Job Code: 1AD

Organization: City of Evanston - Administrative Services

Job Title: Facilities/Fleet Management Supervisor

Location: Service Center (2020 Asbury Ave), Civic Center

Age Eligibility: 16, 17, 18

Start Date: 6/8/2020  
End Date: 8/14/2020

Pay Rate: 8

Type of Employment: Part-Time, Full-Time (37.5 hours per week)

Hours per Week: 15-20, 30-37.5

Description of Duties: Data Entry, basic janitorial, housekeeping, office, painting, outdoor work, room set ups, ability to self motivate a plus

Tools/Materials Used in Job Duties: Brain, ability to self motivate, pain brush, broom, computer, scanner - steel toed boots required (supplied)

Desired Skills/Abilities: motivated, self starter, computer literate, team player with ability to effectively work with or without supervision.
Job Code: 8EV

Organization: City of Evanston - Evanston Public Library

Job Title: Library Maintenance Worker

Location: Main Library

Age Eligibility: 16

Start Date: 6/8/2020  
End Date: 8/14/2020

Pay Rate: City Rate

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: General building maintenance duties

Tools/Materials Used in Job Duties: Ill tools under will be used under library maintenance staff supervision.

Desired Skills/Abilities: Ability to work unassisted. It is critical to be at work and on time!
Job Code: 16PA

Organization: City of Evanston - Parks, Recreation, and Community Service

Job Title: Assistant Custodian

Location: Robert Crown Center (1701 Main St)

Age Eligibility: 16, 17, 18

Start Date: 6/8/2020 End Date: 8/14/2020

Pay Rate: 8.25

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: Work involves the performance of general custodial maintenance.

Tools/Materials Used in Job Duties: Safety equipment and precautions are essential to this position including the usage of; hard hats, safety glasses, reflective vests, gloves, earplugs, and protective clothing when necessary.

Desired Skills/Abilities: Knowledge of the materials, methods, tools, and equipment used in the field of custodial/facility maintenance including, but not limited to, brooms, brushes, mops, vacuum cleaner, rake, mop, hand tools, hammer, screwdriver, cleaning cloths. Ability to establish and maintain effective working relationships with supervisors, co-workers, and the public. Ability to greet the public in a courteous manner.
Job Code: 17PA

Organization:  City of Evanston - Parks, Recreation, and Community Service

Job Title:  Lakefront Cleaning Crew

Location:  Evanston Parks & Lakefront

Age Eligibility:  14, 15, 16, 17

Start Date:  6/8/2020  
End Date:  8/14/2020

Pay Rate:  $8.50/hr.

Type of Employment:  Part-Time

Hours per Week:  15-20

Description of Duties: Responsible for cleaning lakefront areas and parks, assisting with moving equipment for events,

Tools/Materials Used in Job Duties: Steel-toed boots

Desired Skills/Abilities:  Self-starter, Ability to take direction, Ability to work as part of a team
Job Code: 20PA

Organization:  City of Evanston - Parks, Recreation, and Community Service

Job Title:  Custodian Assistant

Location:  Ecology Center (2024 McCormick Blvd)

Age Eligibility:  17, 18

Start Date:  6/8/2020  End Date:  8/14/2020

Pay Rate:  8.5

Type of Employment:  Part-Time

Hours per Week:  15-20

Description of Duties:  Custodian assistant will assist with building upkeep and ensure building cleanliness. They will be responsible for assisting with special event set ups and clean ups. They will help maintain a clean and welcoming workplace.

