Job ID: 4265536  
Job Title: Bridge Inspection Engineer  
Company: Illinois Tollway  
Job Type: Full Time  
Degrees Wanted: Bachelors  
Location: Downers Grove, IL 60515  
Salary:  
Job Description: 1. This position is accountable for NBIS, PONTIS, Underwater and Special bridge inspections, as well as for providing information necessary to complete bridge condition reports and other bridge related inspections for all the bridges on the Illinois Tollway. Dimensions Number of Bridges 642 Annual Inspections Conducted 300 Dollar Value of Investment $2-$3 Billion  
Job Requirements: Requires a BSCE degree from an ABET accredited college or successful completion of the Engineer-In-Training examination in the State of Illinois. * One to two years' experience in Maintenance and/or Construction would be desirable. * An emphasis in structures at the college level would be useful. * Knowledge of computers is also desirable. * Ability to climb and inspect various types of bridges is required. * Good written and oral communication skills are required. * A main function of this position is to conduct site inspections at various Tollway facilities/Roads during regular work hours as well as subject to being "on-call". This is accomplished by incumbent use of a vehicle to travel to and from respective sites. Additionally reports to Central Administration as necessary. Visits of Tollway facilities may include meeting with Tollway employees and/or contractors. Therefore, a Valid Drivers License is required  
Application Instructions: To view posting and apply, go to www.illinoistollway.com  
Contact: Ginny Sanchez  
Address: 2700 W Ogden Ave, Downers Grove, IL 60515  
Phone: 630-241-6800 x2335  
Expires: 11/19/2015

Job ID: 4265556  
Job Title: Network Manager -Cisco  
Company: Illinois Tollway  
Job Type: Full Time  
Degrees Wanted: Diploma  
Location: Downers Grove, IL 60515  
Salary:  
Job Description: 1. The Network Manager works as a hands on manager supervising subordinates and participating in work required to build and maintain the network infrastructure that supports the day to day business operations of the Tollway. This position is also responsible for providing end user technical support and assistance. The Network Manager will manage and
participate in network design, installation, configuration, monitoring, and troubleshooting network infrastructure equipment, telecommunication systems and network security infrastructure. Will act as lead technician, manager and escalation point for Network Specialists and Network Technicians. Will manage and supervise the Network Specialists and Network Technicians.

**Job Requirements:**
- High School diploma or GED equivalent is required.
- Minimum of five (5) years working experience with Cisco IOS is required.
- Minimum of three (3) years experience working in a network management position with team lead responsibilities and supervising others is required.
- Associates Degree or 48 semester credit hours or 72 quarter credit hours in Computer Science or related fields and/or 7 years equivalent work experience with Cisco Enterprise Networks is preferred.
- Must have the ability to lift 50 pounds
- Must have the ability to work overtime as required including during off hours / holidays / weekends
- Must participate in 24x7x365 scheduled support rotation
- Must carry Tollway issued cellphone for on-call support and for response to calls/incidents before or after shift hours / weekends / holidays.
- Should have knowledge of routing protocols such as OSPF, EIGRP, & BGP, as well as switching technologies such as VLANDS, Trunking
- Should have working knowledge of Internet connectivity, and VPN, IPSEC, port forwarding
- Should have skills in WAN technology like SONET, Frame Relay, Leased Lines, OC3, and VRF and wireless
- Cisco Certified Network Professional (CCNP) active certification is preferred.
- Background/experience in network monitoring is preferred.
- Must pass a written exam in order to qualify for an interview.

**Application Instructions:** To view posting and apply, go to www.illinoistollway.com

**Contact:** Ginny Sanchez

**Address:** 2700 W Ogden Ave, Downers Grove, IL 60515

**Phone:** 630-241-6800 x2335

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**Job ID:** 4273579

**School Job ID:** MVCC

**Job Title:** Storekeeper

**Company:** Metra

**Job Type:** Full Time

**Location:** Chicago, IL 60601

**Salary:**

**Job Description:** Posting Period November 12-27, 2015 Storekeeper Posting No. 310

SUMMARY OF DUTIES Reporting directly to the Section Chief of Materials, the Storekeeper will coordinate the overall operation of the storehouse, which includes the integrity, security
and accuracy of the inventory. Supervise contract employees, conduct safety meetings and handle all personnel concerns. Order non-inventory materials and services, and monitor stocking levels and shortages. Analyze inventory needs in conjunction with Directors, Foremen and Materials Management personnel. Operate forklift truck and other storehouse equipment to load, unload, pick-up, and deliver material. Receive and sign for material, catalog it and collaborate with Procurement and Accounts Payable to discuss and resolve problems. Input data into computer. Select and issue material in response to requests, transfers, restocking and back orders. Perform cycle counting, adds new line items to storage areas and monitors integrity of the inventory. This position is issued a company cell phone and requires flexible availability including non-operating hours, weekends, and holidays. This position is subject to 24/7 on-call status. Perform other related duties as assigned to meet the ongoing needs of the organization.

MINIMUM ACCEPTABLE QUALIFICATIONS
- High School graduate or equivalent.
- Must possess two (2) years of warehouse experience.
- Basic knowledge of coach, locomotive, and engineering material, equipment and parts.
- Able to type 25 wpm.
- Possess good verbal and written communication skills.
- Possess and maintain a valid class "C" driver's license and forklift certification OR be able to be certified within the 30-day qualification period.
- Experience supervising contract personnel in a Railroad or other transportation based storehouse or warehouse environment is preferred.
- Experience with RMIS and Global PO systems preferred.
- Able to lift 50lbs waist high.

All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

OTHER IMPORTANT INFORMATION
Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position. If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrrr.com

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation. Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

Application Instructions: If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrrr.com

Contact: Human Resources
Address: 547 West Jackson Blvd., Chicago, IL 60661
Phone: 312-322-4070
Fax: 312-322-8937

Job ID: 4260025
Job Title: Licensed Practical Nurse/Paraprofessional
Company: Lincoln-Way Area Special Education
Job Type: Full Time
Degrees Wanted: Associates
Location: Frankfort, IL 60423
Salary: Excellent Benefit Package

Job Description: Full Time (ten month position) To provide direct licensed practical nursing services to students and staff members to maximize health and wellness in the school community. All duties are performed in accordance with district / board licensed practical nurse. Provides first aid assistance, implements aspect of the student's plan of care as delegated. Encourages Communicable disease prevention practices, i.e. hand washing, good hygiene, covering cough/sneezes, etc. Assist with screening as directed. Assist teacher with students. Help monitor classroom to assure a safe, nurturing and engaging learning environment. You must be able to lift 50lbs, climb stairs and other typical student activities.

Application Instructions: Apply online at: http://www.lwase843.org Click EMPLOYMENT

Contact: Beth Pelletier
Address: 601 Willow Avenue, Frankfort, IL 60451
Phone: 815-806-4623
Email: bpelletier@lwase843.org

Expires: 11/30/2015
Job ID: 4260032

Job Title: Substitute Educational Sign Language Interpreter
Company: Lincoln-Way Area Special Education
Job Type: Part Time

Degrees Wanted: Associates
Location: Frankfort, IL 60423
Salary:

Job Description: Works on an as-needed basis. Interprets for students in general education classroom or therapy setting.

Job Requirements: National or EIPA Certification
Application Instructions: Apply online at: www.lwase843.org
Contact: Beth Pelletier
Address: 601 Willow Avenue, Frankfort, IL 60451
Phone: 815-806-4623
Email: bpelletier@lwase843.org

Expires: 11/30/2015
Job ID: 4263974

Job Title: Licensed Exempt Coordinator
Company: SAL Family and Community Services
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Moline, IL 61265
Salary: $12.50-14.50

Job Description: EXAMPLES OF ESSENTIAL FUNCTIONS: * Collaborates with existing agencies and coordinates services for in-home child care providers * Provides support to in-home child care providers * Produces necessary reports and projections to administrative personnel * Visits home providers on regular (established) basis, documenting needs, improvement, and quality of care * Facilitates awareness and attainment of Quality Rating System levels * Implements procedures and controls to ensure program integrity * Initiates and completes Outcomes measurement tool in the homes quarterly * Provides training opportunities for home providers that align with Quality Rating Systems and other topics as appropriate

Job Requirements: Associate’s (Bachelor’s degree preferred) in Early Childhood Education, Child Development, Social Work, or related field

Application Instructions: Apply online at skipalong.org and view the full job description.

