



Job Code: 29OF

Organization: Camarano Accounting & Tax Services

Job Title: Office Assistant

Location: 1806 Dempster Ave.

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

Start Date: 6/8/2021

End Date: 8/14/2020

Pay Rate: 12

Type of Employment: Part-Time

Hours per Week: 30-37.5

Description of Duties: Office Clerical Duties: filing, answering phones, research, scheduling, spreadsheet projects, greeting clients, decorating window, phone calls, taking orders, or requests.

Tools/Materials Used in Job Duties: Computers, basic office supplies, software programs, social media programs, Office 365

Desired Skills/Abilities: Seeking part-time or full-time employee who is creative, change agent, attention to detail, willingness to learn, confidentiality is mandatory, we will train, ability to focus and follow through on all projects, research capabilities, type 45 wpm, excellent writing capabilities, strong math skills, Office suite experience.



Job Code: 22CA

Organization: TE & Company Inc. Children's Theater/Performing

Job Title: Camp Counselors

Location: P.O. Box 6385, Evanston, Il, 60201

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

Start Date: 6/7/2021

End Date: 8/20/2021

Pay Rate: 13

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

Hours per Week: 30-37.5

Description of Duties: Plans and implements the daily routine, utilizing program policies and procedures. This includes supervision of children on-site and in the community, activities, and addressing all physical, medical, and emotional needs of children throughout the entire program.

Assist in learning how to create, write and produce television shows

Must perform in the final show, Follows program rules

Make sure the room is clear after the student leaves for the days.

Tools/Materials Used in Job Duties: Must love all kinds of children, some drama, Arts/Crafts, some Acting, want to learn

Desired Skills/Abilities: Must be able to actively engage children in play activities and be able to participate in active play.



Job Code: 35PR

Organization: La Principal

Job Title: Proprietor

Location: 700 Main Street

Age Eligibility: 15

Start Date: 6/8/2021

End Date: 8/14/2021

Pay Rate: \$10/hr plus tips

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Help set up and breakdown patio. Light bussing and cleaning duties.

Tools/Materials Used in Job Duties: Broom, elbow grease

Desired Skills/Abilities: Show up on time and be ready to work



Job Code: 30SO

Organization: Curt's Cafe Evanston

Job Title: Social Worker/Case Management

Location: 2922 Central

Age Eligibility: 14

Start Date: 6/7/2021

End Date: 8/16/2021

Pay Rate: \$6.25 (Tax Free Stipend)

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

Hours per Week: 20-30

Description of Duties: Customer Service. Back of House and Front of House Training. Barista training and culinary training that includes dealing with the customers and helping to prepare and serve both food and drinks.

Tools/Materials Used in Job Duties: Grill, stove, coffee and barista machines, custodial equipment, non slip shoes.

Desired Skills/Abilities: Fast learner. Consistency of schedule. Great communication skills. Team player. Individual initiative.



Job Code: 13FA

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

Job Title: Farmers' Market Assistant

Location: Farmers' market

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

Start Date: 5/1/2021

End Date: 11/6/2021

Pay Rate: \$9-\$10/ hour

Type of Employment: Part-Time

Hours per Week: < 10

Description of Duties: Assist with general market tasks: deliver mail, provide Link transactions, assist with CoVID Guidelines, assist vendors as needed, provide Kids Club activities as needed.

Tools/Materials Used in Job Duties: To be trained to operate Link terminal, basic craft supplies

Desired Skills/Abilities: Ability to assist general public with market questions, manage City of Evanston tents (2), assist with clean up/ takedown of market



Job Code: 12TE

Organization: YoFresh Yogurt Cafe

Job Title: TeamFresh Associate

Location: 635 Chicago Avenue

Age Eligibility: 17

Start Date: 6/8/2021

End Date: 9/3/2021

Pay Rate: \$9.00

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties:

Assist staff in greeting customers, marketing products, cleaning environment, some cashing

Tools/Materials Used in Job Duties: Food Handler's permit

Desired Skills/Abilities: Strong customer service and communication skills



Job Code: 20FR

Organization: Jewel Osco

Job Title: Frontend Bagger/Clerk

Location: 1128 Chicago Ave

Age Eligibility: 16

Start Date: 6/8/2021

End Date: 8/14/2021

Pay Rate: 13

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Customer Service

Tools/Materials Used in Job Duties: None

Desired Skills/Abilities: Strong customer service and communication skills



Job Code: 26SA

Organization: C&W MARKET AND ICE CREAM PARLOR

Job Title: Sales Associate

Location: 1901 CHURCH STREET

Age Eligibility: 16, 17, 18

Start Date: 6/8/2021

End Date: 8/14/2021

Pay Rate: 9

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

Hours per Week: 20-30, 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 ice cream, prepare and serve deli items, restock inventory and, maintain store appearance and cleanliness.

Tools/Materials Used in Job Duties: Basic computer skills required for Point-of-Sales system.

Desired Skills/Abilities: Strong customer service and communication skills. Food handling certificate must be acquired before start date. Passion for culinary work and a self-starter.



Job Code: 39RE

Organization: C&W Market and Ice Cream Parlor

Job Title: Retail Sales Associate

Location: 1901 Church Street

Age Eligibility: 15, 16, 17, 18

Start Date: 6/8/2021

End Date: 8/16/2021

Pay Rate: 9

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

Hours per Week: 20-30

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

Tools/Materials Used in Job Duties: This person needs to be able to handle the point-of-sales system, deli counter including knives for cutting sandwiches for the customer. In addition, blend ice cream for shakes, scoop single, double, triple and pint size ice cream to customers.

Desired Skills/Abilities: This person needs to have strong communication skills to deal with the various customers that purchase products from the convenience and ice cream areas.



Job Code: 40CA

Organization: Jennifer's Edibles

Job Title: Cashier

Location: 1623 Simpson St

Age Eligibility: 16

Start Date: 6/7/2021

End Date: 8/13/2021

Pay Rate: 10

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

Hours per Week: 30-37.5

Description of Duties: Process sales transactions

Calculate the cost of products or services

Accept payments

Calculate and return change when required by the payment method

Maintain adequate change denominations in the cash drawer and request additional change

Answer customer questions about products or services

Reconcile cash drawers and sales receipts

Report issues with equipment

Tools/Materials Used in Job Duties: Computers

Phones

Desired Skills/Abilities: Self starter, strong customer service and communication skills required. Ability to problem solve. General math skills. Cash handling.