Tools/Materials Used in Job Duties:  • cleaning solutions, cleaning tools, tables and chairs

Desired Skills/Abilities:  Candidates should be hard working, diligent and tidy. They should be a good team player and willing to learn.
Job Code: 21PA

Organization: City of Evanston - Parks, Recreation, and Community Service

Job Title: Ecology Center Garden Assistant

Location: Ecology Center (2024 McCormick Blvd)

Age Eligibility: 16, 17, 18

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: 8.5

Type of Employment: Part-Time

Hours per Week: 10-15

Description of Duties: Garden assistants will help maintain and care for the Ecology Center Farmette, a large urban demonstration garden. Garden assistants will perform tasks such as weeding, watering, mulching, pest management, planting and harvesting. Garden assistants will keep records of performed garden tasks and record harvest amounts. Garden assistants will also be responsible for maintaining garden beds around the Ecology Center including pollinator gardens and rain gardens.

Tools/Materials Used in Job Duties: • gardening hand tools, outdoor clothes, and wheel barrow

Desired Skills/Abilities: • This is an outdoor position. Candidates must be willing and able to work outdoors in all weather conditions and lift 50lbs. Candidates should have an appreciation for the outdoors and gardening experience is preferred.
Job Code: 25PA

Organization:  City of Evanston - Parks, Recreation, and Community Service

Job Title:  Park Assistant

Location:  Fleetwood - Jourdain Community Center (1655 Foster St)

Age Eligibility:  14, 15, 16, 17

Start Date:  6/8/2020  End Date:  8/14/2020

Pay Rate:  8.5

Type of Employment:  Part-Time

Hours per Week:  15-20

Description of Duties:  Keeping the park grounds clean during summer camp and food program

Tools/Materials Used in Job Duties:  Enclosed Shoes

Desired Skills/Abilities:  Self Starter, Ability to stand outside for extended periods of time, Ability to lift 40-50 pounds
Job Code: 31PA

Organization: City of Evanston - Parks, Recreation, and Community Service

Job Title: Custodian

Location: Gibbs-Morrison Cultural Center (1823 Church St)

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: 8.25

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: General of exterior and interior of the facility cleaning, mopping, sweeping, cleaning bathrooms, cleaning windows, trash removal, setup and break down of events

Tools/Materials Used in Job Duties: Facility provides all tools

Desired Skills/Abilities: Self starter, follow directions, does not mind cleaning, hard worker, honest and reliable
Job Code: 32PA

Organization: City of Evanston - Parks, Recreation, and Community Service

Job Title: Full Time Custodian

Location: Levy Senior Center (300 Dodge Ave)

Age Eligibility: 16

Start Date: 6/8/2020  
End Date: 8/14/2020

Pay Rate: 8.50 per hour

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: General Maintenance at Levy-cleaning the building inside and outside.

Tools/Materials Used in Job Duties: Steel Toed Boots, Power Washer, Carpet Cleaner

Desired Skills/Abilities: Responsible, enthusiastic, Full Time Maintenance employee to perform maintenance duties at the Levy Center both inside and outside. Individual who is given a task and can work independently successfully.
Job Code: 33PA

Organization: City of Evanston - Parks, Recreation, and Community Service

Job Title: Special Projects

Location: Levy Senior Center (300 Dodge Ave)

Age Eligibility: 16

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: 8.5

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Data Entry, Filing, Food Service, Basic Maintenance and other projects

Tools/Materials Used in Job Duties: Computer, Copier, Basic Office Supplies, Cleaning Supplies, Vacuum, Dishwasher

Desired Skills/Abilities: Independent, fun, flexible and multi tasking are required job skills. Data entry, filing, making copies and other various clerical duties. Experience with Word and Excel preferred. Customer service skills will be needed in working with the senior population. Ability to do office work, serve lunches to seniors and clean bathrooms are essential in this position.
Job Code: 39PA

Organization: City of Evanston - Parks, Recreation, and Community Service

Job Title: Facility Maintenance/Custodian

Location: Noyes Cultural Arts Center (927 Noyes St)

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: base

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: Duties include picking up rubbish, sweeping, vacuuming and mopping floors, cleaning and restocking bathrooms, cleaning windows and executing minor repairs and maintenance work.

