Job ID: 4296204
Job Title: Customer Service / Accounts Receivable
Company: Headly Mfg
Job Type: Full Time
Location: Broadview, IL 60155
Salary: $18.00 to $20.00

Job Description: Posting accounts receivable remittances, customer service, including entering orders, monitoring on time orders and shipping parts. Pleasant phone voice required as many customers and suppliers call daily. Friendly atmosphere and casual dress (jeans & tennis shoes) allowed.

Job Requirements: Must know Excel and Word and use of calculator. Answering telephones.

Application Instructions: Please send resume to e-mail, sally@headlymfg.com

Contact: Patti Frederick
Address: 2700 West 23rd St, Broadview, IL 60155
Phone: 708-338-0800
Fax: 708-345-2963
Email: sally@headlymfg.com

Expires: 12/31/2015

Job ID: 4296414
Job Title: Human Resources Generalist
Company: Interlake Mecalux, Inc.
Job Type: Full Time
Location: Melrose Park, IL 60160
Salary:

Job Description: ROLE SUMMARY This role is responsible for performing Human Resources duties on a professional level, focusing on recruitment, employee relations, policies, payroll, and benefits. PRINCIPAL RESPONSIBILITIES: * Recruit qualified candidates for open positions * Conduct new hire orientation * Prepare and maintain personnel files, entering new hire information into HRIS and updating HRIS as needed * Administer weekly timekeeping for personnel. Reconcile time cards with supervisors, collect PTO forms and other payroll-related documents * Process weekly/biweekly payroll * Conduct monthly informational benefits meetings with personnel * Assist with all HR informational meetings such as Open Enrollment * Listen to concerns and suggestions from associates and provide timely feedback * Assist in a variety of Human Resources and administrative projects * Other duties as needed

Education, Experience, and Knowledge * Candidates must have integrity, be highly analytical, and have a strong desire to be deeply involved in the business. Candidates must be organized and methodical in their work, with the ability to learn quickly and adapt easily to change. Candidates must be able to persevere through difficult work challenges with the highest degree of dedication. Candidates must have strong interpersonal skills with the confidence to interact and communicate effectively with personnel from all levels of the organization. * Bachelor's
degree from a reputable university * A strong character with a bias for action; high energy, positive attitude, strong sense of urgency and action-oriented * Exceptional analytical skills and ability to creatively solve problems * Professional communication skills, with Spanish fluency a plus * Proven ability to maintain a high level of confidentiality at all times * Ability to work flexible hours, including coming in early and staying late, based on business needs * Ability to work and interact with all departments throughout the organization

Contact: Kendra Watkins
Address: 1600 North 25th Avenue, Melrose Park, IL 60160
Phone: 708-344-9999
Email: kendra.watkins@interlakemecalux.com

Job ID: 4294850
School Job ID: MVCC
Job Title: Communications Maintainer
Company: Metra
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Electronics Technology
Job Target: Any Job Target
Location: IL
Salary:

Job Description: Posting Period November 30 - December 14, 2015 Communications Maintainer Posting No. 335-338 SUMMARY OF DUTIES Reporting directly to Communication Supervisor, the Communications Maintainer will install, inspect, and test all Metra's indoor and outdoor communication systems at various locations. Perform all maintenance and repair of all telecommunication equipment, including VHF/UHF radios and radio dispatching systems, public address and video surveillance systems, automatic revenue collection equipment, alarm monitors, GPS networks, fiber optic systems, and communication computer networks. Conduct component and circuit board level repair as well as macroscopic troubleshooting of major systems. Ensure compliance with all railroad rules and regulations for safety, operations and the Federal Railroad Administration (FRA). This position is issued a cellular phone and is subject to on-call status, including nights, weekends, and holidays per the union contract. MINIMUM ACCEPTABLE QUALIFICATIONS ? Associate degree in Electronics OR in lieu of specified degree, any combination of education and telecommunications and/or military experience that equals (2) two years. ? Must have three (3) years of communications work experience that includes Board level Radio communication Radio Frequency (RF) repair, inside/outside plant telecommunication equipment/systems, or computer/computer networking. ? Federal Communications Commission License preferred. ? Must be Operating Rules qualified within six (6) months. ? Must possess and maintain a valid driver's license. 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@metrarr.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

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

Expires: 12/15/2015
Job ID: 4296942
School Job ID: MVCC
Job Title: Electrical Engineer II
Company: Metra
Job Type: Full Time
Degrees Wanted: Bachelors
Location: IL
Salary:

Job Description: Posting Period December 1-15, 2015 Electrical Engineer II SUMMARY OF DUTIES Reporting directly to the Director, Electrical Engineering, the Electrical Engineer II will prepare the electrical design packages (drawings, specifications and technical calculations) for power and lighting systems and ensure compliance for all Metra facilities. Supervise and coordinate activities of construction contract contractors and provide guidance and supervision for design projects prepared by outside consultants. Provide capital and maintenance project cost estimates and cost studies to determine accuracy and cost effectiveness of the designs. Develop project and construction schedules. Prepare the scope of work and complete Grant Development's project request forms to insure adequate funding for proposed capital projects. This position is issued a cellular phone. Must be available to work flexible hours in the early morning, late, afternoon, evenings, or weekends. Must be able to operate a vehicle. Perform other related duties as needed to meet the ongoing needs of the organization. MINIMUM ACCEPTABLE QUALIFICATIONS ? Must have Bachelor's degree in Electrical Engineering. ? In addition to #1, must have five (5) years experience in the Electrical Engineering field with emphasis in the design of electrical power, lighting, and control ? Three (3) years of indirect supervisory experience that includes three of the following responsibilities: day-to-day employee management, assigning tasks, providing guidance and training, monitoring performance, dispute resolution, budgeting, hiring, disciplinary and/or termination. ? Railroad
experience and knowledge of the 1500VDC traction power system is preferred. ? Expertise with construction methods and able to assist in construction management activities such as site preparation, construction inspection and supervision, problem resolution, construction safety and knowledge of train operations. ? Knowledge of Microsoft Office Suite, preferably Word and Excel. ? Must have a working knowledge of AUTOCADD or MicroStations operations. ? Experience using ADOBE CS3 is preferred. ? Effective verbal, written, and inter-personal skills to work with various engineering departments, utilities, freight railroads and governmental agencies. ? Must maintain a current valid driver's license. 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@metra.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

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

Expires: 12/15/2015
Job ID: 4296943
School Job ID: MVCC
Job Title: Electrical Engineer II
Company: Metra
Job Type: Full Time
Degrees Wanted: Bachelors
Location: IL
Salary:

Job Description: Posting Period December 1-15, 2015 Electrical Engineer II SUMMARY OF DUTIES Reporting directly to the Director, Electrical Engineering, the Electrical Engineer II will prepare the electrical design packages (drawings, specifications and technical calculations) for power and lighting systems and ensure compliance for all Metra facilities. Supervise and coordinate activities of construction contract contractors and provide guidance and supervision for design projects prepared by outside consultants. Provide capital and maintenance project cost estimates and cost studies to determine accuracy and cost effectiveness of the designs. Develop project and construction schedules. Prepare the scope of work and complete Grant Development's project request forms to insure adequate funding for proposed capital projects.
This position is issued a cellular phone. Must be available to work flexible hours in the early morning, late, afternoon, evenings, or weekends. Must be able to operate a vehicle. Perform other related duties as needed to meet the ongoing needs of the organization. MINIMUM ACCEPTABLE QUALIFICATIONS

- Must have Bachelor’s degree in Electrical Engineering.
- In addition to #1, must have five (5) years experience in the Electrical Engineering field with emphasis in the design of electrical power, lighting, and control.
- Three (3) years of indirect supervisory experience that includes three of the following responsibilities: day-to-day employee management, assigning tasks, providing guidance and training, monitoring performance, dispute resolution, budgeting, hiring, disciplinary and/or termination.
- Railroad experience and knowledge of the 1500VDC traction power system is preferred.
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- Expertise with construction methods and able to assist in construction management activities such as site preparation, construction inspection and supervision, problem resolution, construction safety and knowledge of train operations.
- Knowledge of Microsoft Office Suite, preferably Word and Excel.
- Must have a working knowledge of AUTOCADD or MicroStations operations.
- Experience using ADOBE CS3 is preferred.
- Effective verbal, written, and interpersonal skills to work with various engineering departments, utilities, freight railroads and governmental agencies.
- Must maintain a current valid driver's license. 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

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

Expires: 12/15/2015
Job ID: 4296944
School Job ID: MVCC
Job Title: Electrical Engineer II
Company: Metra
Job Type: Full Time
Degrees Wanted: Bachelors
Location: IL
Salary:
Job Description: Posting Period December 1-15, 2015 Electrical Engineer II SUMMARY OF DUTIES Reporting directly to the Director, Electrical Engineering, the Electrical Engineer II will prepare the electrical design packages (drawings, specifications and technical calculations) for power and lighting systems and ensure compliance for all Metra facilities. Supervise and coordinate activities of construction contract contractors and provide guidance and supervision for design projects prepared by outside consultants. Provide capital and maintenance project cost estimates and cost studies to determine accuracy and cost effectiveness of the designs. Develop project and construction schedules. Prepare the scope of work and complete Grant Development's project request forms to insure adequate funding for proposed capital projects. This position is issued a cellular phone. Must be available to work flexible hours in the early morning, late, afternoon, evenings, or weekends. Must be able to operate a vehicle. Perform other related duties as needed to meet the ongoing needs of the organization. MINIMUM ACCEPTABLE QUALIFICATIONS ? Must have Bachelor's degree in Electrical Engineering. ? In addition to #1, must have five (5) years experience in the Electrical Engineering field with emphasis in the design of electrical power, lighting, and control ? Three (3) years of indirect supervisory experience that includes three of the following responsibilities: day-to-day employee management, assigning tasks, providing guidance and training, monitoring performance, dispute resolution, budgeting, hiring, disciplinary and/or termination. ? Railroad experience and knowledge of the 1500VDC traction power system is preferred. ? Expertise with construction methods and able to assist in construction management activities such as site preparation, construction inspection and supervision, problem resolution, construction safety and knowledge of train operations. ? Knowledge of Microsoft Office Suite, preferably Word and Excel. ? Must have a working knowledge of AUTOCADD or MicroStations operations. ? Experience using ADOBE CS3 is preferred. ? Effective verbal, written, and inter-personal skills to work with various engineering departments, utilities, freight railroads and governmental agencies. ? Must maintain a current valid driver's license. 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@metrarr.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

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

Expires: 12/15/2015
Job ID: 4296951
School Job ID: MVCC
Job Title: Mechanical Engineer II
Company: Metra
Job Type: Full Time
Degrees Wanted: Bachelors
Location: IL
Salary:

Job Description: Posting Period December 1-15, 2015 Mechanical Engineer II SUMMARY OF DUTIES Reporting directly to the Manager, Capital Projects, the Mechanical Engineer II will develop and review drawings and detailed specifications for various passenger car and locomotive projects. Prepare budgets, project schedules, work scope, bill of materials and manpower estimates for capital projects and modifications. Develop and review technical drawings, detailed specifications, and technical guidance for rolling stock projects, materials and modifications. Generate purchase requisitions, requisitioner checklist, and independent cost estimates for materials and professional services. Perform vendor first article and in-process inspections to ensure compliance in accordance with specifications and/or drawings. Ensure applicable federal regulations are in conformance with plans/specifications as well as evaluate and approve shop drawings to insure proper material items are installed during construction. Act as Project Lead as needed. Represent the Mechanical Department on committees as required. Perform other related duties as needed to meet the ongoing needs of the organization.