Contact: Monique Maynard
Address: 4210 44th Avenue, Moline, IL 61265
Phone: 309-764-3724
Fax: 309-764-3744
Email: mmaynard@salfcs.org

Expires: 11/30/2015
Job ID: 4263985
Job Title: Home Network Coordinator
Company: SAL Family and Community Services
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Moline, IL 61265
Salary: $13-15

Job Description: EXAMPLES OF ESSENTIAL FUNCTIONS: * Collaborates with existing agencies and coordinates services for home providers * Enrolls clients; completes necessary paperwork * Counsels families seeking child care * Produces necessary reports and projections to administrative personnel * Visits home providers on regular, established basis; documenting quality of care and regulating compliance * Facilitates attainment of quality rating system levels * Implements procedures and controls to ensure program integrity * Initiates and completes
Outcomes measurement tool in the homes annually * Provides training opportunities for home providers that align with Quality Rating Systems and other topics as appropriate

**Job Requirements:** Associates or Bachelor's degree in Early Childhood Education or related field or significant experience in family day care and demonstrated competence in the administrative and human relations skills needed.

**Application Instructions:** View the full job description and apply online at www.skipalong.org/careers.

**Contact:** Monique Maynard

**Address:** 4210 44th Avenue, Moline, IL 61265

**Phone:** 309-764-3724

**Fax:** 309-764-3744

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**Expires:** 12/01/2015

**Job ID:** 4257578

**Job Title:** Film Crew

**Company:** AMC Yorktown

**Job Type:** Full Time, Part Time, Seasonal

**Location:** Lombard, IL 60148

**Salary:** $8.25

**Job Description:** Cross trained and scheduled in Box Office, Cashier, Usher, Runner and Guest Services. **PURPOSE** Create a strong, favorable first impression for guests, maximize sales of products & services, and enforce admission policies. **MINIMUM QUALIFICATIONS** ? Ability to provide guests with fast and friendly service ? Excellent oral communication skills ? Accurate math and cash handling skills **PREFERRED QUALIFICATIONS** ? Minimum of six months of register experience ? Minimum of six months of sales experience **ESSENTIAL FUNCTIONS** Deliver the best possible out-of-home entertainment experience. Deliver the GuestFirst principles of friendly, helpful, clean, and fast. Maximize revenue and guest participation in Company programs and services using effective sales techniques. Enforce movie ratings system courteously and effectively. Utilize "zero tolerance” policy in regards to ID checking. Complete ticket purchase transactions by greeting each guest, identifying sales/service needs, reading a computer screen and operating a keyboard, touch screen or dispensing manual tickets, completing credit card transaction or collecting cash and making change accurately, completing a MovieWatcher transaction, and thanking the guest. Ensure security of box office cash and tickets at all times. Direct business calls to - or take messages for - members of management in a professional manner. Answer guest questions courteously and accurately, or quickly direct them to the appropriate resource. Complete appropriate opening and closing duties; perform routine daily box office maintenance duties. Maintain proper level of change in cash drawers with assistance of supervisors. Distribute assisted moviegoing equipment; explain how to use properly and ensure equipment is fully functioning. Prepare MovieWatcher applications. Review MovieTickets.com/Fandango for correct show information. Maintain regular personal attendance for all scheduled shifts to ensure timely
COLLEGE CENTRAL JOB BOARD

Performance of duties. Uphold AMC's Business Practices and ensure compliance with company programs and policies. Follow all necessary procedures to ensure a safe environment for associates and guests. Perform additional duties from time to time as assigned by supervisors. Keep box office clean and well organized at all times. Ensure all guests comply with alcohol policies. Monitor and prevent alcohol consumption by minors. Ensure that alcohol is consumed in designated areas only. Ensure that guests do not leave the building with alcoholic beverages. Notify a manager or Supervisor immediately when a guest is violating theatre alcohol policies.

Equipment
- Computer point-of-sale terminal (which includes a monitor, keyboard, touch screen and printer), manual ticket dispenser, head set, telephone, calculator, currency discriminator
- ENVIRONMENT
  - Stand, walk, lift, twist, and bend on a frequent basis.
  - Box Office and Guest Services - Vary in size, may be fully enclosed, and are usually carpeted; Temperatures are generally moderate.
  - Interior Work Areas - Moderate temperatures; Moderate to hot temperatures in the concession stand; Interior flooring may be carpet, tile, and/or concrete; Auditorium floors are either stepped or sloped; Associate may encounter wet or slippery floor surfaces.
- Uniform
  - Provided by Theatre: Black t-shirt, nametag
  - Provided by Associate: Black pants, black shoes

Application Instructions: Go to amctheatres.com/careers to apply. Hit the theatre crew button. Select the job and apply.

Contact: Sarah Spahn
Address: 80 Yorktown Shopping Center, Lombard, IL 60148
Phone: (630) 495-0012
Email: sspahn@amctheatres.com
Apply Online: http://amctheatres.com/careers

Expires: 12/01/2015
Job ID: 4257591
Job Title: Cook
Company: AMC Yorktown
Job Type: Full Time, Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Accounting & Business Administration, Business Management, Culinary Arts, Human Resource Management
Job Target: Any Job Target
Location: Lombard, IL 60148
Salary: Scale
Job Description: PURPOSE Prepare menu items that meet the Food and Beverage standards of fresh, appetizing, and properly prepared. Ensure consistent food quality, prepare orders in a short period of time and prepare menu items in accordance with recipes and guidelines established by the Kitchen Manager. Maintain a clean, sanitary, and safe work area in a fast paced environment. MINIMUM QUALIFICATIONS? Ability to stand on feet for an extended period of time. ? Ability to ascend and descend stairs. ? Ability to walk, lift, twist, bend, reach,
and handle food products on a frequent basis. ? Ability to lift up to 50 pounds and move it 75 yards on a regular basis. ? Ability to cook food to recipe standards. ? Working knowledge of U.S. measurements, weight and volume. ? Ability to work in a fast-paced environment.

PREFERRED QUALIFICATIONS? Proficiency in kitchen operations and execution. ? Completion of basic food handling training and local or state mandated certification(s). ? Ability to follow instructions on safe use of all chemicals/cleaning materials. ? Ability to work effectively with supervisors and co-workers with minimal supervision. ? Ability to meet deadlines. ? Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

ESSENTIAL FUNCTIONS? Ensure delivery of the Guest First principles: friendly, helpful, clean, and fast. ? Follow all procedures to ensure that the Facility is clean, safe, and in good repair for both associates and guests. ? Ensure delivery of the best possible out-of-home entertainment experience by preparing meals that will be fresh, appetizing, and properly prepared. ? Maintain communication with other cooks to assemble food orders within established average ticket time and to prepare several different orders simultaneously. ? Adhere to recipes to ensure consistent food quality and presentation? Answer questions courteously, accurately, and quickly. ? Perform required sanitation procedures as established by Kitchen Manager. ? Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions. ? Uphold cleanliness standards and ensure proper sanitation of entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas. ? Perform all additional tasks and responsibilities as assigned. ? Uphold AMC's Business Practice Standards and ensure compliance with company programs. ? Maintain regular personal attendance for all scheduled shifts.

TOOLS AND MACHINES USED Convection and microwave ovens, Turbo-Chef, fryers, grills, warmers, mixers, walk-in coolers and freezers, dishwashers, various utensils, sharp objects or location-specific tools as appropriate

ENVIRONMENT ? Interior Work Areas - moderate to hot temperatures and high humidity in the kitchen areas. Associate may encounter wet or slippery floor surfaces. Cool to cold temperatures in the walk-in refrigerator and freezer.

