sell and promote GPX products to both existing and potential commercial customers Act as liaison between the customer and GPX Departments when required Work closely with the GPX operating group to ensure all customer expectations are being met.

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

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### **Sportswear Associate/Clerk**

Location: Chicago, IL

Requisition ID: 765401

Posting Date: 12/31/2013

Shift: Flexible Status: Part Time

**GENERAL PURPOSE OF POSITION:** The Merchandising Team Associate (MTA) will be responsible for the timely flow of merchandise from the receiving area to the sales floor, ensuring the sales floor is continuously well-stocked with new receipts and merchandised according to company standards. The MTA will ensure proper presentation of all new and clearance merchandise and assist with the placement of tables and fixtures for promotional events.

### **RESPONSIBILITIES:**

Flow Floor Ready merchandise onto the sales floor within 24 hours of receipt while maintaining consistent and compelling merchandise presentation

Replenish merchandise timely and monitor floor stock levels to ensure the store is properly stocked at all times

Execute floor moves, merchandising directives, display maintenance and general recovery (i.e., folding, straightening, etc) as directed by the manager on duty

Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge

Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge

Timely and proper placement of merchandise for maximum impact according to Burlington's visual presentation guidelines

Maintain an awareness of all promotions and advertisements and execute merchandise placement for sales and other promotional events

Return fitting room "go-backs" and customer returns to the selling floor ensuring they are properly sized and EAS tagged

Assist in weekly sizing maintenance projects, replace missing merchandise tickets and assist with markdowns when requested by the manager on duty

Participate in year-end inventory and cycle counts

Understand the causes of shortage and how to prevent it

Any other tasks as assigned from time to time by any member of the management team

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity. Come join our team. You're going to like it here!

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/sportswear-associate-clerk-chicago-illinois-job-4163426>

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## **College Computer Lab Assistant I - PT - KEN0000171**

### Duties and Responsibilities

The Computer Lab Assistant provides assistance to teachers and students who have tasks to be completed in the Computer Lab. The Assistant ensures the lab maintains an orderly and focused environment conducive to use of computers as tools to complete tasks.

- Demonstrate software applications, and keyboarding and computer techniques to students.
- Assists teachers by maintaining order and discipline among students, recommending selection of appropriate software for class use, instructing teachers in the use of computers and software, and providing general assistance as needed.
- Assist in giving instructions in the use of standard software applications, in context and as required by the teacher.
- Maintains computers and peripheral equipment in clean and working condition.
- Maintains various records such as weekly class schedules, software and computer check-out records, maintenance records, etc.
- Operates computer lab and office equipment such as a computer, printer, and copier; uses various types of software.
- Performs other related duties as required.

### Qualifications

- High school graduate or equivalent with Vocational/Technical School training in PC/micro computer system use, and one to two years of experience in a teaching environment coupled with computer use or instruction; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.
- Must be a team player with good communication skills.
- Ability to work independently with minimal supervision.
- Ability to relate well with students, faculty and staff.
- Ability to follow written and verbal instructions.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer. Thank you for your interest in CCC!

Job: Office/Administrative Support  
Primary Location: Kennedy King College  
Employee Type: Part Time | Regular  
Union Code: 1600PTPROF  
Job Posting: Dec 29, 2013, 1:16:00 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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### **A Greyhound Professional Motorcoach Operator**

"Making enjoyable travel possible for everyone." is our mission. As a professional Motorcoach operator, you will safely transport our customers and packages nationwide. Click here for more information.

#### Greyhound Driver Benefits

Offering major medical plans, dental, vision, free travel, 401K with company match and more. Click here for more information.

#### Qualifications

To qualify, you must:

- Be at least 22 years of age
- Pass a DOT physical, criminal background check and drug screening
- Have a valid driver's license
- Have an good driving record
- Must be able to obtain a passport to cross the Canadian border
- Successfully complete Greyhound's driver training program

#### Professional Driver Training Program

Greyhound training is an intense 6-week program targeting energetic and motivated students with a safety first mind set. There are three phases of training. Click here for more information.

#### Phase One - Qualification School (1 Week)

Candidates must successfully complete 20-hours of self-directed computer based training, pass a DOT physical exam, pass a drug screen, and obtain a CDL permit with the proper endorsements. Our hiring managers are flexible and will work with you to schedule training at your convenience. For instance, you can complete your training in 5 days (4 hours a day) or 2 ½ days (8 hours a day).

#### Phase Two - Driving School (2 Weeks)

If selected, you will attend two weeks of behind-the-wheel training at one of our centrally located driver-training schools. Greyhound will provide lodging, meals and a student per diem allowance during phase two.

#### Phase Three - Finishing School (3 Weeks)

You will continue to receive your per diem allowance as you train at your home location. You will complete the required 120-hours of behind the wheel practice with your driving mentor while learning the routes and polishing your customer service skills.

Apply online at <http://www.greyhound.com/en/drivingcareers.aspx>

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## **Social Worker**

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### **Description:**

This position provides quality services to patients through coordination of all discharge services; submission of reports of neglect and abuse to state regulatory agencies as mandated; coordination of meetings with families to ensure that all discharge needs are addressed; and patient follow-up of discharge plans after discharge.

EOE

"A Tradition of Caring" since 1904.

### **Requirements:**

Bachelor's degree in Social Worker  
Licensed Clinical Social Worker (LCSW)

Minimum of 2 years of clinical social work experience in acute care setting.  
Working knowledge of DSMIV-R

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Apply online at <http://www.stbh.org/careers/>

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## **Manager of Pediatrics Mobile Unit**

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Not every child who needs medical care makes it in to St. Bernard Hospital. That's why St. Bernard Hospital reaches out to them. Our Pediatrics Mobile Unit travels to Englewood-area schools, day care centers, and health fairs to provide children with the care they need.

### **Description:**

Responsible for all aspects of the Pediatrics Mobile Unit program. The Manager is also responsible for driving and mechanically maintaining the 40-foot long mobile clinic vehicle. Administer and provide oversight to the program which provides immunizations, school physicals, sports examinations, asthma screenings, and more.

### **EOE**

"A Tradition of Caring" since 1904.

### **Requirements:**

Bachelor's degree in Healthcare Administration or related field.

Current Illinois (Class C or CDL) drivers' license with good driving record.

Experience in driving a 40-foot long motor vehicle.

(Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 3 year experience in the healthcare setting.

At least 1 year of relevant experience in the health care setting in a supervisory position.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Apply online at <http://www.stbh.org/careers/>

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