MINIMUM ACCEPTABLE QUALIFICATIONS ? Must have a Bachelor's Degree in Mechanical Engineering. ? In additional to #1, must have a minimum of five (5) years of Mechanical Engineering experience, preferably in a railroad, transportation or related industry. ? Knowledge of the operating and maintenance systems of passenger cars and locomotive, and rolling stock is a plus. ? Familiarity with quality assurance and control management procedures. ? Working knowledge of AUTOCADD and/or BENTLEY Micro-Station operations. ? Microsoft Office Suite experience with emphasis in Word, Excel, and Project. ? Must have excellent oral and written communication skills and organizational skills. ? Must be able to work independently and manage multiple projects in a demanding environment. ? Strong interpersonal and communication skills in dealing with all levels of management, outside agencies, and organizations. ? State of Illinois Professional Engineer (PE) license in Mechanical Engineering preferred. ? Must be able to lift and carry up to twenty (20) pounds. ? Must possess and maintain a valid driver's license. 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@metrarr.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
Contact: Human Resources  
Address: 547 West Jackson Blvd., Chicago, IL 60661  
Phone: 312-322-4070  
Fax: 312-322-8937

Expires: 12/15/2015  
Job ID: 4296977  
Job Title: Gas Control Technician I  
Company: Peoples Gas  
Job Type: Full Time  
Degrees Wanted: Associates  
Majors Wanted: Electronics Technology  
Job Target: Any Job Target  
Location: Chicago, IL 60622  
Salary:  
Job Description: *Job Description The Technician I performs the following job tasks in the field location and is responsible for maintaining engineering control, gas odorization and metering systems for PGL & NSG transmission lines, stations and city gate stations. These systems include the PGL SCADA systems, substations and gas facilities. The type of engineering work includes: R&D, design and field work associated with new systems and modifications to systems as well as troubleshooting and field engineering support for existing systems. The Technician I interfaces with engineers and gas controllers from the Gas Control Center and counter-parts from pipeline suppliers.

Job Requirements: - 1+ years - Using a computer with basic PC skills, including the usage and understanding of spreadsheets, word processing and internet browsers. - 1+ years - Knowledge and experience working with mechanical equipment and/or machinery - On call requirement - Valid drivers license

Application Instructions: Interested candidates must apply online no later than December 15th 2015. We reserve the right to modify the application deadline or discontinue accepting applications for any position if deemed necessary.

Contact: Renette Stiers  
Address: 200 E Randolph, Chicago, IL 60612  
Phone: 3122403938  
Apply Online: http://www.integrysgroup.com/career/apply.aspx

Expires: 12/18/2015  
Job ID: 4307266  
Job Title: Assistant Ranger  
Company: McHenry County Conservation District  
Job Type: Full Time
Location: Woodstock, IL 60098
Salary: $16.79 per hour

**Job Description:** The McHenry County Conservation District is currently seeking an Assistant Park Ranger who will help the Park Ranger oversee the public's daily use as well as assists in the maintenance of park sites and provide assistance with special events. JOB

**RESPONSIBILITIES:** Job responsibilities include, but not limited to: * Participates in the development and maintenance of assigned parks. * Performs assigned site maintenance activities including minor repair work; grass mowing; brush cutting; wood chipping; and cleaning restrooms and picnic areas. * Participates in site inspections. * May occasionally supervise seasonal workers. * May assist in landscaping projects as well as snow removal. * Performs assigned trail grooming operations. * Interacts with the public providing information and assistance. * Other duties may be assigned.

**Job Requirements:** Qualifications for this position include, but not limited to: * High school diploma or GED. * Six (6) months of experience in landscape or park construction work; or an equivalent combination of training and experience. * A valid, current motor vehicle operator's license. * Working knowledge of the use in safely operating construction and maintenance equipment. * Ability to obtain chainsaw certification within one year. * Maybe required to obtain an Illinois herbicide/pesticide applicator's license. * Basic knowledge of Word and Excel programs. * Skill in working effectively with co-workers and in communicating with the public.

**Application Instructions:** Applicant must complete an online application located at www.mccdistrict.org.

Contact: Jenny Heider
Address: 18410 U.S. Hwy 14, Woodstock, IL 60098
Phone: 815-338-6223
Apply Online: http://www.applitrack.com/mccdistrict/onlineapp/

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Expires: 12/23/2015

**Job ID:** 4303377
**Job Title:** Facilities Specialist II
**Company:** Elmhurst Park District
**Job Type:** Full Time
**Location:** Elmhurst, IL 60126

Salary: $33,600

**Job Requirements:** * High school or trade school diploma or equivalent with 2 years of experience in parks maintenance or landscape contracting * Valid Illinois driver's license * State of Illinois Pesticide Applicator's License * Knowledge of park maintenance practices and understanding of building trades * Ability to operate a variety of power tools and heavy equipment * Ability to read and interpret documents such as operating and technical instructions * Knowledge of occupational hazards and safety requirements of structures and components  

**Contact:** Anne Scheppele  
**Address:** 985 S. Riverside, Elmhurst, IL 60126  
**Phone:** 630-993-8941  
**Email:** aschepple@epd.org  
**Apply Online:** http://www.applitrack.com/epd/onlineapp/default.aspx?Category=Full-Time  

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**Expires:** 12/30/2015  
**Job ID:** 4293276  
**Job Title:** On-Site Property Manager  
**Company:** Cortland Properties, Inc  
**Job Type:** Part Time  
**Location:** Elmwood Park, IL 60707  
**Salary:**  

**Job Description:** On-Site Property Manager__(Part-time with potential for full-time employment) The on-site manager will be equipped with an on-site, private office and will oversee the day to day operations of a 4-building, 244-unit condominium complex. The manager is responsible for the direct supervision of the on-site cleaning staff and will act as a liaison between the condominium association and Cortland. - Perform daily walk-through inspections of the property (interior and exterior grounds) to determine the need for violations, repairs, and preventative maintenance. Occasional evening and weekend walk-throughs will be required but flexible on exact days and times. - Enforce the rules and regulations of the association and when necessary document and report violations - Manage and oversee operations, maintenance requests, cleaning, and general improvements of the condominium association - Plan, schedule, and coordinate work orders, maintenance, unit inspections, and move-in's/out's - Meet with contractors to provide building access - Collection of monthly assessments and moving deposits - Create and distribute notices to home owners - Document and distribute parking permits to residents - Monitor and provide reporting of security camera's, building supplies, and office supplies - Manage and update directories - Provide superior customer service to residents and address concerns/complaints in a professional manner on a timely basis - Attend monthly association meetings, (every 3rd Monday of the month approximately from 7-9pm) - Any other tasks deemed necessary by the Property Manager of the association With at least 2-3 years experience. Chicago/Elmwood Park location  

**Job Requirements:** Basic Qualifications - High school Diploma/GED and at least 3 years administrative experience. - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records - Basic knowledge and experience in using
a smart phone - Proficient in MS Outlook, Word, and Excel - Experience in establishing and maintaining relationships communities, vendors, and individuals at all levels of the organization. - Experience in customer service and conflict negotiation including handling complaints, settling disputes, and resolving grievances. - Ability to work remotely with limited supervision - Ability to multi-task and develop goals to prioritize, organize, and accomplish tasks in a timely manner - Ability to effectively communicate verbally and in writing - Ability to lift up to 50lbs, walk up stairwells, use ladders at various heights, and occasionally work outdoors Preferred Qualifications - Bachelor's Degree - Property management experience - Additional certifications/licenses - Basic knowledge of building systems, HVAC, Plumbing, Electric - Working knowledge of ACT by Sage or Yardi Voyager

**Application Instructions:** E-mail resume to Nikki Ashmore at nikki@cortlandproperties.com OR William P. Samatas at wsamatas@cortlandproperties.com Or fax you're resume to our office at (708)452-4122

**Contact:** William P. Samatas

**Address:** 7612 W. North Avenue, Elmwood Park, IL 60707

**Fax:** (708)452-4122

**Email:** nikki@cortlandproperties.com

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**Expires:** 12/30/2015

**Job ID:** 4293301

**Job Title:** Clerical Laboratory Assistant

**Company:** United States Drug Testing Laboratories

**Job Type:** Part Time

**Location:** Des Plaines, IL 60018

**Salary:** $10.00

**Job Description:** USDTL has several openings in its Des Plaines facility. Duties include but not limited to entering drug testing specimen information into laboratory computer system, verification of entered specimen information and routine laboratory duties.

**Contact:** Willie Tunstall

**Address:** 1700 South Mount Prospect Road, Des Plaines, IL 60018

**Email:** willie.tunstall@usdtl.com

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**Expires:** 12/30/2015

**Job ID:** 4293303

**Job Title:** Specimen Technician

**Company:** United States Drug Testing Laboratories

**Job Type:** Part Time

**Location:** Des Plaines, IL 60018

**Salary:** $10.00 per hour
**Job Description:** USDTL has several openings at its Des Plaines facility. Duties include aliquoting forensic specimens for drugs of abuse testing and accessioning them into the laboratory computer system. Duties also include specimen preparation and routine laboratory duties.

**Contact:** Willie Tunstall  
**Address:** 1700 South Mount Prospect Road, Des Plaines, IL 60018  
**Email:** willie.tunstall@usdtl.com

**Expires:** 12/30/2015  
**Job ID:** 4293590  
**Job Title:** Barista  
**Company:** Argo Tea  
**Job Type:** Full Time, Part Time  
**Location:** Chicago, IL 60601

**Salary:**

**Job Description:** Key ResponsibiliTEAs: Radiating Positive Energy and ResponsibiliTEA by:
* Acknowledging and welcome each customer with a friendly smile and guiding each customer through the Argo Signature Service experience (including by 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 TEA Members with the café; modeling the behavior expected from fellow TEA Members, 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 TEAmembers. * 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 TEAmwork 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 TEAm spirit. * Possessing a complete understanding of company policies, philosophy and passion.

