



Job List – Week of March 15, 2026

Records Specialist (Naperville). The City of Naperville's Police Department Records Section seeks an individual to join our team to receive and process law enforcement information for the Naperville Police Department, and perform various tasks, from general office/clerical duties to tasks requiring technical data evaluation and processing. This full-time, **union** position will work Monday-Friday, day shift. A high school diploma (or equivalent) is required. Some college-level coursework is preferred. Additionally, knowledge of computer operations, including word processing, spreadsheets, electronic communications and record retrieval skills preferred. A minimum of 1 year experience in a customer service or record-keeping capacity is also required. For more information and to apply: <https://www.governmentjobs.com/careers/napervilleil/jobs/5264659/records-specialist?pagetype=jobOpportunitiesJobs>

Customer Service Representative (Elmhurst). Shield HealthCare is looking for a **Customer Service Representative** in our **Elmhurst, IL** office to assist our customers with their telephone orders. The position has a set schedule, Monday through Friday, no nights or weekends. **QUALIFICATIONS:** 2+ years customer service experience. Ability to multi-task. Demonstrated problem solving ability. Excellent verbal and written communication skills. Bilingual English/Spanish preferred. For more information and to apply: https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=e867a3c1-2fc2-4641-997b-0854d4c1fc07&cclid=19000101_000001&jobId=550733&lang=en_US

In-Store Assembly Tech (Naperville). M&C Assemblies is looking for an **In-Store Assembly Tech** to assemble high-demand retail products right inside major stores near you: BBQ grills, lawn mowers & outdoor power equipment, patio furniture sets, wheelbarrows, outdoor storage sheds, bikes, and similar large-item builds. Requirements: • At least 18 years old • Physically able to lift 50+ lbs repeatedly and handle large-item assembly • Reliable personal transportation • Smartphone with working camera (used for photos, scanning & invoicing in our app) • Your own tools (18V cordless impact driver or drill is strongly preferred), Deep metric sockets, Allen / hex bit set, Cutting pliers, multiple screwdrivers, adjustable wrench, box cutter / utility knife, rubber mallet. No formal experience required, but you must be mechanically inclined and ready to work. If interested, please apply using: <https://assemblytoolbox.com/start-signup/form>

Caregiver – Greater Naperville Area (Naperville). Seniors Helping Seniors is looking for a caregiver to help seniors who need a little extra support to stay independent in their own homes. This is a unique opportunity to benefit from our established history and expertise while making a significant impact in new communities. By joining us now, you will receive personalized support and help us build a local culture that feels like a family. Requirements: • You are a dependable, patient, and empathetic individual • You have a genuine desire to stay active and help others in your community age with dignity • You have a high school diploma/GED and reliable transportation • You are willing to undergo background and DMV checks to ensure the safety of our seniors. If interested, please apply using: https://forms.monday.com/forms/bacd23a10f064b1aaa22b6a29fe2f1a1?r=use1&utm_source=CL

Foreman (Aurora). Mission Brick Paving is looking for a Foreman to train and mentor new employees! If you have a valid driver's license, a minimum of 4-5 years of experience (7+ years preferred) in brick paving, and the ability to set grade with expertise, and build patios, walkways & retaining walls we want to hear from you. Responsibilities include: • Lead and manage a crew to ensure high-quality brick paving projects • Utilize your expertise to set grade accurately and efficiently • Build the entire job from start to finish with 1 or 2 team members • Safely operate trucks, trailers & equipment, including the BobCat MT100 • Train and mentor crew members to uphold our standards of excellence. **YOU MUST** be proficient in setting grade and operating paving saws and other paving equipment. You must also have the ability to work efficiently and prioritize tasks effectively. If interested, call Mark at (630) 988-5880.

Janitor (Downers Grove). Chili's is looking for a janitor responsible for setting the pace for a great clean, sanitary shift. They provide dependable, fast service that is absolutely Chili's. If you take pride in great teamwork, then we want to hear from you! Responsibilities: • Perform daily sanitation and deep cleaning of the restaurant, floors, bathrooms and grounds • Empty and properly dispose of all trash • Work with management team to address maintenance needs inside and outside of the restaurant • Properly handle cleaning chemicals following all safety guidelines and procedures. This includes safe use, storage and disposal of chemicals • Alert management when cleaning supplies need to be reordered • Ensure compliance with all company policies, procedures and laws including health and safety standards • Perform other related duties as assigned by the management team. If interested, please apply using: <https://www.chilisjobs.com/job/janitor-downers-grove-chili-s-downers-grove-il/003WB8/>

Autobody maintenance/porter (Lombard). Lombard Body and Fender Shop, Inc. is looking for a technician to perform the following: washing the interior and exterior of vehicles, lite buffing, general shop maintenance and cleaning. The job is four-five days a week and approximately 30-40 hours per week. We are flexible on the days and hours however the shop is only open 8-5. Please call or text Erin with any questions at (630) 373-1633.