Tools/Materials Used in Job Duties: Cleaning and dusting, tools include a mop and bucket, broom, scrub brushes, sponges, cleaning chemicals, a dustpan, minor hand tools like hammer, screwdriver, power washers, buffers and dusting cloths

Desired Skills/Abilities: Technical abilities

Detail oriented

Problem-solving ability

Organizational skills

Physical ability

Able to work quickly under pressure

Versatility
Job Code: 41PO

Organization: City of Evanston - Police

Job Title: Custodian

Location: Police Department 1454 Elmwood

Age Eligibility: 15, 16, 17, 18

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: City Rate

Type of Employment: Part-Time, Full-Time (37.5 hours per week)

Hours per Week: 15-20, 20-30, 30-37.5

Description of Duties: Cleaning, Painting, Yard Work, Landscaping, Small Building projects

Tools/Materials Used in Job Duties: Lawn Mower, Rack, Tools

 Desired Skills/Abilities: Self Started and willing to work as a team or individual. Interested in learning maintenance
Job Code: 43PU

Organization:  City of Evanston - Public Works

Job Title:  Community Service Team Member

Location:  Service Center (2020 Asbury Ave)

Age Eligibility:  15

Start Date:  6/8/2020  End Date:  8/14/2020

Pay Rate:  $10

Type of Employment:  Full-Time (37.5 hours per week)

Hours per Week:  30-37.5

Description of Duties:  Painting, Mulching, Trash collection, Cleaning. General Maintenance


Desired Skills/Abilities:  Team players, self starters, strong work ethic. Early morning person.
Job Code: 49EV

Organization: Evanston township High School

Job Title: Assistant Grower

Location: 1600 Dodge Av

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2020 End Date: 8/14/2020

Pay Rate: Minimum wage

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: The Assistant Grower will help to take care of the ETHS 8,000 square foot organic vegetable gardens the “Edible Acre.” The Edible Acre produces vegetables for the ETHS summer school cafeteria, CSA program and the community. The Assistant grower will focus on all the tasks associated with managing an organic vegetable garden (planting, seeding, watering, weeding, harvesting, washing and delivering vegetables to school cafeteria.

Tools/Materials Used in Job Duties: Shovels, water hoses, rakes, broad fork, stir up hoe, harvest knife, wheel barrel and pruners

Desired Skills/Abilities: • Ability to work hard

• Attention to detail

• Ability to work outside in the summer weather

• Ability to do physical labor.
Job Code: 57VA

Organization: Valli Produce

Job Title: Store Manager

Location: 1910 Dempster St

Age Eligibility: 16

Start Date: 6/22/2020              End Date: 8/17/2020

Pay Rate: 12

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: general assistance to help in all retail areas

Tools/Materials Used in Job Duties: None

Desired Skills/Abilities: Friendly, cheerful, customer oriented skills
Job Code: 58RI

Organization: Ridgeville Park District

Job Title: Grow & Serve Youth Leader

Location: 908 Seward St, Evanston, IL 60202

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: $8.50 to $8.75 per hr (City’s Pay Rate)

Type of Employment: Part-Time

Hours per Week: 10-15

Description of Duties: • Plant, weed, water, & harvest vegetables & fruit!
  • Serve your friends & neighbors: Donate fresh produce to local food pantries.
  • Collaborate with Elks Park Community Gardeners; collect & donate their extra produce.
  • Install beautiful pollinator/wildflower gardens, & help educate the community about their value.
  • Learn employment skills that will serve you for the rest of your life, including team leadership, community organizing, & on-the-job creative problem-solving.
  • Receive mentoring to identify & develop 3 professional skills that YOU believe are most important to achieving YOUR life goals.
  • Learn about the role urban agriculture & our food system play in addressing climate change, & take concrete action for our planet.