**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

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**Expires:** 12/30/2015

**Job ID:** 4293592

**Job Title:** Team Leader

**Company:** Argo Tea

**Job Type:** Full Time

**Location:** Chicago, IL 60601

**Salary:**

**Job Description:** Position Summary: An Argo Team Leader is dedicated to keeping the team focused and engaged in operating the shift and ensuring the café operations run smoothly. Argo Team Leaders exhibit leadership skills that are essential to inspire the store TEAm to do a great job and love where they work. They are an essential part of the management TEAm in the store and work in partnership with the Assistant Store Leader and Store Leader to obtain store results. ResponsibiliTeas are categorized in five key areas of management - being a great Operator, Leader, Merchant, Entrepreneur, and Communicator. Key ResponsibiliTEAs: Operator.
Demonstrates the ability to observe and manage the café workflow, effectively delegate tasks and support the TEAm on every shift to expedite and enhance the Argo experience for our customers. * Follows Argo Tea’s facilities guidelines and processes, including working with TEAms to maintain a clean, safe and comfortable environment, including reporting facilities issues that arise to the Store Leader. * Ensures the store opens for business on time and remains ready to receive customers until posted closing time. * Takes immediate action to address results from feedback "snapshots." * Has a focus on safety and sanitation throughout the cafe and addresses problem areas with a sense of urgency. * Possesses a complete understanding of Argo products. * Learns and follows all product (food and beverage) preparation and serving techniques, recipes and guidelines. * Maintains the freshest products possible by following Argo’s product shelf life standards and par baking techniques. * Enforces and follows Argo Tea’s cash control policies and ensures the TEAm follows the cash handling policy. * Communicates any TeamMember or operational issues that occur to the Store Leader in a timely manner. * Conducts weekly inventory counts and bi-weekly receiving of orders. Accurately enters them into the inventory management system. * Maintains correct levels of inventory throughout the shift, including taking initiative to ensure the store does not run out of product. * Coordinates and maintains staffing levels during the shift, delegates tasks to the TEAM, effectively manages labor, and executes proper break periods for TeamMembers. Leader: * Ensures a positive work environment for all TeamMembers by soliciting feedback, listening to input, demonstrating commitment, and providing consistent communication. * Leverages the power to "make it right" in order to ensure that every customer leaves happy. * Motivates the TeamMembers to strive for excellence and support Argo Tea’s culture, values, and passion through positive coaching and encouragement. * Assists in welcoming and familiarizing new TeamMembers with the café and supports the teaching and coaching of both new and veteran TeamMembers. * Models behavior wanted from others, while continuing to promote the customs and principles of Argo Tea. * Promotes a strong sense of TEAMwork by working effectively, respectfully, and professionally with all Argo TeamMembers. Supports the TEAM by showing a "whatever it takes" attitude. * Upholds and follows all Handbook guidelines while supporting good morale and TEAM spirit. Merchant: * Works diligently to always "get to yes" in dealing with customer interactions by solving problems and using creative solutions to unusual requests or issues. * Models and ensures genuine and creative Signature Service, up-selling, and cross-selling skills throughout all areas of the café. * Shows attention to detail in ensuring the product displays are clean, organized, and stocked during their shift on every shift. * Ensures a high impact experience by enforcing Argo’s standards of in-store pulse sampling, as well as outside sampling initiatives. Entrepreneur: * Is passionate about what they do! Embraces and supports our values, culture and dedication to SustainailiTea, CreativiTea, QualiTea, CommuniTea, DiversiTea, and ChariTea and maintaining a healthy lifestyle. * Is responsible for setting sales goals for the shift, including asking questions to gain an understanding of what has been done before they arrived and what they need to do to drive shift goals. * Keeps current on and promotes all product information, communications, advertising, promotions, focuses, and goals. * Communicates information on products and promotions to the TEAM. * Is sales and opportunities-driven! Assists management with marketing and sampling initiatives to increase the store’s traffic. * Is an Argo Ambassador and participates in CommuniTea marketing programs to consistently highlight Argo as a strong brand in the neighborhood. Communicator: * Accepting of changes in authority and status, and even desire for challenge. * Ensuring that important pieces of information are constantly being conveyed and understood by all TeamMembers.
understand all angles. Solicit input from all TeaMembers to effectively communicate message * Work to clear up misunderstandings quickly and accurately to avoid conflict and confusion * Reinforce and recognize team member efforts to establish valued TeaMembers * Effectively communicate to customers and clients product knowledge and information * Create consistent communication with feedback and follow up towards TeaMembers

**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.
- 30 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)
- Strong communication and people skills, willingness to do extra tasks to achieve better service including store maintenance, sampling indoors, outdoors and at off-site events
- Ability to work in a fast-paced environment, ability to multi-task
- 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!
- Effective communication, problem solving and creative skills; desire to contribute with innovative ideas
- Ability to give and take direction and constructive criticism
- Ability to handle confidential and sensitive information
- Food safety certification

**Application Instructions:**
[www.argotea.com/careers](http://www.argotea.com/careers)

**Contact:**
Samantha Rush
16 W Randolph, Chicago, IL 60601
773-649-5742
hr@argotea.com

**Apply Online:** [http://www.argotea.com/careers](http://www.argotea.com/careers)

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**Expires:** 12/30/2015
**Job ID:** 4293594
**Job Title:** Assistant Store Leader
**Company:** Argo Tea
**Job Type:** Full Time
**Location:** Chicago, IL 60601

**Salary:**

**Job Description:** Key ResponsibiliTEAs: Operator: * Demonstrates the ability to observe and manage the café workflow, effectively delegate tasks and support the TEAm on every shift to expedite and enhance the Argo experience for our customers * Has a focus on safety and sanitation throughout the cafe and addresses problem areas with a sense of urgency * Enforces and follows Argo Tea's cash control policies and ensures the TEAm follows the cash handling policy * Conducts weekly inventory counts and bi-weekly receiving of orders. Accurately enters them into the inventory management system * Utilize management information tools, analyze financial reports to identify and address trends/issues in store performance, constantly
review store environment and key business indicators to identify problems, concerns, and opportunities for improvement * Own your store. Follow Argo Tea’s facilities guidelines, while working with your TEAm to maintain store excellence and ensure a clean, safe and comfortable environment * Assist Store Leader and District Manager in conducting systematic performance and quality control evaluations (tests, audits, etc.) to ensure that every TeaMembers consistently meets Argo Tea standards on product knowledge, quality and consistency * Work with Store Leader on setting the store’s staffing levels by utilizing succession and labor planning tools, coordinate and maintain staffing levels according to the labor budget, follow sampling and labor deployment model * Enforce and follow the company’s system of guidelines, policies, processes and procedures to achieve operational excellence in the store * Manage the TEAm of Team Leaders by delegating certain operational responsibilities, communicating their roles and expectations, coaching on building and managing their teams, etc * Maintain awareness, follow and enforce the loss prevention, security and safety guidelines Leader: * Ensures a positive work environment for all TeaMembers by soliciting feedback, listening to input, demonstrating commitment, and providing consistent communication * Leverages the power to ”make it right” in order to ensure that every customer leaves happy * Support Store Leader by Coaching and enforcing excellence among the TEAm; role model genuine and creative selling skills, merchandising and signature service * Motivate your TEAm to understand and support Argo Tea’s passion and vision of SustainabilitTea * Develop, train and promote creative up-selling and cross-selling skills, always role model Signature Service * Always be available to your TEAm, create an open-door and fun culture * Identify and develop future Argo leaders from within your TEAm, create and execute individual-specific action plans aimed to increase TeaMembers’ performance * Offer continuous coaching, conduct timely performance evaluations * Set the high standards! Model behavior wanted from others, demonstrating commitment and promoting the culture, values and passion of Argo Tea * Promote and support the TEAm spirit across the company, not just your store Merchant: * Works diligently to always "get to yes" in dealing with customer interactions by solving problems and using creative solutions to unusual requests or issues * Models and ensures genuine and creative Signature Service, up-selling, and cross-selling skills throughout all areas of the café * Shows attention to detail in ensuring the product displays are clean, organized, and stocked during their shift on every shift * Ensures a high impact experience by enforcing Argo’s standards of in-store pulse sampling, as well as outside sampling initiatives Entrepreneur: * Is passionate about what they do! Embraces and supports our values, culture and dedication to SustainabilitTea, CreativiTea, QualiTea, CommuniTea, DiversiTea, and ChariTea and maintaining a healthy lifestyle * Is responsible for setting sales goals for the shift, including asking questions to gain an understanding what has been done before they arrived and what they need to do to drive shift goals * Is an Argo Ambassador and participates in CommuniTea marketing programs to consistently highlight Argo as a strong brand in the neighborhood * Be sales and opportuniTeas-driven! Utilize the company’s marketing guidelines to increase the store’s traffic, create quarterly business development calendar and implement local area marketing programs to establish the store as a community participant, understand customer needs and the needs of the local community * Keep current on all product information, communications, promotions and the status of the merchandise; communicate all pertinent information to the TEAm

**Job Requirements:** Requirements: * High school or GED (Bachelor's Degree preferred) * Foodservice or retail management experience * Knowledge of the retail environment, ability to
manage the workflow in a fast-paced environment, multi-task, and delegate * Ability to supervise and motivate others while acting as a role model, knowledge of supervisory practices and procedures * Financial and general business acumen * Strong customer service experience, knowledge of customer service techniques and high quality consciousness * Effective communication, problem solving, planning, organizational & creative skills; desire to contribute with innovative ideas * Open availability, ability to work a 50 hour workweek * Ability to take direction and constructive criticism. * Ability to handle confidential and sensitive information * Support for Argo Tea's passion

Contact: Samantha Rush
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Expires: 12/30/2015
Job ID: 4293595
Job Title: Store Leader
Company: Argo Tea
Job Type: Full Time
Location: Chicago, IL 60601
Salary:

Job Description: Key Responsibilities: Operator: * Demonstrates the ability to observe and manage the café workflow, effectively delegate tasks and support the TEAm on every shift to expedite and enhance the Argo experience for our customers * Has a focus on safety and sanitation throughout the cafe and addresses problem areas with a sense of urgency * Enforces and follows Argo Tea’s cash control policies and ensures the TEAm follows the cash handling policy * Utilize management information tools, analyze financial reports to identify and address trends/issues in store performance, constantly review store environment and key business indicators to identify problems, concerns, and opportuniTees for improvement * Own your store. Follow Argo Tea’s facilities guidelines, while working with your TEAm to maintain store excellence and ensure a clean, safe and comfortable environment * Enforce and follow the company's system of guidelines, policies, processes and procedures to achieve operational excellence in the store * Utilize management information tools, analyze financial reports to identify and address trends/issues in store performance, constantly review store environment and key business indicators to identify problems, concerns, and opportuniTees for improvement * Own your store. Follow Argo Tea's facilities guidelines, while working with your TEAm to maintain store excellence and ensure a clean, safe and comfortable environment * Assist District Manager in conducting systematic performance and quality control evaluations (tests, audits, etc) to ensure that every TeaMembers consistently meets Argo Tea standards on product knowledge, quality and consistency * Apply accurate forecasts to your store’s staffing levels by utilizing succession and labor planning tools, coordinate and maintain staffing levels according
to the labor budget, follow sampling and labor deployment model

* Enforce and follow the company's system of guidelines, policies, processes and procedures to achieve operational excellence in the store

* Manage the TEAm of shift supervisors by delegating certain operational responsibilities, communicating their roles and expectations, coaching on building and managing their teams, etc

* Maintain awareness, follow and enforce the loss prevention, security and safety guidelines

Leader: * Ensures a positive work environment for all TeaMembers by soliciting feedback, listening to input, demonstrating commitment, and providing consistent communication

* Leverages the power to "make it right" in order to ensure that every customer leaves happy

* Coach and enforce excellence among the TEAm; role model genuine and creative selling skills, merchandising and signature service

* Motivate your TEAm to understand and support Argo Tea's passion and vision of SustainabiliTea

* Develop, train and promote creative up-selling and cross-selling skills, always role model Signature Service

* Always be available to your TEAm, create an open-door and fun culture

* Identify and develop future Argo leaders from within your TEAm, create and execute individual-specific action plans aimed to increase TeaMembers' performance

* Offer continuous coaching, conduct timely performance evaluations

* Set the high standards! Model behavior wanted from others, demonstrating commitment and promoting the culture, values and passion of Argo Tea

* Promote and support the TEAm spirit across the company, not just your store

Merchant: * Works diligently to always "get to yes" in dealing with customer interactions by solving problems and using creative solutions to unusual requests or issues

* Models and ensures genuine and creative Signature Service, up-selling, and cross-selling skills throughout all areas of the café

* Shows attention to detail in ensuring the product displays are clean, organized, and stocked during their shift on every shift

* Ensures a high impact experience by enforcing Argo's standards of in-store pulse sampling, as well as outside sampling initiatives

Entrepreneur: * Is passionate about what they do! Embraces and supports our values, culture and dedication to SustainabiliTea, CreativiTea, QualiTea, CommuniTea, DiversiTea, and ChariTea and maintaining a healthy lifestyle

* Is responsible for setting sales goals for the shift, including asking questions to gain an understanding what has been done before they arrived and what they need to do to drive shift goals

* Is an Argo Ambassador and participates in CommuniTea marketing programs to consistently highlight Argo as a strong brand in the neighborhood

* Be sales and opportuniTeas-driven! Utilize the company's marketing guidelines to increase the store's traffic, create quarterly business development calendar and implement local area marketing programs to establish the store as a community participant, understand customer needs and the needs of the local community

* Keep current on all product information, communications, promotions and the status of the merchandise; communicate all pertinent information to the TEAm

Job Requirements: Requirements: * High school or GED (Bachelor's Degree preferred)

* Minimum three years of progressively responsible foodservice or retail management experience

* Strong sales and marketing background

* Knowledge of the retail environment, ability to manage the workflow in a fast-paced environment, multi-task, and delegate

* Ability to supervise and motivate others while acting as a role model, knowledge of supervisory practices and procedures

* Financial and general business acumen

* Strong customer service experience, knowledge of customer service techniques and high quality consciousness

* Effective communication, problem solving, planning, organizational & creative skills; desire to contribute with innovative ideas

* Open availability, ability to work a 50 hour workweek

* Ability to take
direction and constructive criticism. * Ability to handle confidential and sensitive information * Support for Argo Tea's passion

**Contact:** Samantha Rush  
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**Expires:** 12/30/2015  
**Job ID:** 4293597  
**Job Title:** Barista-O'Hare  
**Company:** Argo Tea  
**Job Type:** Full Time, Part Time  
**Location:** IL 60666  
**Salary:**

**Job Description:** Key Responsibilities: Radiating Positive Energy and Responsibility by:  
* Acknowledging and welcoming 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 TeaMembers (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 TEAmembers. * 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 TEAmwork 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 TEAm 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  
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**Expires:** 12/30/2015  
**Job ID:** 4293600  
**Job Title:** Team Leader - O'Hare  
**Company:** Argo Tea  
**Job Type:** Full Time  
**Location:** IL 60666  

**Salary:**

**Job Description:** Position Summary: An Argo Team Leader is dedicated to keeping the team focused and engaged in operating the shift and ensuring the café operations run smoothly. Argo Team Leaders exhibit leadership skills that are essential to inspire the store TEAm to do a great job and love where they work. They are an essential part of the management TEAm in the store and work in partnership with the Assistant Store Leader and Store Leader to obtain store results.
Responsibilities are categorized in five key areas of management - being a great Operator, Leader, Merchant, Entrepreneur, and Communicator. Key Responsibilities: Operator: * Demonstrates the ability to observe and manage the café workflow, effectively delegate tasks and support the TEAm on every shift to expedite and enhance the Argo experience for our customers * Follows Argo Tea's facilities guidelines and processes, including working with TEAms to maintain a clean, safe and comfortable environment, including reporting facilities issues that arise to the Store Leader * Ensures the store opens for business on time and remains ready to receive customers until posted closing time * Takes immediate action to address results from feedback "snapshots" * Has a focus on safety and sanitation throughout the cafe and addresses problem areas with a sense of urgency * Possesses a complete understanding of Argo products * Learns and follows all product (food and beverage) preparation and serving techniques, recipes and guidelines * Maintains the freshest products possible by following Argo's product shelf life standards and par baking techniques * Enforces and follows Argo Tea's cash control policies and ensures the TEAm follows the cash handling policy * Communicates any TeaMember or operational issues that occur to the Store Leader in a timely manner * Conducts weekly inventory counts and bi-weekly receiving of orders. Accurately enters them into the inventory management system * Maintains correct levels of inventory throughout the shift, including taking initiative to ensure the store does not run out of product * Coordinates and maintains staffing levels during the shift, delegates tasks to the TEAm, effectively manages labor, and executes proper break periods for TeaMembers. Leader: * Ensures a positive work environment for all TeaMembers by soliciting feedback, listening to input, demonstrating commitment, and providing consistent communication * Leverages the power to "make it right" in order to ensure that every customer leaves happy * Motivates the TeaMembers to strive for excellence and support Argo Tea's culture, values, and passion through positive coaching and encouragement * Assists in welcoming and familiarizing new TeaMembers with the café and supports the teaching and coaching of both new and veteran TeaMembers * Models behavior wanted from others, while continuing to promote the customs and principles of Argo Tea * Promotes a strong sense of TEAmswork by working effectively, respectfully, and professionally with all Argo TeaMembers. Supports the TEAm by showing a "whatever it takes" attitude * Upholds and follows all Handbook guidelines while supporting good morale and TEAm spirit Merchant: * Works diligently to always "get to yes" in dealing with customer interactions by solving problems and using creative solutions to unusual requests or issues * Models and ensures genuine and creative Signature Service, up-selling, and cross-selling skills throughout all areas of the café * Shows attention to detail in ensuring the product displays are clean, organized, and stocked during their shift on every shift * Ensures a high impact experience by enforcing Argo's standards of in-store pulse sampling, as well as outside sampling initiatives Entrepreneur: * Is passionate about what they do! Embraces and supports our values, culture and dedication to SustainailiTea, CreativiTea, QualiTea, CommuniTea, DiversiTea, and ChariTea and maintaining a healthy lifestyle * Is responsible for setting sales goals for the shift, including asking questions to gain an understanding what has been done before they arrived and what they need to do to drive shift goals * Keeps current on and promotes all product information, communications, advertising, promotions, focuses, and goals * Communicates information on products and promotions to the TEAm * Is sales and opportunities-driven! Assists management with marketing and sampling initiatives to increase the store's traffic * Is an Argo Ambassador and participates in CommuniTea marketing programs to consistently highlight Argo as a strong brand in the neighborhood Communicator: * Accepting of changes in
authority and status, and even desire for challenge * Ensuring that important pieces of information are constantly being conveyed and understood by all TeaMembers * Seek to understand all angles. Solicit input from all TeaMembers to effectively communicate message * Work to clear up misunderstandings quickly and accurately to avoid conflict and confusion * Reinforce and recognize team member efforts to establish valued TeaMembers * Effectively communicate to customers and clients product knowledge and information * Create consistent communication with feedback and follow up towards TeaMembers

**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. * 30 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) * Strong communication and people skills, willingness to do extra tasks to achieve better service including store maintenance, sampling indoors, outdoors and at off-site events * Ability to work in a fast-paced environment, ability to multi-task * 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! * Effective communication, problem solving and creative skills; desire to contribute with innovative ideas * Ability to give and take direction and constructive criticism * Ability to handle confidential and sensitive information * Food safety certification