REPORTS TO Theatre management

UNIFORM Provided by Theatre: Black t-shirt, nametag Provided by Associate: Black pants, black shoes

Application Instructions: Go to amctheatres.com/careers. Click on Theatre Crew Select job and apply!

Contact: Sarah Spahn
Address: 80 Yorktown Shopping Center, Lombard, IL 60148
Phone: (630) 495-0012
Email: sspahn@amctheatres.com
Apply Online: http://amctheatres.com/careers

Expires: 12/01/2015
Job ID: 4271596
Job Title: Sales Advisor
Company: H&M
Job Type: Full Time, Part Time
Location: North Riverside, IL 60546

Salary:

**Job Description:** Job Responsibility including but not limited to: Customer Service * Provide excellent direct and indirect customer service according to H&M standards and meet the 5 basic demands on the selling floor, in the fitting room and at the cash point * Answer phones courteously and promptly Job Knowledge * Actively work with garments, including processing, stocking, replenishing, folding, hanging, displaying and merchandising per H&M guidelines, to maximize selling opportunities * Ring on the register, report and handle all required transactions, issue receipts and pack merchandise * Unload delivery truck, receive, open and unpack merchandise and label merchandise with security tags Efficiency * Execute reductions, price changes, transfers and cash register routines * Utilize established H&M policies and procedures to assist in loss prevention and safety for the store and partner with store management as needed Team Player * Work effectively with team members to ensure the selling floor, cash point, fitting rooms and stockroom are clean and well maintained per H&M's store standards * Adhere to H&M values and internal standards policies and procedures contained in the H&M Employee Handbook

**Contact:** Eddie Rocha
**Address:** 840 N Michigan, Chicago, IL 60611
**Phone:** 312-995-3996
**Email:** eduardo.rocha@hm.com

Expires: 12/02/2015
Job ID: 4257818
Job Title: PC Support Specialist
Company: Cummins Allison Corporation
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Computer Information Systems
Job Target: Any Job Target
Location: IL
Salary:

**Job Description:** Responsibilities: * Provide end user PC support by telephone, email, remote desktop, or other means * Install new workplace devices for end users including PC's, peripherals, IP phones, Smart phones, etc * Additional job duties include using system management tools such as Microsoft Active Directory and purchasing PC equipment and peripherals

**Job Requirements:** Bachelor's degree in a computer or information systems related curriculum Experience with Microsoft Windows Operating Systems Excellent verbal communication skills and problem-solving ability We provide excellent salary and benefits including full health, life and dental insurance, a 401k plan and tuition assistance. Equal opportunity Employer.

**Contact:** Randy Gregory
**Address:** 852 Feehanville Drive, Mt. Prospect, IL 60056
**Job Title:** Reservations  
**Company:** Chestnut Mountain Resort  
**Location:** galena, IL 61036  
**Salary:**

**Job Description:** Reservation agents often work in call centers for the resorts and take incoming calls for people interested in staying in the property. They are friendly and efficient, helping guests find the right accommodations to fit their needs, suggesting different packages or amenities that the facility offers and asking questions to help determine what the client needs.

**Contact:** Jenna Johnson  
**Address:** 8700 W. Chestnut Rd., Galena, IL 61036  
**Phone:** 815-777-4677  
**Fax:** 815-777-1068  
**Email:** jenna@chestnutmtn.com  
**Apply Online:** [http://www.chestnutmtn.com/about_employment.cfm](http://www.chestnutmtn.com/about_employment.cfm)

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**Job Title:** Night Auditor  
**Company:** Chestnut Mountain Resort  
**Location:** galena, IL 61036  
**Salary:**

**Job Description:** Checks front office accounting records for accuracy and, on a daily basis, summarizes and compiles information for the hotel's financial records. Tracks room revenue, occupancy percentages, and other front office operating statistics.

**Contact:** Jenna Johnson  
**Address:** 8700 W. Chestnut Rd., Galena, IL 61036  
**Phone:** 815-777-4677  
**Fax:** 815-777-1068  
**Email:** jenna@chestnutmtn.com  
**Apply Online:** [http://www.chestnutmtn.com/about_employment.cfm](http://www.chestnutmtn.com/about_employment.cfm)
Expires: 12/02/2015
Job ID: 4257881
Job Title: Bellhop
Company: Chestnut Mountain Resort
Job Type: Part Time
Location: Galena, IL 61036
Salary:
Job Description: Escorts incoming hotel guests to rooms, assists with hand luggage, and offers information pertaining to available services and facilities of hotel, points of interest, and entertainment attractions.
Contact: Jenna Johnson
Address: 8700 W. Chestnut Rd., Galena, IL 61036
Phone: 815-777-4677
Fax: 815-777-1068
Email: jenna@chestnutmtn.com
Apply Online: http://www.chestnutmtn.com/about_employment.cfm

Expires: 12/02/2015
Job ID: 4257884
Job Title: Security
Company: Chestnut Mountain Resort
Job Type: Part Time
Location: Galena, IL 61036
Salary:
Job Description: Maintains safe and secure environment for customers and employees by patrolling and monitoring premises and personnel.
Contact: Jenna Johnson
Address: 8700 W. Chestnut Rd., Galena, IL 61036
Phone: 815-777-4677
Fax: 815-777-1068
Email: jenna@chestnutmtn.com
Apply Online: http://www.chestnutmtn.com/about_employment.cfm

Expires: 12/02/2015
Job ID: 4257888
Job Title: Snowmakers
Company: Chestnut Mountain Resort
Job Type: Part Time
Location: Galena, IL 61036
Salary:
Job Description: Tends artificial snow making equipment of ski resort to produce artificial snow along ski trails: Rides chair lift or drives snow-terrain vehicle along ski trails to reach snow equipment.
Contact: Jenna Johnson
Address: 8700 W. Chestnut Rd., Galena, IL 61036
Phone: 815-777-4677
Fax: 815-777-1068
Email: jenna@chestnutmtn.com
Apply Online: http://www.chestnutmtn.com/about_employment.cfm

Expires: 12/02/2015
Job ID: 4257901
Job Title: Lift Operators
Company: Chestnut Mountain Resort
Job Type: Part Time
Location: Galena, IL 61036
Salary:
Job Description: Assists passengers in the safe loading and unloading of ski lifts, while providing excellent customer service by interacting with all lift passengers.
Contact: Jenna Johnson
Address: 8700 W. Chestnut Rd., Galena, IL 61036
Phone: 815-777-4677
Fax: 815-777-1068
Email: jenna@chestnutmtn.com
Apply Online: http://www.chestnutmtn.com/about_employment.cfm

Expires: 12/02/2015
Job ID: 4257909
Job Title: Housekeeping
Company: Chestnut Mountain Resort
Job Type: Part Time
Location: Galena, IL 61036
Salary:
Job Description: To maintain a clean, sanitary, comfortable and tidy environment.

Contact: Jenna Johnson
Address: 8700 W. Chestnut Rd., Galena, IL 61036
Phone: 815-777-4677
Fax: 815-777-1068
Email: jenna@chestnutmtn.com
Apply Online: http://www.chestnutmtn.com/about_employment.cfm

Expires: 12/02/2015
Job ID: 4257918
Job Title: Apparel Shop
Company: Chestnut Mountain Resort
Job Type: Part Time
Location: Galena, IL 61036
Salary:
Job Description: Greet customers as they walk in and offer assistance in selecting apparel and accessories, while promoting sales through positive customer service efforts.

Contact: Jenna Johnson
Address: 8700 W. Chestnut Rd., Galena, IL 61036
Phone: 815-777-4677
Fax: 815-777-1068
Email: jenna@chestnutmtn.com
Apply Online: http://www.chestnutmtn.com/about_employment.cfm

Expires: 12/02/2015
Job ID: 4257923
Job Title: Ticket Booth
Company: Chestnut Mountain Resort
Job Type: Part Time
Location: Galena, IL 61036
Salary:
Job Description: Responsible for serving the general public by selling event related tickets. Responsible for cash management and compliance. Operates a cash register and/or credit card equipment.