Hope's Front Door Job List – Week of March 15, 2026, cont.

Warehouse Worker (Woodridge). Cargill is looking for a warehouse worker to perform the following: • Perform facility operations such as picking product and filling orders • Operate mobile equipment throughout the facility, including forklifts and electric pallet jacks • Complete inventory tasks, such as scanning inventory, cycle counting, billing, and filing • Understand and adhere to all safety rules and regulations • Maintaining a safe and clean work environment • Other duties as assigned. Requirements for this position include: • Right to work in the U.S. that is not based solely on possession of a student visa or a visa sponsored by a third-party employer • Cargill requires that employees be a minimum of 18 years old to work in a production facility • Ability to perform physical job duties which may include bending, lifting up 50lbs to 80lbs, kneeling, climbing, crawling, and twisting, with or without a reasonable accommodation • Ability to work in elevated areas (4 feet and above) • Ability to work in varied indoor and outdoor conditions which may include heat, cold, dust, loud noise, etc., with the use of personal protective equipment (PPE) • Ability to work overtime including weekends, holidays, or different shifts with advance notice. Please apply using the following:

https://careers.cargill.com/en/job/woodridge/warehouse-worker/23251/92624052176?jobPipeline=Appcast&utm_campaign=Appcast&applySourceOverride=Appcast

Automotive Assistant & Service Managers (Naperville, IL). Mavis Tire is looking for full-time Automotive Assistant and Service Managers to join Team Mavis at one of their state-of-the-art automotive service and retail tire sales centers in the Bolingbrook, IL area. As a future leader of Mavis, the Assistant Manager supports the Store Manager to ensure each Mavis retail location operates efficiently, safely and effectively. To be eligible for the position of Automotive Assistant / Service Manager, you must: • be at least 18 years of age • be legally authorized to work in the United States • possess 1 year of experience and/or training in automotive parts and/or tire sales, 1 year of experience and/or training in automotive repairs/maintenance, or (iii) any combination of education, training, and experience which demonstrates the ability to perform the duties and responsibilities of the position. If interested, please apply using <https://www.applicantpro.com/openings/mavistire/jobs/4018023-15936>.

Automotive Mechanic (Aurora). PERFORMANCEWERKS AUTO CLINIC is currently seeking skilled A-Level and B-Level Automotive Technicians to join our growing team of professionals in a clean, modern, and well-equipped facility. If you're looking for a positive, supportive work environment where you're valued and respected, this is the place for you. If interested, please call Alex or Mike at 630-820-8525.

Truck Driver - Local Class A - Penske Logistics (Naperville). Penske Logistics is currently seeking Full-time Local Class A CDL Truck Drivers to perform the following: • Perform multi-stop deliveries of parts and supplies to automotive dealerships • Unload trailer using manual pallet jacks, hand trucks, and rolling cages • Use scanner to scan products as they are unloaded and delivered. Qualifications for the position include: • Valid Class A CDL required. Applicants must be domiciled in the U.S. and licensed in their state of residence • Currently hold, or ability to obtain, a non-excepted interstate DOT medical card required • 1 year of documented tractor-trailer experience in the last 3 years required, or 2 years of documented tractor-trailer experience in the last 5 years • 3 years DMV/MVR record with two or fewer moving violations or accidents • English proficiency • Work the required schedule, work at the specific location required, complete Penske employment application, submit to a background investigation (to include past employment, education, and criminal history) and drug screening required • The associate must be able to see and hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. • While performing the duties of this job, the associate will be required to move frequently, stand, walk, and sit. The associate is frequently required to use hands to touch, handle, and feel, and to reach with hands and arms. The associate must be able to lift and/or move up to 50lbs/23kg and may occasionally lift and/or move up to 100lbs/45kg. • The associate must be able to legally operate a motor vehicle and safely and frequently enter/exit the vehicle as well as the rear cargo area. If interested, please apply using:

<https://ad.doubleclick.net/ddm/clk/614237252;421650374;z?https://track.talentbrew.com?jobmediaid=701722&typeid=1>

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

**College of DuPage Internship and Career Fair
Wednesday, March 18, 2026 from 10:00am - 1:00pm
Student Services Center Atrium
425 Fawell Blvd, Glen Ellyn, IL 60137**

**Register here: <https://cod.edu/calendar/#event-details/e87ce153-8e69-4275-ba9b-c769f3623f8a>
Connect with employers looking to meet College of DuPage students and members of the community.
This event is open to the public.**

Hope's Front Door Job List – Week of March 15, 2026, cont.

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/>