



## Job List – Week of August 11, 2024

**Janitorial PART TIME DAY TIME Hours (Western Suburbs – Wood Dale).** Janitorial company hiring, \$16.00 per hour starting pay PART TIME POSITION (Day Time Hours) (4 hours per shift) in Wood Dale. Monday, Tuesday, Wednesday and Friday 8:00 AM - 12:00 PM. Saturday and Sunday 1 Hour. Family owned and operated Cleaning Company for 30 years. Technician must be able to communicate in English, and have a valid driver license & reliable transportation. All applicants must have current Drivers License, valid documentation to work in the United States. Individuals must have strong attention to details and previous cleaning experience. Job Responsibilities: General cleaning, Vacuuming of carpets, Elevator Detailing, Lobby Detailing, Floor mopping, Wide-range dusting, Window cleaning, Trash pick-up on grounds, Switching trash receptacles, Coordinating a variety of projects, Managing daily document requests and reports. Able to work autonomously without clear direction and provide solutions. Contact by phone: (630) 782-6193 and/or fax resume: (630) 782-6188.

**Driftwood Grille Hiring Multiple Kitchen Positions (Oakbrook Terrace).** Seeking an experienced lead line cook for day shift. 5 days guaranteed. Experience with both sautee and grill. Breakfast experience is a must. Ability to balance incoming orders with the high demands of prepping for dinner service. Starting Pay at \$18/up depending upon experience. Seeking experienced night shift line cook. Must be strong at all stations. Seeking night dish person.... 5 Days/week. Apply on our website at <https://driftwoodgrille.com/apply/>

**SAT/ACT Verbal Tutor - Flexible Schedule, Training/Materials Provided (Hinsdale, IL).** Compass Education Group specializes in college preparation with an emphasis on personalized one-on-one SAT and ACT instruction. We help all kinds of students achieve their college goals by teaching skills that have applications beyond the immediate test. Tutoring is the ideal part-time job while you pursue other professional endeavors. Our tutors specialize in SAT/ACT Math and/or Verbal, and they may also cover academic subjects, AP exams, and high school admissions exams. We are primarily seeking tutors who will be available to do lessons in students' homes. We value a wide range of prior experience with tutoring and testing. Our ideal candidate: Strong academic credentials (BA or BS required). Proficient in standardized tests. A fun, upbeat personality and strong interpersonal skills. Enthusiasm for working with high school students. Willing and able to travel to students' homes. What Compass offers: Competitive tutor rates: In-person rate starts at \$48-50/hr / Online rate starts at \$35/hr. Paid lesson prep time and sick leave. The power to create your own flexible schedule. High-quality, well-researched curricula. Comprehensive paid training and ongoing support. Professional development workshops and social events. Regular evaluations and raises. Support infrastructure. We consult with families, offer you students, handle billing, manage payroll, and send materials. To apply, please visit: <https://apply.compassprep.com>

**Maintenance Supervisor - MAINT003032 (North Aurora, IL).** Continental Properties is looking for a motivated and empowered Maintenance Supervisor at our Springs at Orchard Road residential apartment community in North Aurora, IL. Position Specifics: Full-Time. Pay: \$31-\$34. Skills for Success: 2 plus years of experience in multifamily Maintenance Supervisor role. EPA and CPO certifications desired, as well as substantial experience in HVAC, plumbing, pools, carpentry, dry wall, building exteriors and appliances. Ability to work overtime and on call/non-traditional schedule including evenings, weekends and holidays. We prefer that you are able to physically perform repairs at the community when needed. These could involve the use of hand strength to grasp tools, supplies, and equipment, occasionally climbs ladders, and stairs, frequently lift and move up to 25 pounds to 50 pounds individually or with assistance. You will also need to use technology such as computers, tablets, telephone, and other office equipment to perform responsibilities. Apply online: <https://recruiting2.ultipro.com/CON1051CONPC/JobBoard/4c5261a3-56a0-4867-9d86-1673f2d804c2/OpportunityDetail?opportunityId=ca33708c-8e6a-4cff-ab7e-a8a42d432657>