Contact: Jenna Johnson
Address: 8700 W. Chestnut Rd., Galena, IL 61036
Phone: 815-777-4677
Fax: 815-777-1068
Email: jenna@chestnutmtn.com
Apply Online: http://www.chestnutmtn.com/about_employment.cfm

Expires: 12/02/2015
Job ID: 4257929
Job Title: Rental Technicians
Company: Chestnut Mountain Resort
Job Type: Part Time
Location: Galena, IL 61036
Salary:
Job Description: Responsible for ensuring that equipment put on the rental ready line is ready to make a successful rental the next time it is sent out, by cleaning, servicing and testing each piece of equipment according to established service requirements.
Contact: Jenna Johnson
Address: 8700 W. Chestnut Rd., Galena, IL 61036
Phone: 815-777-4677
Fax: 815-777-1068
Email: jenna@chestnutmtn.com
Apply Online: http://www.chestnutmtn.com/about_employment.cfm

Expires: 12/02/2015
Job ID: 4257956
Job Title: Ski/Board Instructors
Company: Chestnut Mountain Resort
Job Type: Full Time, Part Time
Location: Galena, IL 61036
Salary:
Job Description: Instructs skiers and snowboarders of all ages and abilities how to improve their ski/ride skill, while providing a fun and effective learning environment.
Contact: Jenna Johnson
Address: 8700 W. Chestnut Rd., Galena, IL 61036
Phone: 815-777-4677
Fax: 815-777-1068
Email: jenna@chestnutmtn.com
Apply Online: http://www.chestnutmtn.com/about_employment.cfm
Expires: 12/02/2015
Job ID: 4257961
Job Title: Bartenders
Company: Chestnut Mountain Resort
Job Type: Part Time
Location: Galena, IL 61036
Salary:
Job Description: Prepare, mix and serve drinks and beverages correctly to either customers directly or through serving staff.
Contact: Jenna Johnson
Address: 8700 W. Chestnut Rd., Galena, IL 61036
Phone: 815-777-4677
Fax: 815-777-1068
Email: jenna@chestnutmtn.com
Apply Online: http://www.chestnutmtn.com/about_employment.cfm

Expires: 12/02/2015
Job ID: 4257965
Job Title: Servers
Company: Chestnut Mountain Resort
Job Type: Part Time
Location: Galena, IL 61036
Salary:
Job Description: Serves patrons by providing information to help food and beverage selections; presenting ordered choices; maintaining dining ambiance.
Contact: Jenna Johnson
Address: 8700 W. Chestnut Rd., Galena, IL 61036
Phone: 815-777-4677
Fax: 815-777-1068
Email: jenna@chestnutmtn.com
Apply Online: http://www.chestnutmtn.com/about_employment.cfm

Expires: 12/02/2015
Job ID: 4257970
Job Title: Bussers
Company: Chestnut Mountain Resort
Job Type: Part Time
Location: Galena, IL 61036
Salary:

Job Description: Bussers clean tables, taking plates, utensils and drinkware to the kitchen to be washed, make sure diners’ water glasses are full, and reset tables for the next service. Bussers might help waiters and waitresses bring food out to a table, restock utensils, napkins and other dining room needs.

Contact: Jenna Johnson
Address: 8700 W. Chestnut Rd., Galena, IL 61036
Phone: 815-777-4677
Fax: 815-777-1068
Email: jenna@chestnutmtn.com
Apply Online: http://www.chestnutmtn.com/about_employment.cfm

Expires: 12/02/2015
Job ID: 4257978
Job Title: Host
Company: Chestnut Mountain Resort
Job Type: Part Time
Location: Galena, IL 61036
Salary:

Job Description: You’ll need to cheerfully greet guests, take them to their table and provide them with silverware and a menu. You’ll need to be able to monitor the table rotation and make sure that each member of the wait staff gets a fair amount of tables without giving them too many all at once.

Contact: Jenna Johnson
Address: 8700 W. Chestnut Rd., Galena, IL 61036
Phone: 815-777-4677
Fax: 815-777-1068
Email: jenna@chestnutmtn.com
Apply Online: http://www.chestnutmtn.com/about_employment.cfm

Expires: 12/02/2015
Job ID: 4257982
Job Title: Cafeteria
Company: Chestnut Mountain Resort
Job Type: Part Time
Location: Galena, IL 61036
Salary:
Job Description: The cafeteria worker prepares and serves cafeteria food, and maintains the cafeteria and dining area in sanitary condition.

Contact: Jenna Johnson
Address: 8700 W. Chestnut Rd., Galena, IL 61036
Phone: 815-777-4677
Fax: 815-777-1068
Email: jenna@chestnutmtn.com
Apply Online: http://www.chestnutmtn.com/about_employment.cfm

Expires: 12/02/2015
Job ID: 4258151
Job Title: Barista
Company: Argo Tea
Job Type: Full Time, Part Time
Location: Chicago, IL 60601
Salary:

Job Description: Key Responsibilities: Radiating Positive Energy and Responsibility by:
* Acknowledging and welcome each customer with a friendly smile and guiding each customer through the Argo Signature Service experience (including but not limited to: sampling of products, menu introductions and explanations, making eye contact with guests when preparing and serving food and drinks, etc.) * Providing a fun, memorable and efficient experience for each customer, while educating them on the nutritional benefits and flavor profiles of each of our signature drinks, tea varietals and food items, one cup at a time! * Maintaining a calm demeanor during periods of high volume or unusual events to keep store operating to standard and to set a positive example for the team * Passionately producing food displays with flair that accurately and elegantly showcase our selection of fresh baked pastries, sandwiches and food goods. * Maintaining the freshness of all Argo food products by following Argo’s product shelf life standards and par baking techniques. * Following Department of Health, safety and sanitation guidelines for all foods and beverages (maintains a clean bar and food prep station). * Learning and following Argo Tea’s cash control policies and proper cash handling guidelines. Demonstrating a Commitment to Attentiveness and Passion by: * Respecting customers by exhibiting a sense of urgency and working quickly with purpose, always one customer, one cup at a time! * Helping to create and maintain a clean, inviting and vibrant environment for Argo customers and fellow TEA members (duties include but are not limited to: sweeping/mopping/sanitizing/keeping the bathrooms clean/maintaining clean retail, counter and display cases, etc.) * Exuding warmth and confidence when approaching and educating each customer. Quickly and calmly resolving any issues directly with guests who are unhappy with their food and/or drink selection. * Preparing all drink and food items while maintaining a high level of standards, following Argo product preparation and serving techniques, and recipe and measurement guidelines. * Keeping up to date on and promoting all product information, communications, advertising, focuses and goals. * Assisting in welcoming and familiarizing
new TeaMembers with the café; modeling the behavior expected from fellow TeaMembers, while continuing to promote the customs and principles of Argo Tea. Establishing Open Communication by: * Genuinely thanking and appreciating each customer who enters the café * Maintaining a positive environment for customers and fellow TEA members. * Identifying each customer's interests by guiding them through the ordering process, offering samples and actively listening in order to pair a customer's tastes with a matching Argo drink and food item. * Contributing to positive TEA work by communicating effectively, respectfully and professionally with all Argo TeaMembers and customers. * Arriving to work punctually, following proper uniform and personal hygiene guidelines. * Upholding and following all Handbook guidelines while supporting good morale and TEA spirit. * Possessing a complete understanding of company policies, philosophy and passion.