Tools/Materials Used in Job Duties: • Gardening supplies (examples: plants, soil, compost, seeds, water, scissors/clippers).
  • Garden tools (shovels, rakes, pitchforks, etc).
  • Scale for weighing produce.
  • Papers/notebooks.
  • Clothing appropriate for safe urban agriculture. (Examples: water

Desired Skills/Abilities: We’d love to work with you if you:
• Are genuinely interested in improving your real-world employment skills, like time-management, clear communication, & teamwork. (Note that these are the skills that will help you land the job of your dreams in the future!)

• Are enthusiastic about putting thoughtful effort into growing your skills in 3 employment skill areas that you identify as important to YOU.

• Are interested in learning to grow food (including getting a bit muddy in the garden & learning to get along with the birds, bees, spiders, dirt, worms, sunshine, heat, etc).

• Are energetic, & able to work outside in the summer heat.

• Are able to carefully follow instructions & finish each task you start.

• Are willing to take initiative to solve problems. (This is a new program, so we welcome your creative problem solving skills & flexibility to the team!)

• Are hard-working.

• Will treat this like the real job it is by: showing up with a positive attitude every day (even on hard days), & remaining strongly committed to showing up every day and showing up on time throughout the summer.

• Are excited to serve the community by donating the food you help grow, & by helping make it easy for Elks Park Community gardeners to donate some of their produce as well.

Come grow with us!
Job Code: 61TE


Job Title: custodian position

Location: 1932 Dewey Ave, Evanston, Ill. 60201

Age Eligibility: 15, 16, 17

Start Date: 6/8/2020  End Date: 8/13/2020

Pay Rate: 8.25

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Cleaning and maintaining floors (sweeping, mopping, vacuuming, waxing, stripping, buffing and polishing)

Scrubbing and sanitizing restroom facilities.

Handling light facility repairs.

Keeping janitor room and closets clean and organized.

Tools/Materials Used in Job Duties:

Broom, Mop, Vacuum cleaner

Desired Skills/Abilities: Need to be knowledgeable with routine cleaning procedures, event set up and be able to lift items, Cleaning and Maintenance, Time Management, Attention to Detail, Ability to Work Independently, Supply Management, Ability to Clean building floors by sweeping, mopping, scrubbing, or vacuuming them. Service, clean and supply restrooms, gather/empty trash and clean floors by sweeping, mopping, scrubbing and vacuuming.
Job Code: 70NO

Organization: Northwestern University, Facilities

Job Title: Groundskeeper

Location: 2020 Ridge Ave, Evanston, IL 60208

Age Eligibility: 16

Start Date: 6/8/2020                  End Date: 8/14/2020

Pay Rate: $12.00

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: Landscape and Grounds Maintenance – duties may include but are not limited to; site preparation including weeding and watering, plant removal and general cleanup; emptying garbage cans and picking up trash from campus areas; special event setups for University departments.

Tools/Materials Used in Job Duties: Brooms, rakes, gardening tools, leaf blowers, garden hose, 5 gallon buckets, closed-toed shoes.

Desired Skills/Abilities: Must be able to arrive on time for a 6:00am daily start time.

Ability to take direction and follow through on assigned tasks.

Must be comfortable working outside.

Open-toed shoes and torn clothing are prohibited.
Job Code: 75EV

Organization: Evanston Township High School

Job Title: Director of Operations

Location: 1600 Dodge Ave Evanston Il. 60201

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2020 End Date: 8/14/2020

Pay Rate: 8.5

Type of Employment: Part-Time, Full-Time (37.5 hours per week)

Hours per Week: 15-20, 30-37.5

Description of Duties: basic cleaning grounds clean-up locker cleaning classroom cleaning

Tools/Materials Used in Job Duties: brooms, mops, soap and water rags small trash cans shovels

Desired Skills/Abilities: ability to follow instructions
Job Code: 77GR

Organization:  GreenTree Painting & Design, LLC

Job Title:  House Painter Apprentice

Location:  1004 Dewey Ave.