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

**Contact:** Samantha Rush

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

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**Expires:** 12/30/2015

**Job ID:** 4293601

**Job Title:** Assistant Store Leader-OHare Airport

**Company:** Argo Tea

**Job Type:** Full Time

**Location:** Chicago, IL 60601

**Salary:**

**Job Description:** Key ResponsibiliTEAs: Operator: * Demonstrates the ability to observe and manage the café workflow, effectively delegate tasks and support the TEAm on every shift to expedite and enhance the Argo experience for our customers * Has a focus on safety and sanitation throughout the cafe and addresses problem areas with a sense of urgency * Enforces and follows Argo Tea’s cash control policies and ensures the TEAm follows the cash handling policy * Conducts weekly inventory counts and bi-weekly receiving of orders. Accurately
enters them into the inventory management system * Utilize management information tools, analyze financial reports to identify and address trends/issues in store performance, constantly review store environment and key business indicators to identify problems, concerns, and opportunities for improvement * Own your store. Follow Argo Tea's facilities guidelines, while working with your Team to maintain store excellence and ensure a clean, safe and comfortable environment * Assist Store Leader and District Manager in conducting systematic performance and quality control evaluations (tests, audits, etc) to ensure that every TeamMember consistently meets Argo Tea standards on product knowledge, quality and consistency * Work with Store Leader on setting the store's staffing levels by utilizing succession and labor planning tools, coordinate and maintain staffing levels according to the labor budget, follow sampling and labor deployment model * Enforce and follow the company's system of guidelines, policies, processes and procedures to achieve operational excellence in the store * Manage the Team of Team Leaders by delegating certain operational responsibilities, communicating their roles and expectations, coaching on building and managing their teams, etc * Maintain awareness, follow and enforce the loss prevention, security and safety guidelines Leader: * Ensures a positive work environment for all TeamMembers by soliciting feedback, listening to input, demonstrating commitment, and providing consistent communication * Leverages the power to "make it right" in order to ensure that every customer leaves happy * Support Store Leader by coaching and enforcing excellence among the Team; role model genuine and creative selling skills, merchandising and signature service * Motivate your Team to understand and support Argo Tea's passion and vision of Sustainability * Develop, train and promote creative up-selling and cross-selling skills, always role model Signature Service * Always be available to your Team, create an open-door and fun culture * Identify and develop future Argo leaders from within your Team, create and execute individual-specific action plans aimed to increase TeamMembers' performance * Offer continuous coaching, conduct timely performance evaluations * Set the high standards! Model behavior wanted from others, demonstrating commitment and promoting the culture, values and passion of Argo Tea * Promote and support the Team spirit across the company, not just your store Merchant: * Works diligently to always "get to yes" in dealing with customer interactions by solving problems and using creative solutions to unusual requests or issues * Models and ensures genuine and creative Signature Service, up-selling, and cross-selling skills throughout all areas of the café * Shows attention to detail in ensuring the product displays are clean, organized, and stocked during their shift on every shift * Ensures a high impact experience by enforcing Argo's standards of in-store pulse sampling, as well as outside sampling initiatives Entrepreneur: * Is passionate about what they do! Embraces and supports our values, culture and dedication to Sustainability, Creativity, Quality, Community, Diversity, and Charity and maintaining a healthy lifestyle * Is responsible for setting sales goals for the shift, including asking questions to gain an understanding what has been done before they arrived and what they need to do to drive shift goals * Is an Argo Ambassador and participates in Community marketing programs to consistently highlight Argo as a strong brand in the neighborhood * Be sales and opportunities-driven! Utilize the company's marketing guidelines to increase the store's traffic, create quarterly business development calendar and implement local area marketing programs to establish the store as a community participant, understand customer needs and the needs of the local community * Keep current on all product information, communications, promotions and the status of the merchandise; communicate all pertinent information to the Team
Job Requirements: Requirements: * High school or GED (Bachelor’s Degree preferred) * Foodservice or retail management experience * Knowledge of the retail environment, ability to manage the workflow in a fast-paced environment, multi-task, and delegate * Ability to supervise and motivate others while acting as a role model, knowledge of supervisory practices and procedures * Financial and general business acumen * Strong customer service experience, knowledge of customer service techniques and high quality consciousness * Effective communication, problem solving, planning, organizational & creative skills; desire to contribute with innovative ideas * Open availability, ability to work a 50 hour workweek * Ability to take direction and constructive criticism. * Ability to handle confidential and sensitive information * Support for Argo Tea's passion

Application Instructions: www.argotea.com/careers

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Expires: 12/30/2015
Job ID: 4293602
Job Title: Store Leader-OHare Airport
Company: Argo Tea
Job Type: Full Time
Location: Chicago, IL 60601
Salary:

Job Description: Key Responsibilities: Operator: * Demonstrates the ability to observe and manage the café workflow, effectively delegate tasks and support the TEAm on every shift to expedite and enhance the Argo experience for our customers * Has a focus on safety and sanitation throughout the café and addresses problem areas with a sense of urgency * Enforces and follows Argo Tea’s cash control policies and ensures the TEAm follows the cash handling policy * Utilize management information tools, analyze financial reports to identify and address trends/issues in store performance, constantly review store environment and key business indicators to identify problems, concerns, and oppurtunities for improvement * Own your store. Follow Argo Tea's facilities guidelines, while working with your TEAm to maintain store excellence and ensure a clean, safe and comfortable environment * Enforce and follow the company's system of guidelines, policies, processes and procedures to achieve operational excellence in the store * Utilize management information tools, analyze financial reports to identify and address trends/issues in store performance, constantly review store environment and key business indicators to identify problems, concerns, and oppurtunities for improvement * Own your store. Follow Argo Tea's facilities guidelines, while working with your TEAm to maintain store excellence and ensure a clean, safe and comfortable environment * Assist District Manager in conducting systematic performance and quality control evaluations (tests,
audits, etc) to ensure that every TeaMembers consistently meets Argo Tea standards on product knowledge, quality and consistency * Apply accurate forecasts to your store's staffing levels by utilizing succession and labor planning tools, coordinate and maintain staffing levels according to the labor budget, follow sampling and labor deployment model * Enforce and follow the company's system of guidelines, policies, processes and procedures to achieve operational excellence in the store * Manage the TEAm of shift supervisors by delegating certain operational responsibilities, communicating their roles and expectations, coaching on building and managing their teams, etc * Maintain awareness, follow and enforce the loss prevention, security and safety guidelines Leader: * Ensures a positive work environment for all TeaMembers by soliciting feedback, listening to input, demonstrating commitment, and providing consistent communication * Leverages the power to "make it right" in order to ensure that every customer leaves happy * Coach and enforce excellence among the TEAm; role model genuine and creative selling skills, merchandising and signature service * Motivate your TEAm to understand and support Argo Tea's passion and vision of SustainabiliTea * Develop, train and promote creative up-selling and cross-selling skills, always role model Signature Service * Always be available to your TEAm, create an open-door and fun culture * Identify and develop future Argo leaders from within your TEAm, create and execute individual-specific action plans aimed to increase TeaMembers' performance * Offer continuous coaching, conduct timely performance evaluations * Set the high standards! Model behavior wanted from others, demonstrating commitment and promoting the culture, values and passion of Argo Tea * Promote and support the TEAm spirit across the company, not just your store Merchant: * Works diligently to always "get to yes" in dealing with customer interactions by solving problems and using creative solutions to unusual requests or issues * Models and ensures genuine and creative Signature Service, up-selling, and cross-selling skills throughout all areas of the café * Shows attention to detail in ensuring the product displays are clean, organized, and stocked during their shift on every shift * Ensures a high impact experience by enforcing Argo's standards of in-store pulse sampling, as well as outside sampling initiatives Entrepreneur: * Is passionate about what they do! Embraces and supports our values, culture and dedication to SustainabiliTea, CreativiTea, QualiTea, CommuniTea, DiversiTea, and ChariTea and maintaining a healthy lifestyle * Is responsible for setting sales goals for the shift, including asking questions to gain an understanding what has been done before they arrived and what they need to do to drive shift goals * Is an Argo Ambassador and participates in CommuniTea marketing programs to consistently highlight Argo as a strong brand in the neighborhood * Be sales and opportuniTeas-driven! Utilize the company's marketing guidelines to increase the store's traffic, create quarterly business development calendar and implement local area marketing programs to establish the store as a community participant, understand customer needs and the needs of the local community * Keep current on all product information, communications, promotions and the status of the merchandise; communicate all pertinent information to the TEAm

**Job Requirements:** Requirements: * High school or GED (Bachelor's Degree preferred) * Minimum three years of progressively responsible foodservice or retail management experience * Strong sales and marketing background * Knowledge of the retail environment, ability to manage the workflow in a fast-paced environment, multi-task, and delegate * Ability to supervise and motivate others while acting as a role model, knowledge of supervisory practices and procedures * Financial and general business acumen * Strong customer service experience,
knowledge of customer service techniques and high quality consciousness * Effective communication, problem solving, planning, organizational & creative skills; desire to contribute with innovative ideas * Open availability, ability to work a 50 hour workweek * Ability to take direction and constructive criticism. * Ability to handle confidential and sensitive information * Support for Argo Tea's passion

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: 12/30/2015
Job ID: 4293895
Job Title: Part time Assistant Teachers
Company: Elk Grove Township Community Day Care Center
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Elk Grove Village, IL 60007
Salary: based on experience

Job Description: Now hiring Part Time Assistant Teachers at our NAC Accredited Day Care Center in Elk Grove Village. Must be DCFS Child Care Worker Qualified. Morning (6:30-9:30) and afternoon (2:30-5:30) shifts available. DCFS Background Check & Physical with TB test required. Gateway Registry Membership & the following trainings are required and must be completed within the first month of employment: DCFS Mandated Reporter, SIDS, Shaken Baby Syndrome & Welcoming Each & Every Child. If interested please email your resume and transcripts to egtdcc@aol.com. EOE.

Application Instructions: If interested please email resume and transcripts to egtdcc@aol.com or call 847-439-5577 for additional information.

Contact: Linda Neil
Address: 711 Chelmsford Lane, Elk Grove Village, IL 60007
Phone: 847-439-5577
Fax: 847-439-5584
Email: egtdcc@aol.com

Job ID: 4294688
School Job ID: RVC-HEALTH
Job Title: Staff RN Inpatient - Step Down ICU  
Company: Rockford Health System  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Rockford, IL 61103  
Salary:  
Job Description: Using the nursing process, provides clinically competent care to patients that achieves expected outcomes and integrates care across the continuum. Education: Graduate from an approved Registered Professional Nursing program. Work Experience: Minimum of 1 yr RN experience License/Certification: Current IL RN licensure by the IL Dept of Professional Regulation (IDPR); Current CPR certification; Successfully pass EKG test prior to completion of orientation.; Required within 1yr of hire date: Advanced Cardiac Life Support (ACLS); Required within 1yr of hire date: National Institute Healthcare Stroke Scale (NIHSS) certification.  
Application Instructions: http://www.rockfordhealthsystem.org/careers/job-listing  
Contact: Human Resources  
Address: 2400 North Rockton Avenue, Rockford, IL 61103  
Phone: (815) 971-6110  
Expires: 12/30/2015  
Job ID: 4294712  
School Job ID: RVC-HEALTH  
Job Title: Wellness Nurse-RN  
Company: Rockford Health System  
Job Type: Full Time, Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Rockford, IL 61103  
Salary:  
Job Description: The RHS VIP Corporate Wellness nurse performs various biometric screenings, lab tests, flu and pneumonia clinics, bone density screenings, and health coaching to clients of the RHS VIP Corporate Wellness Program. Provides health education and health coaching regarding areas of potential risk to clients and refers back to primary care as necessary. Education: Two year practical nursing or Associates degree in Nursing. Work Experience: Minimum 2 years or more of clinical experience performing patient assessment and screening vital signs.; Excellent customer service skills and desire for patient teaching. Ability to work efficiently with numerous patient/clients and still provide personal attention.;
Experience working with public screening events a plus. Must be people orientated and able to work with public one on one and in front of groups. Able to work a minimum of 2 events per week. License/Certification: Current RN or LPN Licensure for Illinois.; Must apply for Wisconsin state license within 3 months of hire.; Certified Health Coach within 6 months of hire.; Certified smoking cessation counselor within 6 months of hire.; Current CPR certification.  