**Job Requirements:** Job Requirements: * High school diploma or GED preferred * Previous retail sales, restaurant or food service experience preferred with strong emphasis on safe and speedy food and drink preparation, and hospitable service. * 25 hours / 4 days a week minimum availability commitment with a flexibility to work opening or closing shifts as needed. (café hours vary depending on location but can run between 5am-11pm Monday-Sunday) * Friendly/approachable demeanor, strong communication and people skills, problem solving and creative skills * Ability to work in a fast-paced environment, ability to multi-task. * Knowledge of customer service techniques and high quality consciousness * Effective communication, problem solving and creative skills; desire to contribute with innovative ideas * Willingness to travel to events throughout the city and surrounding suburbs to work as an Argo Ambassador (as needed). * Willingness to embrace and support the Argo values of SustainabiliTEA, CreativiTEA, QualiTEA, CommuniTEA, DiversiTEA, and ChariTEA!

**Application Instructions:** www.argotea.com/careers

**Contact:** Samantha Rush

**Address:** 16 W Randolph, Chicago, IL 60601

**Phone:** 773-649-5742

**Fax:** Argo Tea

**Email:** hr@argotea.com

**Apply Online:** http://www.argotea.com/careers

**Expires:** 12/03/2015

**Job ID:** 4261172

**School Job ID:** RVC-HEALTH

**Job Title:** Ultrasonographer - Belvidere Hospital

**Company:** Swedish American

**Job Type:** Part Time

**Degrees Wanted:** Certificate

**Location:** Belvidere, IL 61008

**Salary:**
Job Description: CPR certification required IL Department of Nuclear Safety license Registered or registry eligible by ARDMS Performs ultrasonic imaging and related procedures in one of the following areas: OB/GYN, abdomen and vascular studies demonstrating anatomy for interpretation/intervention by a licensed practitioner applying sonic energy. Also performs x-ray examinations and stores clinical diagnostic radiographic images as directed and for interpretation by a licensed practitioner utilizing x-ray energy and computer processing techniques. Provides appropriate patient care and exercises professional judgment ensuring successful completion of procedure. Participates in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as, Health System initiatives. Other duties as assigned which may include, but not limited to, EKG's, phlebotomy, accuchecks, vital signs, patient ambulation. Updates RN with timely information regarding status of patient. Graduate of an accredited School of Diagnostic Medical Sonography. Completion of accredited Radiologic Technologist program. Experience as a hospital radiographer preferred. Minimum one year of Ultrasonography experience is preferred. Registered (or registry eligible) by the American Registry of Diagnostic Medical Sonography in abdominal, OB/GYN and clinically competent in Carotid and Venous Doppler Sonography. Current license from the Illinois Department of Nuclear Safety, accreditation and registration from the American Registry of Radiologic Technologists (ARRT.) Current CPR certification. Completion of US registry within, but not over, 2 years from the date of hire.

Application Instructions: Apply Online
Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
Phone: 779-696-4400
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm

Expires: 12/03/2015
Job ID: 4261203
Job Title: Receptionist
Company: Laura E. Loya-Frank, M.D.S.C
Job Type: Full Time, Part Time
Location: Melrose Park, IL 60160
Salary:
Job Description: Looking to hiring Bilingual Receptionist with computer experience.
Application Instructions: Please come in person to apply
Contact: Laura E. Loya-Frank
Address: 154 N. Broadway, Melrose Park, IL 60160
Phone: 708-343-8512

Expires: 12/03/2015
Job ID: 4261219
Job Title: Medical Biller  
Company: Laura E. Loya-Frank, M.D.S.C  
Job Type: Full Time, Part Time  
Degrees Wanted: None Required  
Majors Wanted: Medical Billing and Coding  
Job Target: Any Job Target  
Location: Melrose Park, IL 60160  
Salary:  
Job Description: Looking to hiring bilingual person with billing and coding with some up to 1 year experience.  
Application Instructions: Come in person to apply.  
Contact: Laura E. Loya-Frank  
Address: 154 N. Broadway, Melrose Park, IL 60160  
Phone: 708-343-8512  
Expires: 12/06/2015  
Job ID: 4266175  
Job Title: Engineering Administration  
Company: Quality Fabricators, Inc.  
Job Type: Full Time  
Location: Addison, IL 60101  
Salary:  
Job Description: Summary Administrative support needed for growing western suburb metal fabrication manufacturer engineering department. Primary responsibilities * Data Entry and maintain Engineering Process Masters in Visual Manufacturing ERP System * Engineering Change Maintenance * Make copies of drawings and paperwork needed for production * Excellent environment to learn manufacturing processes  
Application Instructions: Please send resume only  
Contact:  
Email: vcc@qfi-usa.com  
Expires: 12/06/2015  
Job ID: 4266464  
Job Title: Outside Sales-Industrial Equipment  
Company: Yes Equipment & Services LLC  
Job Type: Full Time  
Degrees Wanted: Associates  
Location: Itasca, IL 60143
Salary: 40,000 Draw against Commission

Job Description: Yes Equipment Services, LLC is seeking qualified applicants for the position of territory account manager. Duties include market development of an assigned territory by prospecting/cold calling; conducting on-site needs surveys to develop equipment quotes/proposals; delivery/presentation of these quotes/proposals; and other duties as assigned by the Sales Dept Manager. Office time is limited as account managers are expected to continuously deliver quotes/proposals to prospective and existing customers in order to grow and acquire such accounts. A successful account manager has the ability to dictate their earnings and future success within this growing company.

Job Requirements: *Possess excellent verbal/written communication skills *Must have a valid drivers license, clean driving record & auto insurance *Computer programs-Microsoft Word, Excel, Outlook

Contact: Tina Anglewicz
Address: 1151 W Bryn Mawr Avenue, Itasca, IL 60143
Phone: 847-938-9253
Email: TinaA@yesequipment.com

Expires: 12/06/2015
Job ID: 4266565
Job Title: Custodian
Company: The Orchard Evangelical Free Church
Job Type: Part Time
Location: Arlington Heights, IL 60004
Salary: based upon experience

Job Description: This position is responsible for performing custodial duties and minor repairs to the building, including interior and exterior maintenance, snow removal, and minor landscaping. Room Setup/Tear Down - Performs setup and tear down of rooms, including tables and chairs, platforms, and seasonal decorations per system of facility scheduling. Custodial - Removes waste from common areas and offices; vacuums, cleans, and maintains carpeting; assists in control of sanitation; assists in checking premises for safety hazards and reports any deficiencies. Maintenance - Performs minor repairs on premises, and operates miscellaneous equipment and power tools. (Training provided) Grounds - Performs grounds maintenance duties including raking of leaves, litter removal, weeding, watering, snow removal, and operation of snow removal and landscaping equipment. (Training provided) Other - Perform other duties as assigned by the Facility Manager.

Application Instructions: Contact Beth Acosta HR Director to schedule an interview

Contact: Beth Acosta
Address: 1301 S. Grove, Barrington, IL 60010
Phone: 224-764-4082
Fax: 2247644082
Email: bacosta@theorchardfc.org

Expires: 12/06/2015
Job ID: 4266619
Job Title: Telemarketer
Company: State Farm Insurance
Job Type: Part Time
Location: Melrose Park, IL 60160
Salary: Hourly plus bonus
Job Description: Telemarketing position located walking distance from Triton campus. Tuesdays 5-7 pm, Thursdays 5-7 pm, Saturdays 10-1
Job Requirements: Spanish Bi Lingual Preferred. Strong verbal communication skills.
Contact: Beth Black
Address: 501 W North Ave, Suite 101, Melrose Park, IL 60160
Phone: 708-344-7474
Fax: 708-344-7476
Email: beth@bethblack1.com

Expires: 12/06/2015
Job ID: 4266916
School Job ID: ivcc
Job Title: Cashier/Stockperson
Company: Brothers Country Supply
Job Type: Part Time
Degrees Wanted: Diploma
Location: Ottawa, IL 61350
Salary:
Job Description: We are seeking an energetic individual to provide customer service and stock shelves in our Ottawa retail store. Candidates should enjoy working with the public and have a sincere desire to assist pet owners with their questions and concerns. Must possess basic computer skills. This is an entry-level position with a fast-growing family owned business.
Job Requirements: Must be able to lift 50 pounds
Contact: David Bankowski
Address: P.O. Box 731, Ottawa, IL 61350
Email: Resume@brotherscountrysupply.com