**Sealcoat Supervisor \$21-\$23/hr - No Experience Needed (Downers Grove).** Big Joe's Sealcoating is hiring. Must read and write English and have a smart phone and valid drivers license. Please don't contact us unless you're ready to start. Please text me your full name and confirm you have a valid license. Once you complete your training to become a supervisor pay is \$21+cash bonus weekly. Be patient, we get a lot of interest in these positions. We're looking for 1 Supervisor( requires a drivers license). Please read entire post before applying. No experience needed. Drivers license and understanding of English required. Seasonal Position. We wrap up on Halloween weekend. This is a working supervisor position, you WILL be required to do all the same tasks as the laborers. Must be able to handle working in the heat for 10+ hrs a day on a regular basis. We work regardless of the temperature. We don't wrap up early if it's hot. If the suns up and it isn't raining we're working. Monday-Saturday weather permitting. Please live within 30 minutes of our workshop. Must be able to follow direction. Must be able to regularly lift up to 80lbs without help and have no physical or medical restrictions. Most of our employees average about 46hrs a week, but it's an average, so some weeks are going to be heavy. If you like to take a lot of days off, this isn't the job for you. If you like to make money, it's perfect. This is a real job that pays biweekly, it's not a cash position. Call or text Eric 630-360-7347.

**Diesel Truck Mechanic 🚛 🛠️ (Bolingbrook).** Big Dog Repair Truck repair shop located in Bolingbrook, IL is currently seeking an experienced and talented Mechanic to join our dynamic team. Responsibilities include handling the repair and maintenance of trucks and trailers. This will involve repair knowledge and troubleshooting of electrical, drivetrain, powertrain, A/C, aftertreatment and engine components. Must have some experience to be considered for the position. Heavy Equipment Mechanic Duties and Responsibilities: • Must be able to perform a variety of skilled duties which may involve inspection, diagnosis, troubleshooting, maintenance, and repair on trucks and trailers. • Clean work area to maintain a safe work

## Hope's Front Door Job List – Week of August 11, 2024, cont.

environment • Meet all company and equipment related safety requirements according to DOT rules and regulations • Perform other duties as assigned by the Fleet Manager • Familiarity with and experience working around heavy equipment is a must • Read and interpret specifications and manuals. • Ability to diagnose and repair a wide variety of mechanical and electrical equipment • Ability to safely use hand and power tools, equipment • Must be able to communicate effectively and respectfully with supervisors and equipment operators • Must exhibit a high level of safety consciousness and a clear understanding of equipment safety. Minimum Qualifications: • Previous work experience with knowledge of Diesel truck repair • Must have own tools. Skills: • Alignment • Mechanic experience • Brakes • Diagnostics • A/C • Aftertreatment system • Diesel engines • Welding experience is a plus. Experience working on semi-tractors and trailers, must be able to lift 50+ lbs., must have a valid driver's license, must have own tools, flexible schedule, effective oral & written communication skills, ability to work with software programs such as alignment/balancing machines, ability to multitask. Please send us your resume to: [bdogrepair@gmail.com](mailto:bdogrepair@gmail.com) or call us at 630-755-8921 for additional information.

**NOW HIRING CDL CLASS A DRIVERS. OTR OR REGIONAL.** 🇺🇸 (Bolingbrook). Solo drivers with Class "A" CDL wanted for Over the Road or REGIONAL. Our commitment to safety, providing quality customer service, and showing our driver's we respect and appreciate them, is our #1 goal. Let us get you "ON THE ROAD AGAIN"! Requirements: ⚠️ Class "A" CDL ⚠️ Minimum 1 year of OTR verifiable experience ⚠️ Must be at least 23 years of age ⚠️ Must have a Clean MVR, PSP. If interested in this great opportunity; please call us at 815-526-0551 or 815-669-1839. After hours; Please leave us your name & number; we'll call you upon return to office. We would love to give you details about this fantastic opportunity. Application available online at: <http://www.driver-reach.com/l/xajcq?s=18039> . All calls are replied too and applications are reviewed within 24 hours on business days. If you don't apply; we can't make you an offer! Find out more details today!