**Application Instructions:** [http://www.rockfordhealthsystem.org/careers/job-listing](http://www.rockfordhealthsystem.org/careers/job-listing)  
**Contact:** Human Resources  
**Address:** 2400 North Rockton Avenue, Rockford, IL 61103  
**Phone:** (815) 971-6110

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**Salary:**  
**Job Description:** ELECTRONIC ENGINEERING TECHNICIAN INTERN  
Rochelle Foods, LLC, a wholly owned subsidiary of Hormel Foods Corporation, is offering an internship for students in the Electronic Engineering Technology degree or certificate track. A successful candidate will possess:  * Enrollment in the Electronic Engineering Technology degree or certificate track  * a basic understanding of both alternating current and direct current control circuitry including wiring, troubleshooting and design  * a basic PLC background including, but not limited to programming, troubleshooting and program modifications  * an understanding of computers and of how electronics function  * strong leadership skills and ability to take a project from the drawing board to completion  
Pay for this position will be $20/hour. Hours would be flexible based on students' course schedule. Interested candidates may submit a cover letter and resume' to Human Resources Manager, Rochelle Foods, LLC, 1001 S. Main St. Rochelle, IL 61068 or fax to (815)562-7136 or E-mail slelliott@hormel.com.

**Application Instructions:** Interested candidates may submit a cover letter and resume’ to Human Resources Manager, Rochelle Foods, LLC, 1001 S. Main St. Rochelle, IL 61068 or fax to (815)562-7136 or E-mail slelliott@hormel.com

**Contact:** Human Resources  
**Address:** 1001 S Main St, Rochelle, IL 61068  
**Phone:** (815) 561-3201

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**Expires:** 12/30/2015  
**Job ID:** 4294917  
**Job Title:** Food Service Crew Members  
**Company:** Porto's Peri Peri
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Restaurant Management
Job Target: Any Job Target
Location: Skokie, IL 60076
Salary: dependent on experience
Job Description: Porto's Peri Peri is a new and very special flame grilled chicken concept taking the U.S. by storm. Expansion is creating opportunities in Skokie and Schaumburg. Are you up for the challenge? We are looking for all team members Positions available: Managers, Supervisors, Cashiers, Kitchen Prep and Butchers. We have Both Full and Part time positions available and our training program is one of the best. We are looking for People who are Energetic, Love working with the public, have flexible schedules, Have a commitment to quality, and are up for a new challenge. Are you, who we are looking for? Experience a Plus!! Food handlers license required, but easy to obtain if you need one. We will walk you through it. Location: Skokie and Schaumburg We are Hot and spicy and worth the look
Contact: Paulea Jacobs
Address: 4915 Oakton Street., Skokie, IL 60076
Phone: 847-675-5000
Email: Info@fogosperiperi.com

Expires: 12/31/2015
Job ID: 4295404
Job Title: Janitor - Building Services Department
Company: Mount Prospect Public Library
Job Type: Part Time
Location: Mount Prospect, IL 60056
Salary: $12.56 per hour
Job Description: Part-time Janitor position available. The janitor position is responsible for the general cleaning and upkeep of the Library building and property inside and outside. It also involves meeting room setup and assisting with building security. Job requires the ability to perform medium to heavy work. High school diploma or GED. Some previous commercial janitorial experience a plus. $12.56 per hour. Schedule Sunday and Monday - Daytime hours (Total 12 hours per week) See http://mppl.org/about/jobs/ for detailed job description and how to apply
Job Requirements: See www.mppl.org for complete job description
Contact: Human Resources
Address: 10 S. Emerson St., Mount Prospect, IL 60056
Email: jobs@mppl.org

Expires: 12/31/2015
Job ID: 4295844
Job Title: Dental Assistant
Company: Well Child Center
Job Type: Part Time
Degrees Wanted: Certificate
Location: Elgin, IL 60123
Salary:
Job Description: Dental assistant needed evenings and Saturdays. 1 Year Experience or completion of approved dental assistant course. Certification in Coronal Polishing. Bilingual English/Spanish speaking applicants only.
Job Requirements: Bilingual speaking applicants only
Contact: Betty Fuller
Address: 620 Wing Street, Elgin, IL 60123
Fax: 8477412413
Email: bfuller@wellchildcenter.org

Expires: 12/31/2015
Job ID: 4295848
Job Title: Assembly Technition
Company: giant finishing
Job Type: Full Time, Internship, Part Time
Degrees Wanted: None Required
Majors Wanted: Automotive Technology
Job Target: Any Job Target
Location: Wood Dale, IL 60191
Salary: 10+/hour Variable
Job Description: Assembly of vibratory finishing equipment and systems. Mechanical backround is a must. Car nerds are welcome as we do lots in the Performance Automotive Industry.
Job Requirements: Must have reliable transportation. Being able to show up on time every day sober and pass random drug test.
Application Instructions: Check out our website and watch our YouTube Videos to see what we do. If interested in being part of a team in a nitche industry, then Email your resume to mark@giantfinishing.com
Contact: mark oryszczak
Address: 263 Richert Road, Wood Dale, IL 60191
Phone: 708-343-6900
Email: mark@giantfinishing.com
Expires: 12/31/2015
Job ID: 4295864
Job Title: Go For
Company: giant finishing
Job Type: Full Time, Part Time
Location: Wood Dale, IL 60191
Salary: 10+/hour Variable
Job Description: Running errands, making deliveries, cleaning up and helping organize shop. Entry level machining and fabrication. Loading and unloading trucks
Job Requirements: Valid Drivers License
Application Instructions: Email your resume to mark@giantfinishing.com
Contact: mark oryszczak
Address: 263 Richert Road, Wood Dale, IL 60191
Phone: 708-343-6900

Expires: 12/31/2015
Job ID: 4296034
Job Title: LPN
Company: Ray Graham Association
Job Type: Full Time
Degrees Wanted: License
Majors Wanted: Nursing
Job Target: Any Job Target
Location: Addison, IL 60101
Salary:
Job Description: To provide health services to individuals with disabilities to facilitate their safety and wellbeing and lead to personal outcomes. The Nurse is expected to uphold the Mission & Values of the Association.
Job Requirements: A Licensed Practical Nurse with one year experience in nursing; Must be able to meet the HealthCare Worker Background Check requirements; Must be able to lift and transfer individuals (75 lbs.). Positive and up-beat personality is a must. Must be at least 21 years of age.
Contact: Andrea Cios
Address: 901 Warrenville Rd., Lisle, IL 60532
Fax: 630-628-2350
Apply Online: https://ray-graham.org/employment/

Expires: 12/31/2015
Job ID: 4296042
Job Title: Direct Support Professional/CNA
Company: Ray Graham Association
Job Type: Full Time, Part Time
Degrees Wanted: Diploma
Majors Wanted: Nurse Assistant
Job Target: Any Job Target
Location: IL
Salary:
Job Description: A Direct Support Professional works directly with the individuals served by Ray Graham. The DSP provides the supports and services the individuals need to achieve their goals and dreams in life. The DSP is the front line professional who knows the individuals needs and wants first hand, has the responsibility to assist the individual communicate their desires, to empower them to speak for themselves, and assist them with living. The DSP supports the person in all activities of daily living as needed, such as bathing, toileting, dressing and grooming. The DSP works with the team in their home and with the individuals to provide new and interesting life experiences.
Job Requirements: Candidate must possess a HS Diploma or GED. Prefer an individual w/ CNA training, or some experience working with people with developmental disabilities. Excellent oral and written communication skills required. Must be able to meet the HealthCare Worker Background Check requirements, have valid IL Drivers License and personal transportation. Must be able to lift and transfer individuals (75 lbs.). Positive and up-beat personality is a must. All employees are required upon hire to provide a Motor Vehicle Report obtained from the Secretary of State. Must be at least 21 years of age; be flexible and able to adapt to meet the unique needs of each individual.
Contact: Andrea Cios
Address: 901 Warrenville Rd., Lisle, IL 60532
Fax: 630-628-2350
Apply Online: https://ray-graham.org/employment/

Expires: 12/31/2015
Job ID: 4296045
Job Title: Assistant Director Of Nursing
Company: Ray Graham Association
Job Type: Full Time
Degrees Wanted: License
Majors Wanted: Nursing
Job Target: Any Job Target
Location: Addison, IL 60101
Salary:
**Job Description:** The Assistant Director of Nursing assists in providing supervision, training, and hands on nursing to individuals residing at the SLC. The Assistant Director of Nursing develops nursing schedules and works directly with the RNs and LPNs, and is available for consultation in the Community Learning Centers. The Assistant Director works with the Director of Nursing to oversee medical services rendered at the SLC and designs a schedule for annual medical appointments to ensure the good health and wellbeing of all individuals served while upholding the mission and values of RGA.

**Job Requirements:** Must currently be a Registered Nurse. Must be able to meet the HealthCare Worker Background Check requirements; Must be able to lift and transfer individuals (75 lbs.). Positive and up-beat personality is a must. Must be at least 21yrs of age.

**Contact:** Andrea Cios  
**Address:** 901 Warrenville Rd., Lisle, IL 60532  
**Phone:** 630-620-2222  
**Fax:** 630-628-2350  
**Apply Online:** https://ray-graham.org/employment/

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**Expires:** 12/31/2015  
**Job ID:** 4296078  
**Job Title:** Registered Nurse  
**Company:** Ray Graham Association  
**Job Type:** Full Time  
**Degrees Wanted:** Bachelors  
**Majors Wanted:** Nursing  
**Job Target:** Any Job Target  
**Location:** Addison, IL 60101  
**Salary:**

**Job Description:** Are you looking to make a difference by bringing your strong nursing skills to Ray Graham Association (RGA) who is committed to empowering people with disabilities? RGA is currently seeking a Registered Nurse to add to our growing team. To each of the nearly 2,000 children and adults with primarily intellectual and developmental disabilities and their families that we serve throughout DuPage County, the Ray Graham Association means something different. To some we represent independence and support. To others we mean safety and comfort. To some Ray Graham Association is family. The RN on our Community Living Resources team is provides an essential service to our community in helping people achieve their dreams of living a full and complete life. The RN is responsible for monitoring the medication administration process, providing training to fellow team members on medication distribution and general oversight of all medications given to the people we support in their home. We Offer Great Benefits: * Choice of 3 Health insurance plans * Choice of 2 Dental plans * A Retirement savings with company match * Fully Paid Life Insurance * Generous paid time off including: vacation, sick days, personal days and holidays We are a Service Oriented Team * That believes in the power of collaboration, intellectual honesty, positive energy and to
never stop seeking ways to get better; * Cares about your career development as much as you do; and * Works hard because we love what we're doing & WHY we are doing it.