Expires: 12/06/2015
Job ID: 4267130
School Job ID: Oakton - BP
Job Title: Job Postings, November 5, 2015
Company: Renaissance Chicago North Shore Hotel
Job Type: Full Time, Part Time
Location: Northbrook, IL 60062
Salary:

Job Description: Accounting: * Accounting Clerk - AM shift / Full time / Experienced
Culinary Department: * Sous Chef / Full time / Experienced * AM Cook #1 / Full time / Experienced * AM Cook #2 / Full time / Experienced * AM Dishwasher / Full time / Will train
* PM Dishwasher / Full time / Will train * Pantry Attendant / Full time / Will train * Receiving Clerk / Full time / Will train Front Office: * Front Desk Agent (Flexible) / Full time / Will train
* Front Desk Agent (Flexible) / Part time / Will train Banquets: * Banquet set up (Flexible) / Part time / Experienced * Banquet set up (Flexible) / Full time / Experienced Food & Beverage:
* AM Restaurant server / Part time / Experience * PM Bar Server / Full time / Experience Style:
* Night Cleaner / Part time / Will train * Houseperson (Flexible) / Full time / Will train

Application Instructions: 1. Log on to: www.davidsonhotels.com 2. Click on CAREERS > CURRENT OPPORTUNITIES and choose Renaissance Chicago North Shore. Choose the position you would like to apply for and click APPLY. 3. Fill out the application and click SUBMIT.

Contact: Human Resources
Address: 933 Skokie Boulevard, Northbrook, IL 60062
Phone: 847-498-6500
Fax: 847-498-9896

Expires: 12/07/2015
Job ID: 4264336
Job Title: Phlebotomist
Company: LifeSource Chicagoland's Blood Center
Job Type: Full Time
Degrees Wanted: Diploma
Location: Rosemont, IL 60018
Salary:

Job Description: Determines potential blood donor eligibility, performs phlebotomies and post donation activities. Maintains a high donor retention rate by practicing excellent customer service techniques and technical skills. Supports the achievement of the company's goals by following organizational and departmental policies and procedures to ensure compliance with regulatory agencies and in accordance with current Good Manufacturing Practices and safety guidelines.
Job Requirements: * High school diploma or equivalent required * Medical Assistant, Certified Medical Assistant, Emergency Medical Technician, Licensed Practical Nurse, Phlebotomy certification OR 1 year Phlebotomy experience required * 1 year customer service experience required * Knowledge of medical terminology preferred * Ability to work without direct supervision. * Ability to work/participate in a team environment. * Ability to perform phlebotomy * Ability to multi-task * Basic computer literacy * Valid driver's license and acceptable driving record consistent with ITxM policy * Language skills must include the ability to read, write, speak English effectively and follow oral and written instructions consistent with policies and procedure, SOPs or other requirements. Physical Demands/Work Environment: Required to spend the majority of the workday bending, standing, walking, talking, hearing and using hands. Must be able to work in a variety of sites with varying accessibility. Required to lift up to 50 pounds and able to assist in lifting donor(s). Close vision and peripheral vision required as well as the ability to focus on detailed tasks and paperwork. Employee is exposed to blood or blood products 100% of the workday. OSHA Category I: position whose task/duties will put them at risk for exposure to blood and other potentially infectious materials, therefore, universal/standard precautions required. Moderate noise level. Required to travel to different donor centers and/or mobile drive locations to perform tasks as assigned with short notice. Must be flexible with hours and days worked.

Application Instructions: Apply directly to our website for further consideration.

Contact: DeShawn Bell-Ross
Address: 5505 Pearl Street, Rosemont, IL 60018
Phone: (412) 209-7247
Apply Online: http://www.lifesource.org/us/work-for-us/

Expires: 12/07/2015
Job ID: 4267430
Job Title: Cook (Full Time)
Company: Lutheran Social Services of Illinois
Job Type: Full Time
Location: Chicago, IL 60601
Salary:

Job Description: Full-time cook position available to be responsible for oversight of the food and nutrition program for the sited. Candidate would prepare meals, create menus, documentation of the meals, and ordering and picking up food. Practice Sanitation at all times. Receive and store food and non-food supplies properly and in a timely manner to ensure safeness and quality of food. Must have an AA or high school diploma or equivalency and be able to read, write, speak and understand the English language. Candidate must have a driver's license and reliable transportation and the ability to work and communicate well with others and follow directions. Candidate must have an IL Food Sanitation license from the city and state and must be able to cook multicultural food for children to meet City and State guidelines. EOE.

Application Instructions: Application URL: http://www.aplitrak.com/?adid=Y21vbnRnb21lc3kuNzYxOTMud2Nk3NkBsc3NpLmFwbGl0cmFrLmNvbQ
Contact:
Apply Online:
http://www.aplitrak.com/?adid=Y21vbnRnb21lc3kuNyxOTMuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Expires: 12/07/2015
Job ID: 4267431
Job Title: MH Clinician (Part-Time)
Company: Lutheran Social Services of Illinois
Job Type: Part Time
Location: Chicago, IL 60602
Salary:

Job Description: The on-call MH Clinician flexes into the MH Clinician position on a part-time as needed basis. Position in a team-based environment providing assessment, care planning and counseling services to adult clients in need of mental health or substance use treatment. Intervention focuses on engaging difficult-to-engage clients using the emergency room over routinized community care or walk-ins from the community. Also provides clinical support to other staff. Master's Degree in social services and LCSW licensure required. CADC or one year experience working with substance abuse interventions preferred. EOE. Key Words: Social Services, Human Services, Child and Family Services, Personal Care, Medical Health Services, Nursing, Family Therapists, Mental Health, Rehabilitation Services, Child and Youth Services, Services for Elderly, Services for Disabilities, Vocational Rehabilitation, Case Manager, Volunteer, Program Coordinator, Resident Assistance, Program Assistant, Community Support Specialists, Service Coordinator, Manager, Not for Profit, NonProfit, NFP,

Application Instructions: Application URL:
http://www.aplitrak.com/?adid=Y21vbnRnb21lc3kuMzE0MDQuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ
Contact:
Apply Online:
http://www.aplitrak.com/?adid=Y21vbnRnb21lc3kuMzE0MDQuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Expires: 12/07/2015
Job ID: 4267432
Job Title: Health/Family Engagement Coordinator
Company: Lutheran Social Services of Illinois
Job Type: Full Time
Location: Des Plaines, IL 60018
Salary:

Job Description: A Full-time position is available for a Health/Family Engagement Coordinator to oversee the Family Engagement and Health component. Must have thorough knowledge and resources in developing and goal setting for families. Requirements Candidate must have a MSW. Must be familiar with Head Start Standards as well as required child health regulations. Key Words: Social Services, Human Services, Child and Family Services, Personal Care, Medical Health Services, Nursing, Family Therapists,
Mental Health, Rehabilitation Services, Child and Youth Services, Services for Elderly, Services for Disabilities, Vocational Rehabilitation, Case Manager, Volunteer, Program Coordinator, Resident Assistance, Program Assistant, Community Support Specialists, Service Coordinator, Manager, Not for Profit, NonProfit, NFP,

**Application Instructions:** Application URL:
http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuMTc2MTcuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

**Contact:**

**Apply Online:**
http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuMTc2MTcuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