**Lawn Sprinkler Tech/Labor/Plumbers (Addison).** JRL Lawn Sprinkling Systems. 2 Positions still Available as of 8-6-24! Have EXPERIENCE. Please Call/Text (630) 432-9249. The JRL team that is located in Addison ,IL is seeking that special person with or with out Irrigation experience to help service our valued customers. We are a team of over 8 talented professionals, we are strongly committed to taking care of each other, clients, and communities. If you have or want to learn Irrigation, come join us! Responsibilities: • Repair and maintain valves, trace electrical components, replace and initialize clocks and timers. • Troubleshoot irrigation system problems and repairs as well as reinstall new and old systems. • Adjust sprinkler and irrigation system to water plants and turf grass. • Perform preventative maintenance checks. • Ensure customers are completely satisfied. • Safely use vehicles and equipment monitoring their maintenance if needed • Must have a valid Driver's License with no DUI. Job Type: Full-time. Salary: \$27.00 - \$32.00 per hour. Benefits:• 401(k)• Paid time off• Retirement plan. Please call or text 630-432-9249 Mark Robertson.

**Administrative Assistant (CLARENDON HILLS).** We are seeking an Administrative Assistant to join our team at Chicago Clock Company (Family owned since 1917). In this role, you will communicate with customers to identify their needs, process requests, escalate complaints, and provide helpful solutions that ensure they have a great customer service experience with our company. The ideal candidate is friendly, computer savvy, and is able to remain calm under pressure. As a representative of our company, you will be also be responsible for ordering parts for the service department as well as assisting sales associates on the sales floor when required. The Successful candidate will possess the following Qualifications: High school diploma/GED. Communication: Actively listening to customers and communicating clearly. Problem Solving: Quickly identifying problems and developing solutions. Attention to detail: Ensuring that information is accurate and complete. Multitasking: Working on multiple tasks at once. Time Management: Responding quickly to customer inquiries and effective follow through. Teamwork: Collaborating with coworkers in other departments. Proficient in Microsoft Office Suite with heavy focus on Excel. Strong organizational problem solving, communication and critical thinking skills. Previous experience as a Administrative assistant or similar role. Comfortable using computers and customer management software. Excellent phone and verbal communication skills. Understanding of active listening techniques. Ability to work well under pressure. Highly organized with the ability to prioritize projects and manage time effectively. Proficient in Microsoft Office and CRM software. Positive and professional demeanor. For more information, call (630) 986-9210.

**AUTOMOTIVE TIRE TECHNICIANS (\$800 New Hire Bonus) (Darien, IL).** Mavis Tires and Brakes. NO EXPERIENCE IS NEEDED! We'll teach you everything you need to know through PAID TRAINING. To help introduce you to our weekly performance-based incentive programs and to give us an opportunity to coach you on our industry-leading processes, Mavis offers eligible Automotive Tire Technicians GUARANTEED WEEKLY BONUS PAYMENTS during the introductory period of employment, totaling up to \$800! To be eligible for the Automotive Tire Technician position you must: be at least 18 years of age; be legally authorized to work in the United States; and, be able to work 5 days each week. Candidates can apply online at [www.mavis.com/careers](http://www.mavis.com/careers) . OPEN INTERVIEWS ARE AVAILABLE 7 DAYS A WEEK! Simply walk in during store hours for an immediate interview. If you have any additional questions, you may call the Recruitment department toll-free # at 844-375-3995. For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website or use the following link: <https://www.applicantpro.com/openings/mavistire/jobs/2995136-15936>

**WANTED. . . Auto mechanics Technicians Tire techs (Westmont).** Village Automotive and Customs is looking for experienced techs as well as young technicians already working in the field. Large heavy volume shop. We service all make and models. Lot's of Euro. Including classic cars as well. Fun atmosphere. Time for you to make a change.>Will pay accordingly.>call Dominic @ 630 241 0404.

**Office Assistant Part Time (Addison).** I am in need of a part time personal & administrative assistant to help me as the owner run 2 companies. I have a manufacturing company, and a small securities firm. I am looking for an honest and reliable person with practical office organizational skills. Hours are flexible. 20 hours per week. Approx 9am to 2:30pm 4 days per week. Pay will be \$18 - \$21 / hour depending on experience. Bilingual in Spanish a plus but not required. Day to Day responsibilities will include: - General administrative and clerical support t- Customer and client services

**Hope's Front Door – 1047 Curtiss Street, Room 610 – Downers Grove, IL 60515 – 630.322.9803 – [www.hopesfrontdoor.org](http://www.hopesfrontdoor.org)**

## Hope's Front Door Job List – Week of August 11, 2024, cont.

- Answering phones – Filing - Setting appointments with clients - Keeping the owner organized and on task. Qualifications: - Proficiency in bookkeeping, accounts receivable and accounts payable. - Good computer skills including being knowledgeable in Google, MS Word, MS Excel, MS Outlook - Good communication skills, being able to learn and take instructions well - Ability to work diligently and responsibly, being neat and detail oriented. This person should live in the western suburbs, and have no criminal history. Since the assistant will be working with securities, a background check and finger printing may be required due to delicate client information. Send resume and a 2 line explanation of why this might be a fit for you to [dennis@micromaticspring.com](mailto:dennis@micromaticspring.com) Contact Dennis at 708-767-2881 if you have questions.