**Job Requirements:** Must have a Bachelor and at least 1 year experience working with adults with developmental disabilities. Excellent oral and written skills are essential. Must have Clear State Police History and a valid Illinois Driver's License. Must be at least 21 years of age. Must be able to lift and transfer adults (75lbs.) They must be reliable and have the ability to multi-task, as well as be organized. Location: Positions available at our facility in Addison, IL.

Schedule: We have set schedules available on our second and third shifts. We also have a position which is M-F - you can set your own hours as you will be visiting our homes in the nearby suburbs. To each of the nearly 2,000 children and adults with primarily intellectual and developmental disabilities and their families that we serve throughout DuPage County and the surrounding area, the Ray Graham Association means something different. To some we represent independence and support. To others we mean safety and comfort. To some Ray Graham Association is family. To others we offer a better life and hope for the future. To others we stand for employment and training. And to some we mean access to resources, community, recreation, health, wellness and more. And all of them are correct. Because Ray Graham Association is all about empowering people with disabilities. And not everyone is empowered quite the same way. With our broad array of educational, vocational, community, respite, early intervention, recreational, home-based and residential programs and services, we are able to find just the right way to empower each of the amazing, gifted individuals we serve. Empowering people with disabilities has been our mission since 1950.

**Contact:** Andrea Cios  
**Address:** 901 Warrenville Rd., Lisle, IL 60532  
**Phone:** 630-628-7166  
**Fax:** 630-628-2350

**Expires:** 12/31/2015  
**Job ID:** 4296133  
**Job Title:** Security Analyst  
**Company:** CIAN, Inc.  
**Job Type:** Full Time  
**Location:** Peoria, IL 61615  
**Salary:**  
**Job Description:** Using your IT knowledge and analytical skills, you can develop a career with CIAN as a Systems Security Analyst. This is a highly technical, security-focused position. The ideal candidate will have a strong technical background including knowledge of network infrastructure, security tools, threats, and principles, and layered defenses in a large network infrastructure. This is a full-time position in Peoria or Bloomington, IL filling all available shifts. Basic duties and responsibilities: * Assessing security risks and proposing remediation * Review input and recommendations to security-related tools and technology currently deployed or being evaluated; ensure applications and processes are effective in support of incident response procedures * Manage database activities in support of security functions * Conduct regular log reviews to ensure accurate and effective use of IT security technologies., IDS/IPS,
firewalls, email, anti-virus, and proxy devices used to safeguard organizational work stations, servers, systems, data and networks * Test security products and systems to detect possible vulnerabilities * Monitor multiple email boxes for customer concerns/issues * Ensure security policies, procedures, and recommendations comply with NIST and FISMA guidelines, contractual requirements, organizational guidelines, and technical best practices * Investigate network misuse and lost/stolen equipment * Coordinate with team to ensure proper response during security events/incidents * Assess inherent risks and provide recommendations to drive toward future proactive/preventive actions * Regularly brief Project Manager on task status * Demonstrate professionalism and strong organization, multi-tasking, writing and communication skills

Qualifications: * Required: 2-5 Years IT Experience * Desired: Industry Certifications (C|EH, CISSP, CISA, GPEN, etc.)

Application Instructions: Please email resume to HR@CIANCenter.com

Contact: Emily Holman
Address: 1803 W. Detweiller Dr., Peoria, IL 61615
Phone: 309-691-3000

Expires: 12/31/2015
Job ID: 4296740
Job Title: Part Time Bookkeeper/ Office Manager
Company: Walters Accounting inc
Job Type: Part Time
Degrees Wanted: Certificate, Diploma
Majors Wanted: Accounting, Accounting & Business Administration, Art, Office Assistant
Job Target: Any Job Target
Location: IL 61068
Salary:

Job Description: Provide support to accounting staff by performing payroll functions including but not limited to payroll processing, payment of tax liabilities, filing of quarterly tax returns, payroll audits, data entry, scanning documents, updating client management system, other duties as assigned.

Job Requirements: Must have extensive experience working with several computer programs including accounting, spreadsheet, word processing. Must be very comfortable learning new software. Must be able to handle many tasks at once, be able to be organized and multi-task and communicate well with co-workers and clients. Must be able to drive to both of our locations in Rochelle and Stillman Valley as we are 2 days in each location.

Application Instructions: Please send resume and letter of intent to silene@walterstax.com

Contact: Silene Walters
Address: 350 may mart dr, Rochelle, IL 61068
Phone: 8155618979
Fax: 8155618434
Expires: 12/31/2015
Job ID: 4296759
Job Title: Tax Season Office Help
Company: Walters Accounting inc
Job Type: Internship, Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Accounting, Accounting & Business Administration, Office Assistant
Job Target: Any Job Target
Location: Stillman Valley, IL 61084
Salary:
Job Description: Work as part of team in a busy accounting office during tax season by performing data entry, scanning, putting together tax returns, contacting clients, making sure clients sign documents, processing payments and other duties as indicated. Great opportunity for accounting students to learn about taxes and see how things work. May count as internship. Hours will vary depending on the needs of the firm.
Job Requirements: Must be able to work assigned shifts, hours may be flexible. Must be able to work well with clients and co-workers. Must be able to learn multiple computer software rapidly. Accurate data entry. Job is from the end of January until April 15.
Application Instructions: Email resume to silene@walterstax.com
Contact: Silene Walters
Address: 350 may mart dr, Rochelle, IL 61068
Phone: 8155618979
Fax: 8155618434

Expires: 12/31/2015
Job ID: 4297036
Job Title: IT Service Desk
Company: Syncreon
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Computer Information Systems
Job Target: Any Job Target
Location: Addison, IL
Salary: Neo
Job Description: 2 years degree in computer/IT field or equivalent experience combination ability to do night shift work including weekends where required. Solid understanding of Microsoft applications and Active Directory Ability to troubleshoot pc, network and user account issues. Great attention to documented processes and procedures. Ability to work in customer support environment. Some experience preferred.
Application Instructions: Apply online http://www.syncreon.com/index.php?id=careers
Contact: Human Resources
Address: 1200 Greenbriar Dr, Addison, Addison, IL 60101
Apply Online: https://www.syncreon.com/index.php?id=careers

Expires: 01/01/2016
Job ID: 4297934
Job Title: Automotive Technician / Mechanic - Chicago, IL
Company: Bridgestone Retail Operations
Job Type: Full Time
Degrees Wanted: Diploma
Location: Chicago, IL 60634
Salary: DOE

Job Description: Bridgestone Retail Operations, LLC employs over 22,000 teammates in North America and operates more than 2,200 company-owned stores. The store locations include Firestone Complete Auto Care, Tires Plus, Hibdon Tires Plus and Wheel Works. With 2,200 locations across America and over $3 billion in tire and auto service sales, Bridgestone Retail Operations is the right place to build a career. Learn more. Firestone Complete Auto Care is currently seeking an Automotive Technician / Mechanic - Chicago, IL Responsibilities: * Assisting technician mechanics in performing technical activities. * Diagnoses and repairs to specifications - brake and hydraulic, exhaust, primary and/or advanced fuel ignition and electrical, suspension and alignment, air conditioning and computer systems. * Adequately explains technical diagnoses and needed repairs to non-mechanical individuals which may include employees and customers on an as-required basis. * Continuously learns new technical information and techniques in formal training sessions in order to stay abreast with rapidly changing automotive technology. * Keeps store management aware of mechanical repair problems as they occur. * Maintains an organized neat and safe bay. Requirements: Entry Level Mechanic / Technician * Maintains an organized neat and safe bay. * 1-2 years of automotive mechanical diagnosis, problem-solving and repair experience to succeed in this position. * A high level of motivation and energy and strong customer service skills are also required. Senior Mechanic / Automotive Technician * At least 2-3 years of strong automotive mechanical diagnosis, problem-solving and repair experience * 3 ASE certifications are preferred for this position. * You'll also need a high level of motivation, energy and a customer-focused attitude. Lead Mechanic / Master Technician * 5+ years of automotive mechanical diagnosis, problem-solving and repair experience as you mentor and teach Teammates while discussing problems with customers * You will also need strong leadership skills and a customer-focused attitude to go along with a high level of motivation and energy. * 5 ASE certifications are preferred. * Must have a Valid Driver's License. * Pre-employment drug test/physical/ background check will help assure we build teams of people who can best work with others and serve customer needs. We offer over 31 Benefits and Privileges to include medical, dental, vision, 401K, cash balance retirement plan and more. Over 100 years of success is an indication of the stability our workforce enjoys. We Promise to Care We understand that we offer more than just car service. We rescue people from bad days and we offer solutions for difficult situations. We are people of...
integrity and we believe that fundamental honesty is the keystone of our business. We are committed to doing the hard work necessary to earn the loyalty of our teammates and our customers by providing a positive experience every time. We are proud and passionate to represent the brand of Bridgestone. Every day, in every store, with every teammate and every customer....We promise to care. Our Purpose To be the most trusted provider of automotive care in every neighborhood we serve. We are An Equal Opportunity Affirmative Action Employer, in fact, "One of our strengths is found in our commitment to serve a diverse customer population with diverse teams of teammates." Laura 443-808-8914

Application Instructions: PLEASE SUBMIT YOUR APPLICATION ONLINE THROUGH OUR CAREER SITE

Contact:
Apply Online: https://firestonecompleteautocare-bridgestone.icims.com/jobs/72812/automotive-technician---mechanic/job?mode=view

Expires: 01/01/2016
Job ID: 4299032
Job Title: Driver for People with Special Needs
Company: Northern Suburban Special Recreation Association
Job Type: Part Time
Location: Northbrook, IL 60062
Salary: 12.50 - 17.00

Job Description: The Driver is responsible for the transportation of individuals with disabilities between their home or transportation locations and program sites. The position is part-time and may include morning, afternoon, evening and weekend hours. Program hours will not exceed 40 hours per week. Within the first year of employment, Drivers must complete a Defensive Driving course. The Defensive Driving course must be completed every three years thereafter. * Maintain open communication with participants, families, staff, supervisors and NSSRA personnel; * Return van in appropriate manner to be ready for future programs (clean, filled with gas); * Communicate with other staff and assist with participants during the transition between the van and activities; * Provide activity adaptations as necessary; * Provide behavior management and, if CPI certified, physical restraint as an absolute last resort; * Assist in self-help and daily skills for participants, including feeding and changing, when necessary; * Attend to specific dietary restrictions of participants; * Attend mandatory orientation, meetings and inservices as scheduled and required; * Complete required paperwork including but not limited to program planning, evaluations and attendance forms, Accident/Incident reports, applicable safety forms and timesheets; * Provide guidance and supervision for staff and volunteers; * Supervise and evaluate job performance of part-time staff and volunteers; * Dispense medications following proper dispensing procedures; * Demonstrate dependability, punctuality and promptness; and * Maintain and provide quality customer service towards parents, staff, participants and the general public. Apply online at www.nssra.org. Click on "Job Opportunities" at the bottom of the page. NSSRA is an Equal Opportunity Employer.

