Job Code: 45CI

Organization: Cinemark

Job Title: Theater Manager

Location: 1715 Maple Ave

Age Eligibility: 16, 17, 18

Start Date: 5/1/2020 End Date: 12/31/2020

Pay Rate: 12

Type of Employment: Part-Time

Hours per Week: 10-15, 15-20, 20-30

Description of Duties: See Attachments

Tools/Materials Used in Job Duties: See Attachments

Desired Skills/Abilities: See Attachments
Job Code: 50YO

Organization: YoFresh Yogurt Cafe

Job Title: Jr. Associate

Location: 635 Chicago Avenue

Age Eligibility: 16, 17

Start Date: 6/4/2020  End Date: 9/7/2020

Pay Rate: $9.50 - $10.00

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Greeting Customers, Food and drink preparation, Food Sales and marketing, Cleaning of Equipment and Environment

Tools/Materials Used in Job Duties: Microwave, Smoothie Blender, Coffee Pot

Desired Skills/Abilities: IL Food Handlers permit; strong customer service; vivacious personality; ability to multi-task
Job Code: 60CU

Organization: Curt’s Cafe

Job Title: Cafe Staff in front of house and in the kitchen

Location: 2922 Central Street

Age Eligibility: 14

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

Pay Rate: 6.25 an hour via tax free stipend

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Customer service and customer interaction. Kitchen duties (line prep, grill work) Training provided.

Tools/Materials Used in Job Duties: None

Desired Skills/Abilities: Initiative, strong customer service, safety, any restaurant experience.
Job Code: 62C&

Organization: C&W MARKET & ICE CREAM PARLOR

Job Title: RETAIL AND SALES ASSOCIATE

Location: 1901 CHURCH STREET, EVANSTON, IL 60201

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

Start Date: 6/8/2020  End Date: 8/28/2020

Pay Rate: 8.50 - 8.75

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

Hours per Week: 15-20, 30-37.5

Description of Duties: Greet customers, offer assistance, check out customer on POS system, receive and process cash, checks and credit card payments, bag goods, serve and prepare deli and ice cream menu, restock inventory, maintain store appearance and cleanliness

Tools/Materials Used in Job Duties: POS and food handling certificate

Desired Skills/Abilities: Strong customer service and communication skills, attention to details, dependable, flexible
Job Code: 67JE

Organization: Jennifer’s Edibles

Job Title: Cashier, dishwasher, prep cook

Location: 1623 Simpson

Age Eligibility: 14

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: Take phone and walk in orders, prep work, dishes, stock,

Tools/Materials Used in Job Duties: Slip resistant shoes, food handlers certification

Desired Skills/Abilities: Customer service, read and write English, ability to follow directions and stay in task.
Job Code: 73JE

Organization: Jewel

Job Title: Director

Location: 1128 Chicago Ave.

Age Eligibility: 16

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

Pay Rate: 12

Type of Employment: Part-Time

Hours per Week: 10-15

Description of Duties: Retail

Tools/Materials Used in Job Duties: Uniform Provided

Desired Skills/Abilities: Training
Job Code: 74GR

Organization:  Great Harvest Bread Company

Job Title:  Customer Service Associate

Location:  2126 Central Street, Evanston, IL 60201

Age Eligibility:  14

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: In this role you will do almost everything that happens in this long-standing community-based bakery except actually bake the bread! Duties include any or all of the following: greeting customers, answering questions about the products, answering the phone, performing cash and credit card transactions at the register, making sandwiches for in-store customers, Grub Hub orders or other customer orders, keeping product areas populated with freshly baked goods, bagging bread and other products, washing pans and other baking materials, wiping down counters and mopping floor at the close of business day, occasional errands to the bank or FedEx (within walking distance).

Tools/Materials Used in Job Duties: Bread slicer, panini grill, bread knives, spatulas, computer-based cash register.

Desired Skills/Abilities:  Great Harvest Bread - a slice of bread and a slice of life...Great customer service skills, thinking on your feet, using your creativity to help customers, be willing to work hard and have fun are all keys to your success! The atmosphere is upbeat and friendly and you will learn a lot of skills that will transfer to about anything else you do with your life.
Job Code: 85NO

Organization: Noir d’Ébène Noir d’Ebène Chocolat et Pâtisserie

Job Title: Owner

Location: 2010 Dewey Ave., Evanston, Illinois 60201

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

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

Pay Rate: Minimum wage

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

Hours per Week: 20-30

Description of Duties: Greeting customers, kitchen production assistant - confections, chocolates, baked items, sandwiches, salads

Tools/Materials Used in Job Duties: Xerox machine, kitchen knives and equipment, paper and plastic packaging

Desired Skills/Abilities: Great comprehension of writing and reading skills, self starter, able to follow instructions, basic computer skills.
Job Code: 90SA

Organization:  Sams Club

Job Title:  Member Assist (Carts) & Member Frontline (cashier)

Location:  2450 Main St Evanston, IL

Age Eligibility:  16, 17, 18

Start Date:  6/8/2020                      End Date:  9/1/2020

Pay Rate:  12.25

Type of Employment:  Part-Time

Hours per Week:  20-30

Description of Duties:  Retrieve empty carts, load members groceries, greet and smile at members.

Tools/Materials Used in Job Duties:  Friendly attitude, punctuality and ability to read and write.

 Desired Skills/Abilities:  Friendly, multi-tasking, sense of urgency and takes initiative to learn.