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**Expires:** 12/07/2015

**Job ID:** 4268357

**Job Title:** CNC Lathe & Mill Programmer/Set-Up

**Company:** TMA (The Technology & Manufacturing Association)

**Job Type:** Full Time

**Location:** Schaumburg, IL 60195

**Salary:**

**Job Description:** Conform Industries, Inc., located in Schaumburg, Illinois, is in the special dies and tools, die sets, jigs and fixtures and industrial molds industry. Currently, we are seeking a CNC Lathe & Mill Programmer with at least five years of experience. Additional requirements are: CNC Lathe & Mill Programmer/Set Up Applies basic knowledge of mechanics, shop mathematics, engineering drawings, material properties, layout, and machining procedures to set-up and operate CNC machine tools accurately, safely and efficiently. ? Set up and operate CNC lathes and mills ? Inspect and verify conformance to specifications ? Prototype and short production runs Requirements ? Use Mills and Lathes with little supervision ? CNC programming experience ? Manual machining experience ? Mastery of setting up fixtures, tooling, vices, and clamps ? Operate machines running complex and high tolerance components ? Materials: tool steel and high speed ? Follow all safety and work rules and practices ? Passionate about prototyping and machining ? Strong work ethic and highly motivated ? Metically attention to detail and well organized ? Strong verbal communication skills ? Independent and willing to take initiative ? Able to work in a fast-paced constantly-changing environment with tight deadlines For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website. https://tma.prevueaps.com/jobs/19622-17662.html

**Application Instructions:** For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website. https://tma.prevueaps.com/jobs/19622-17662.html

**Contact:**

**Apply Online:** https://tma.prevueaps.com/jobs/19622-17662.html

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**Job ID:** 4267585
Job Title: Delivery Partner
Company: UberRUSH
Job Type: Part Time
Location: Chicago, IL
Salary:
Job Description: UberRUSH is a flexible and safe way for people (like you!) to make money by delivering items around your city. You work when you want, meet new people, and explore your community. Make great fares! 100% Flexible hours 24 hour dedicated operations and support team to make you a success! Weekly Payments
Job Requirements: REQUIREMENTS: 19+ years of age Car (Any 2-door/4-door vehicle, 1995+)
Application Instructions: Apply at http://t.uber.com/RUSHTriton
Contact: David Cavise
Address: 111 N Canal 9th Floor, Chicago, IL 60606
Phone: 7082246056
Fax: UberRUSH
Apply Online: http://t.uber.com/RUSHTriton

Expires: 12/08/2015
Job ID: 4268840
Job Title: IT Helpdesk Technician
Company: Naperville Park District
Job Type: Part Time
Degrees Wanted: Associates
Location: Naperville, IL 60563
Salary: $10.00 - $12.00
Job Description: Salary: $10.00 - $12.00 Schedule: 20 hours per week. Currently hiring for 2 positions: A) Monday - Thursday 3:00 PM - 8:00 PM or B) Friday 3:00 PM - 8:00 PM, Saturday and Sunday 8:00 AM - 3:00 PM Overview: Under the direct supervision of the IT Manager and direction of the IT Specialist, the Helpdesk Technician supports and maintains IT department front-end operations through efficient installation, maintenance, diagnostics, repairs, and upgrades of park district printers, workstations, and peripherals. Administers the IT work request system and troubleshoots problems as they arise. Provides end user training and assistance where required. Essential Duties and Responsibilities: 1. Install, assemble, maintain and repair PCs and laptops (HP, Dell, and custom built). 2. Install, maintain, and repair copiers, faxes, and scanners (HP, Oce, Konica). 3. Serve as in-house Microsoft software resource for Microsoft operating systems and applications including, PowerPoint, Outlook, Word and Excel. 4. Maintain hardware and software inventory. 5. Maintain existing wiring infrastructure and assist with the deployment of new infrastructure. 6. Act as the primary technical resource for all district engagements including meetings and presentations. 7. Provide assistance with audio
visual needs for special events and day-to-day operations. 8. Provide high quality customer service. 9. Provide end user training in a group setting and one-on-one setting. 10. Serve as liaison between District staff and the IT department to resolve ongoing technology issues. 11. Comply with District financial policies. Communicate budgetary requests to supervisor. 12. Establish and maintain a positive working relationship with residents, customers, vendors, community partners and co-workers. 13. Follow and model compliance with all District, State, Federal and departmental safety and risk management, personnel, administrative policies and procedures, ordinances and regulations. 14. Maintain a proactive approach to safety and risk management. Report all accidents, incidents and unsafe conditions in a timely manner. Other Duties and Responsibilities: * Assist with IT department projects. * Maintain personal currency of knowledge with respect to relevant state-of-the-art technology, equipment, and systems. * Assist with network utilization and configuration (WAN, LAN) matters. * Work on District project teams. * Assist with IT Department migrations, deployments, maintenance activities and upgrades. * Manage toner inventory. * Administer IT work request system; assign requests to appropriate staff, report on current status, maintain, and close IT work request tickets and provide necessary training and documentation. * Assists with the management of the IT department equipment rentals.

**Application Instructions:** To be considered for this position, interested individuals must complete the online application accessible at www.applitrack.com/napervilleparks/onlineapp/. Materials submitted through mail, email, or fax will not be considered.

**Contact:** Naperville Park District  
**Address:** 320 W. Jackson Ave., Naperville, IL 60563  
**Phone:** No phone calls please  
**Fax:** 630.848.5001  
**Apply Online:** http://www.applitrack.com/napervilleparks/onlineapp/

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**Job ID:** 4271984  
**Job Title:** Retail Associates - Schaumburg  
**Company:** Solomon Page Group Fashion & Beauty  
**Job Type:** Part Time, Seasonal  
**Location:** Schaumburg, IL  
**Salary:** $12 - $13 hr.  
**Job Description:** We are seeking part-time retail associates for a fabulous retail outlet. Must have prior retail background.

**Application Instructions:** Submit resume to ssakin@solomonpage.com

**Contact:**  
**Address:** 260 Madison Avenue 3rd Floor, New York, NY 10016  
**Email:** ssakin@solomonpage.com

**Expires:** 12/11/2015
Job ID: 4272143  
Job Title: Prep/Pantry Cook  
Company: DoubleTree by Hilton Chicago-Alsip  
Job Type: Full Time, Part Time  
Degrees Wanted: None Required  
 Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Alsip, IL 60803  
Salary:  
Job Description: Help AM/PM Cook. Breakfast buffet set up, and incoming orders. Checks BEO’S for changes. Prepares and properly garnishes all pantry items, including salads, salad dressings, sandwiches, desserts, specialty plates and other food orders, all menus ( restaurant, room service, eat right, catering ). Insures that all buffets and all pantry stations are set for forecasted covers, reservations, and all special functions. Maintains cleanliness and stocking of coolers and storage areas. Takes proper care of ranges, ovens, broilers, fryers, griddles, and other equipment and utensils. Also, helping out prep for banquet functions. Must be completely available and flexible.  
Application Instructions: Qualified applicants must apply in person: Tuesday, & Thursday 10am - 1pm and Wednesday -1pm - 4pm. MUST APPLY IN PERSON  
Contact: Katie Barker  
Address: 5000 W. 127th St., Alsip, IL 60803  
Phone: 7083717300  
Expires: 12/11/2015  
Job ID: 4272270  
Job Title: Lead Two's Teacher  
Company: Park District of Oak Park  
Job Type: Part Time  
Degrees Wanted: None Required  
 Majors Wanted: Early Childhood Education  
Job Target: Any Job Target  
Location: Oak Park, IL 60302  
Salary: $13/hour DOQ  
Job Description: This is a part-time position, January-May 2016. The Teacher will team with an assistant to create a nurturing environment that fosters social, emotional, and cognitive development for each toddler. The Lead Teacher is responsible for the age appropriate lesson planning, implementation, safety, and social/emotional well-being of all participants’ 2-3 years of age.  
Job Requirements: view full job description and to apply @www.pdop.org
Application Instructions: apply online @www.pdop.org
Contact:
Apply Online: http://pdop.org

Expires: 12/11/2015
Job ID: 4272284
Job Title: Lead Pre-Kindergarten Teacher
Company: Park District of Oak Park
Job Type: Part Time
Location: Oak Park, IL 60302
Salary: $15.00/hr, DOQ
Job Description: This is a part-time position: fro Dec 2015-June 2016. The teacher will team with an assistant to create a nurturing environment that fosters social, emotional, and academic development for each student. The Lead Pre-Kindergarten Teacher is responsible for the lesson planning, curriculum implementation, safety, and the social/emotional well-being of all participants. They will provide quality customer service to the families, park patrons, and Park District staff.
Job Requirements: To view the full job description and to apply, visit www.pdop.org
Application Instructions: to view full job description and apply visit @www.pdop.org
Contact:
Apply Online: http://pdop.org