Job Requirements: * Must be 21 years old; * Possess a valid driver's license; * Drive agency vans or other vehicles; * Transport individuals, luggage and equipment; * Secure participants
who use wheelchairs in agency vehicles with the appropriate tie down method; * Lift and transfer participants individually and/or as part of a team; * Push participants in wheelchairs; * Serve as a Program Assistant as required; * Gather, load, transport, and set up equipment; * Supervise individuals with disabilities; and * Know the whereabouts of participants at all times.

**Application Instructions:** All applications must be completed online. No resumes will be accepted through email. Email for specific job questions or applications issues.

**Contact:** Darleen L Negrillo

**Address:** 3105 MacArthur Blvd, Northbrook, IL 60062

**Phone:** 847-509-9400

**Email:** dnegrillo@nssra.org

**Apply Online:** http://www.nssra.org/jobs

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**Expires:** 01/01/2016

**Job ID:** 4299034

**Job Title:** Part-time Fun Facilitator

**Company:** Northern Suburban Special Recreation Association

**Job Type:** Part Time

**Location:** Northbrook, IL 60062

**Salary:** 10.00 - 15.50

**Job Description:** Are you bored during the day? Have you wanted to give back to the community? Do you like to have fun? Do you enjoy working with other people? We are looking for a: Part-time Fun Facilitator We are Northern Suburban Special Recreation Association or NSSRA. We offer more than 100 programs and events during the year and serve approximately 1500 different individuals with disabilities in creative arts, sports, drama, dance, cooking and many other fun areas. We are looking for individuals who would enjoy playing with our participants from preschoolers, youth and teen through adults and seniors. In our programs you will directly impact the interacting, enjoyment and fulfillment of every participant you work with. By assisting them with learning new skills, communicating with others and enjoying life to its fullest!!!! This position is ideal for you if you: * Enjoy having fun with others * Enjoy working directly with people with disabilities * Enjoy being involved in activities and community events throughout the Northshore area * Are highly motivated and enthusiastic * Are at least 16 years old Ready to have fun? Complete an online application at www.nssra.org/jobs/ to be schedule for an interview.

**Contact:** Darleen L Negrillo

**Address:** 3105 MacArthur Blvd, Northbrook, IL 60062

**Phone:** 847-509-9400

**Apply Online:** http://www.nssra.org/jobs

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**Expires:** 01/01/2016

**Job ID:** 4299036

**Job Title:** Part-time Coordinator of Fun
Company: Northern Suburban Special Recreation Association
Job Type: Part Time
Location: Northbrook, IL 60062
Salary: 12.50 - 17.00

Job Description: Are you good at leading people? Have you wanted to give back to the community? Are you looking for a meaningful part time job? Do you enjoy working with other people? We are looking for a: Part-time Coordinator of Fun We are Northern Suburban Special Recreation Association or NSSRA. We offer more than 100 programs and events during the year and serve approximately 1500 different individuals with disabilities in creative arts, sports, drama, dance, cooking and many other fun areas. We are looking for individuals who would enjoy playing with our participants from preschoolers, youth and teen through adults and seniors. We are in need of staff that would enjoy creating and implementing meaningful and creative programs for our participants. In our programs you will directly impact the interaction, enjoyment and fulfillment of every participant you work with, by assisting them with learning new skills, communicating with others and enjoying life to its fullest!!!! This position is ideal for you if you: * Enjoy creating weekly activity plans for fun, exciting programs * Enjoy working directly with people with disabilities * Willing to lead staff in program function * Enjoy being involved in activities and community events throughout the Northshore area * Are highly motivated and enthusiastic * Are at least 19 years old Ready to have fun? Complete an online application at www.nssra.org/jobs/ for a 'Program Leader' to be scheduled for an interview.

Contact: Darleen L Negrillo
Address: 3105 MacArthur Blvd, Northbrook, IL 60062
Phone: 847-509-9400
Email: dnegrillo@nssra.org

Apply Online: http://www.nssra.org/jobs

Expires: 01/01/2016
Job ID: 4299037
Job Title: Part-time Afterschool Buddy
Company: Northern Suburban Special Recreation Association
Job Type: Part Time
Location: Northbrook, IL 60062
Salary: 10.00 - 15.50

Job Description: Looking for a fun job afterschool? Do you enjoy trying new things and meeting new people? Do you like to have fun? Do you enjoy helping other people grow? We are looking for a: Part-time Afterschool Buddy We are Northern Suburban Special Recreation Association or NSSRA. We offer more than 100 programs and events during the year and serve approximately 1500 different individuals with disabilities in creative arts, sports, drama, dance, cooking and many other fun areas. We are looking for individuals who would enjoy playing with our participants from preschoolers, youth and teen through adults and seniors. In our programs you will directly impact the interacting, enjoyment and fulfillment of every
participant you work with. By assisting them with learning new skills, communicating with others and enjoying life to its fullest!!!! This position is ideal for you if you: * Enjoy having fun with others * Enjoy working directly with people with disabilities * Enjoy being involved in activities and community events throughout the Northshore area * Are highly motivated and enthusiastic * Are at least 16 years old Ready to have fun? Complete an online application at www.nssra.org/jobs/ to be schedule for an interview.

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Phone: 847-509-9400
Email: dnegrillo@nssra.org
Apply Online: http://www.nssra.org/jobs

Expires: 01/01/2016
Job ID: 4305099
Job Title: Massage Therapist
Company: Elmhurst Park District
Job Type: Part Time
Location: Elmhurst, IL 60126
Salary:

Job Description: * Provide quality massages, within AMTA guidelines, according to clients’ needs and wants. * Keep accurate records of client's history. * Participate in facility special events. * Assist with purchase recommendations and maintenance of equipment. * Provide individualized bodywork treatments that meet clients' needs and expectations within AMTA guidelines. * Obtain and document the basic medical history for a client, assessed any problems or conditions, and suggest appropriate therapy based on current health of client. * Utilize "SOAP" notation after each massage appointment and maintain client files. * Ensure client satisfaction through quality of customer service including, welcoming the client when they arrive for their appointment and maintaining consistent communication with the client during massage appointment. * Maintain massage room appearance and cleanliness. * Maintain consistent and standardized work hours as agreed

Job Requirements: * Graduate of AMTA certified school with at least 500 hours of classroom time. * Licensed to perform massage by the State of Illinois. * 1-3 years of relevant experience.

Contact: Brian McDermott
Address: 186 S. West Ave., Elmhurst, IL 60126
Phone: 630-993-8180
Apply Online: http://www.applitrack.com/epd/onlineapp/default.aspx

Expires: 01/02/2016
Job ID: 4300991
School Job ID: RVC-HEALTH
Job Title: Environmental Tech
Company: Rockford Health System
Job Type: Part Time
Location: Rockford, IL 61103
Salary:
Job Description: Responsible for cleaning and disinfecting all areas of RMH and offsite facilities ensuring a safe clean attractive environment for patients, staff, and visitors. Education: High School Diploma or equivalent or minimum two years housekeeping experience in a healthcare environment Work Experience: Understanding of written and oral instructions
Application Instructions: http://www.rockfordhealthsystem.org/careers/job-listing
Contact: Human Resources
Address: 2400 North Rockton Avenue, Rockford, IL 61103
Phone: (815) 971-6110
Expires: 01/02/2016
Job ID: 4300993
School Job ID: RVC-HEALTH
Job Title: Physician
Company: Rockford Health System
Job Type: Full Time, Part Time
Location: Rockford, IL 61103
Salary:
Job Description: Join a group of 17 highly skilled emergency medicine physicians serving over 51,000 visits per year. Ideal candidate should be proficient in basic and critical care emergency medicine. This is a full time employed position with a full array of benefits including highly competitive wages, bonus incentives, health, dental, life and malpractice insurance, a retirement plan with an extremely generous company contribution, CME reimbursement, and relocation assistance. Highlights; Level 1 trauma center with blunt/penetrating trauma Level III neonatal center and pediatric ICU Behavioral medicine unit 24 hour in-house adult, neurology and pediatric hospitalists, trauma surgeon, anesthesiologist, neonatologists, Ob-gyn Air Medical Program Certified Stroke Center and Chest Pain Center, MRI, Ultrasound, CT available 24/7 Recently renovated 31 bed ED and Express Care
Application Instructions: http://www.rockfordhealthsystem.org/careers/job-listing
Contact: Human Resources
Address: 2400 North Rockton Avenue, Rockford, IL 61103
Phone: (815) 971-6110
Expires: 01/02/2016
Job ID: 4301006
Job Title: Ophtalmic Technician
Company: North Shore Eye Consultants
Job Type: Part Time
Degrees Wanted: Associates, Certificate, Diploma
Majors Wanted: Ophthalmic Technician
Job Target: Any Job Target
Location: Glenview, IL 60025
Salary: $16.00/hr.
Job Description: Must have graduated from ophthalmic technician training program. Tech would start off patients check vision refractions, check pressure, dilate, and do special testing as needed. No work experience needed, you will learn on the job. Tech will also help the office manager in any free time with daily tasks.
Application Instructions: To be considered please e-mail your resume to Amy Cunningham M.D. at amylouisejr@hotmail.com
Contact: Amy Cunningham, M.D.
Address: 2440 Ravine Way, Suite 500, Glenview, IL 60025
Phone: (847) 724-9400
Fax: (847) 724-9401
Email: amylouisejr@hotmail.com

Expires: 01/02/2016
Job ID: 4301134
Job Title: Dishwasher/Cook
Company: hanbun
Job Type: Full Time, Internship, Part Time, Seasonal, Volunteer
Location: Westmont, IL 60559
Salary: $10/hr
Job Description: An all-around team player, willingness to work on the line, prep and dishwashing. This position is for someone who wants to learn and work in a professionally run kitchen.
Contact: Dave Park
Address: 665 Pasquinelli Dr. Unit B-108, Westmont, IL 60559
Phone: 5512000111
Fax: 5512000111
Email: dpark@hanbunrestaurant.com

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

https://www.collegecentral.com/triton