Age Eligibility:  18

Start Date:  6/8/2020  End Date:  8/14/2020

Pay Rate:  $15/hr

Type of Employment:  Full-Time (37.5 hours per week)

Hours per Week:  30-37.5

Description of Duties:  Starting and completing exterior and interior painting projects for homes and businesses in the Chicago area.

Tools/Materials Used in Job Duties:  Paint brushes, rollers, ladders, site protection and general household tools

Desired Skills/Abilities:  No experience needed, will train. Working well with others, a willing to learn, reliability and a positive attitude are a must.
Job Code: 79FA

Organization: Family Focus Evanston

Job Title: Custodian

Location: 2010 Dewey Ave., Evanston, IL

Age Eligibility: 14

Start Date: 6/8/2020
End Date: 8/14/2020

Pay Rate: 8.5

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Candidates will assist custodial staff in maintaining interior and exterior of the building. Will include cleaning bathrooms, classrooms, hallways, and other areas of the building. Expected to collect and empty garbage in all areas of the building. Workers will also set-up for meetings activities happening inside and out. May include small painting jobs and minimal yard maintenance.

Tools/Materials Used in Job Duties: Typical cleaning tools such as maps, brooms, gloves, enclosed shoes (no sandals).

Desired Skills/Abilities: Punctual, friendly and understand being part of a team. Respectful of adult supervision.
Job Code: 80HA

Organization: Hair Science

Job Title: Receptionist and Assistant

Location: 707 Howard St.

Age Eligibility: 14

Start Date: 6/8/2020

End Date: 8/14/2020

Pay Rate: 9

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: Maintenance cleaning, sweeping, and laundry, greeting visitors, reception and scheduling.

Tools/Materials Used in Job Duties: Phone, basic office supplies, scheduling app, washer and dryer

 Desired Skills/Abilities: Strong Customer service, Communication/people skills self starter/motivated and thorough. Must be punctual.
Job Code: 82JA

Organization: JAM. Foods & Services

Job Title: President/Owner

Location: 1719-B McDaniel Ave.

Age Eligibility: 16, 17, 18

Start Date: 6/8/2020                      End Date: 8/14/2020

Pay Rate: $15.00

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: The students will learn basic gardening techniques in relation to growing peppers, they will also maintain a small greenhouse, and build and manage raised beds in various locations in the Fifth Ward.

Tools/Materials Used in Job Duties: Students will need work boots. All other supplies and tools will be provided.

Desired Skills/Abilities: The students will need to be able to perform physical labor, listen to instruction, be willing to learn, and have the ability to problem solve or desire more responsibility.
Job Code: 83JI

Organization: Jiffy Lube

Job Title: Upper Bay Tech.

Location: 1941 Dempster av.

Age Eligibility: 17

Start Date: 6/15/2020

End Date: 8/14/2020

Pay Rate: 11 hr

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Greeting customers and entry level automotive maintenance

Tools/Materials Used in Job Duties: Steel toed boots...possible power tool usage

Desired Skills/Abilities: Great customer service..open to new tasks
Job Code: 84EV


Job Title: Pre-Apprenticeship Trainee

Location: 1938 Dewey Avenue, Evanston, IL 60201 - Post Office Box 5683, Evanston,

Age Eligibility: 17, 18

Start Date: 4/18/2020  End Date: 6/6/2020

Pay Rate: N/A

Type of Employment: Part-Time

Hours per Week: < 10

Description of Duties: Attendance at a series of training meetings

Tools/Materials Used in Job Duties: N/A

Desired Skills/Abilities: Commitment to start a career in the building trades.
Job Code: 88EB

Organization: Ebony's Barbershop

Job Title: Shop Assistance

Location: 1702 Dodge Ave

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: 8.75

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: Help keep up shop

Tools/Materials Used in Job Duties: N/A

Desired Skills/Abilities: Communication skills, and down to Earth