Expires: 12/11/2015
Job ID: 4272294
Job Title: Substitute Preschool Teacher
Company: Park District of Oak Park
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Oak Park, IL 60302
Salary: $12.00/hour +DOQ
Job Description: This position is from Dec 2015-June 2016. The Substitute Preschool Teacher will be on call to report to the various preschool centers M-F between the hours of 8:00am-3:00pm. The Substitute Teacher is responsible for assisting the classroom teacher(s) with the implementation of the age appropriate curriculum, while maintaining a physical and emotionally safe environment for all children ages 2-5. Other early childhood substitute and program instructor opportunities are available throughout the school year.
Job Requirements: see full job description @www.pdop.org
Application Instructions: To view the full job description and to apply, visit www.pdop.org

Contact:
Apply Online: http://pdop.org

Expires: 12/11/2015
Job ID: 4272364
Job Title: Production Clerk
Company: National Cycle, Inc.
Job Type: Part Time
Location: Maywood, IL 60153
Salary: $12.00/hr.

Job Description: Looking for a part-time production clerk to work approximately 5 hours per day. Your shift will be 8:00 am - 1:00 pm but the start time is flexible. Heavy data entry, Excel required, knowledgeable in word is helpful. Position could expand to full-time during the summer busy season.

Application Instructions: Please e-mail resume to apply. debbie@nationalcycle.com

Contact: Debbie Bosi
Address: 2200 Maywood Drive, Maywood, IL 60153
Phone: (708) 273-6514
Email: debbie@nationalcycle.com

Expires: 12/11/2015
Job ID: 4272389
Job Title: Medical Assistant
Company: A&G Dermatology
Job Type: Full Time
Degrees Wanted: Certificate
Location: Chicago, IL 60707
Salary:

Job Description: looking for a Medical Assistant that is already certified. We will train, but must know how to spell and use medical terminology. This is a fast pace office and all medical information is done on I Pads, and Computers. Must be familiar with using these items.

Application Instructions: To apply either e-mail your resume to our office at agderm1@comcast.net or Fax to 773-237-7350 On the subject lines please let us know you are applying for Medical Assistant.

Contact: Lou Fridrich
Address: 1733 N harlem Ave. 1733 N Harlem Ave., Chicago, IL 60707
Phone: 773-237-6666
Fax: 773-237-7350
Email: agderm1@comcast.net

Expires: 12/13/2015
Job ID: 4275947
Job Title: Sr Sales Consultant - Part-time - Vernon Hills
Company: Comcast
Job Type: Part Time
Degrees Wanted: Associates, Bachelors, Diploma
Location: Vernon Hills, IL 60061
Salary: $13.03/hr + commission

Job Description: The future of Awesome is here, and this is an exciting retail opportunity to illustrate "Awesome" directly with Comcast customers. If you have an appreciation for retail, a passion to work with customers, a love of new technologies and a winning sales drive, then this opportunity may be for you! Play with interactive displays of Xfinity cable and television. Show an incredibly fast download of a movie using Xfinity Internet. Monitor a staged Comcast home remotely using Xfinity Home. Receive a voicemail via text on your laptop. Do all of this right in front of a customer! Educating and energizing customers on features, benefits and use of all Comcast products and services has never been more fun. Comcast will provide the tools, and they need you to provide the Awesome. Ultimately, you will recommend and sell the perfect solution for the customer. In this role, you will work directly with customers in a retail location and review all of the products and services that Comcast has to offer a customer, based on the customer's needs. You will help the customer understand more of what Xfinity is about. Additionally, you will also be responsible for helping existing customers on interpreting and clarifying their account statements and paying their bills in the store. You will be able to answer any questions they have on current or new services, make changes to account data, upgrade or downgrade levels of service, and process all general service requests. Other responsibilities include helping customers with any concerns they may have with their products or services. These concerns may include, but are not limited to, billing discrepancies, service disruptions, and general service inquiries. Comcast realizes that sometimes things aren't perfect; however you will be able to resolve these issues first-hand, and help the customer leave the store much happier than when they arrived. * Provide strong understanding and enthusiasm around technology, especially around Comcast products and services. Maintain detailed sales product knowledge, including competitive information. * Provide superior customer service with all customer interactions. Evaluate customers' potential product needs and make appropriate recommendations. * Utilize retention techniques to proactively retain existing customers from canceling service. Meet or exceed sales quotas in an accountability-based culture. * Manage store inventory, process equipment transactions, and handle high volumes of cash and other payment activity with a focus of maximizing the customer experience. * Work in a fast paced, high-volume environment and, where applicable, cover multiple store locations throughout the operating area; may be asked to travel to other Customer Service Centers to offer additional support. * Regular, consistent and punctual attendance. Must be able to work nights and weekends, variable schedule(s) and overtime as necessary. * Other duties and responsibilities as assigned. * Job Specification: - High School Degree or Equivalent
- Generally requires 1-3 years related experience Comcast is an EOE/Veterans/Disabled/LGBT employer

**Application Instructions:** Submit online application through direct link, or visit our career site at http://jobs.comcast.com

**Contact:** Kim Kiley

**Address:** 2001 York Road, Oakbrook, IL 60523

**Phone:** 224-229-3099

**Fax:** 224-725-2491

**Email:** Kimberly_kiley@cable.comcast.com

**Apply Online:**
https://career8.successfactors.com/sfcareer/jobreqcareer?jobId=126018&company=21114P&username=

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**Expires:** 12/13/2015

**Job ID:** 4276192

**School Job ID:** Oakton - EW

**Job Title:** Part-time receptionist

**Company:** re:fit, inc

**Job Type:** Part Time

**Location:** Glenview, IL 60025

**Salary:** $10-12/hour

**Job Description:** Part time Receptionist Job Description: Interacting w/clients as the face of the company, answering phones, scheduling appointments, payment collection, light bookkeeping/invoicing, light laundry. Friendly disposition and ability to be flexible.

**Job Requirements:** Word and Excel experience a plus Looking for Saturday from 9am-1pm and Tuesdays or Thursdays 9am-2pm.

**Contact:** Marla Grabell

**Address:** 910 Waukegan Rd, Glenview, IL 60025

**Phone:** 8476570881

**Fax:** 8476570881

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**Expires:** 12/13/2015

**Job ID:** 4276352

**Job Title:** CNAs / Companions / Nurses

**Company:** LifeStyle Options, Inc.

**Job Type:** Full Time, Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Nurse Assistant, Nursing

**Job Target:** Any Job Target
Location: Northlake, IL 60164
Salary:

Job Description: Duties include, but are not limited to: - Assist with personal care such as bathing, dressing, grooming, hair care, skin care - Assist with light housekeeping - Assist with meal preparation - Medication reminders - Escort to appointments and errands - Companionship & fun activities

Application Instructions: lifestyleoptions.com/careers/application

Contact: Lana Bergman
Address: 475 N. Martingale Rd. Suite 260, Schaumburg, IL 60173
Phone: 847-240-7330
Fax: 847-240-2966

Apply Online: http://lifestyleoptions.com/careers/application

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Job Title: dental assistant
Company: Westchester family dental
Job Type: Part Time
Location: Westchester, IL 60154
Salary: 10-13 hr. based on experience

Job Description: part time dental assistant with light front desk...willing to train....flexible with days and time also

Application Instructions: email resume to drambrosinoo@hotmail.com or fax to 708-562-7657

Contact: raffaele ambrosino
Address: 4 Westbrook corp. center, Westchester, IL 60154
Phone: 708-562-5621
Fax: 708-562-7657
Email: drambrosinoo@hotmail.com
Apply Online: http://www.westchesterfamilydental.net

You may apply for these positions and more at the following Web address:

https://www.collegecentral.com/triton