**Join Our Team at Pita Pita Mediterranean Grill (Naperville).** Compensation: \$14-\$16.50 per hour. We're Hiring: Line Cook and Cashier. Location: Pita Pita Mediterranean Grill, 376 S Route 59, Naperville, IL 60540. About Us: Pita Pita Mediterranean Grill is dedicated to bringing the vibrant flavors of the Mediterranean to our community. We are looking for team-oriented and enthusiastic individuals to deliver exceptional service and quality culinary experiences. We welcome applicants who speak Spanish and Arabic. Open Positions: Line Cook -Prepare menu items to recipe standards. -Maintain a clean and stocked work area. -Knowledge of food safety and sanitation. Cashier -Greet and take orders from guests. -Handle all forms of payment. -Maintain knowledge of menu items and assist guests as needed. Maintain cleanliness of the dining room. Qualifications: Previous experience in a similar role is preferred but not mandatory. Excellent communication skills. Ability to multitask in a fast-paced environment. A positive attitude and a team player. Bilingual (Spanish and/or Arabic) is a plus. How to Apply: Interested in joining our team? You can contact us at: Call: 630-425-8185 Text: 630-965-8554 Website: <https://eatpitapita.com/apply-now/> . If applying online, select the Naperville location.

**\*\*27/hour Carpet Cleaning Technician (Chicagoland) (Naperville).** \*\*Oxi Fresh of Naperville Carpet Cleaning is looking for five full-time technicians and five part-time technicians.\*\* [www.oxifresh.com](http://www.oxifresh.com) Position Details: 1) Paid Training: \$12/hr 2) Bi-Weekly Pay: Oxi Fresh technicians make an average of \$27-\$32/hour (based on commissions) OR have the option to make a flat rate of \$20/hour. \*Tips: +\$20/ job (avg.) [~2-5 jobs /day] \*Review Bonus: +\$25/job for EACH positive review you receive (Yelp!, Angie's List, Google+, etc.) [2-5 jobs /day] 3) Full-time technicians receive: a company car and company gas card . \*Potential technicians must provide their driving record (0 points). Please purchase your record online and email your driving record and proof of driver's license to be considered for initial training. \*Send us your phone number so we can follow up with you. \*We don't need your resume. We will train you.\*Flexible schedules are available. \*Experience is not/NOT necessary. A great attitude is required. \*Company Details: Oxi Fresh is a revolutionary carpet cleaning company that is committed to being green. Our carpet cleaning technology creates a powerful, oxygenated cleaning system that breaks down spots so that they can be effectively removed from the carpet pile. Plus, our green carpet cleaning is safe for children and pets, leaves no sticky residue, and has a fast one-hour dry time! With our standards of excellence, our carpet cleaners wouldn't accept anything less. \*Application Details: To be considered please email: [oxifreshhiring@gmail.com](mailto:oxifreshhiring@gmail.com) email services with your driving record and driver's license (to prove you are still licensed to drive), then call Maruska at (240)481-1887 to follow-up. \*Position begins immediately after initial one to two day training (training day paid upon hire).

\*\*\*\*\* **JOB OR CAREER FAIRS** \*\*\*\*\*

NONE THIS WEEK

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**Many job search sites require online applications. These types of jobs are not posted in this job list. To search these postings go directly to their sites which have many job listings that can be applied for immediately online:**

<http://www.jobs2careers.com/> <http://www.indeed.com/> <http://www.careerbuilder.com/>  
<http://www.snagajob.com/> <http://www.elitestaffinginc.com/> <http://www.simplyhired.com/>  
<http://www.beyond.com/> <http://jobs.advocatehealth.com/downers-grove-jobs> <http://www.jobtonic.com/>  
<http://towniejobs.com/> <http://www.worknetdupage.org/jobs/dupage-county-jobs.html>  
<http://www.linkup.com/> <http://dupagecountyjobs.org/>