



## Weekly Employment Guide

November 28, 2016

\*We are no longer emailing this guide; you can now find it on our web site at [www.hsmidmichigan.org](http://www.hsmidmichigan.org)

### Do you receive SSI or SSDI? Apply with Employment Options TODAY!

Contact: Lori Adler

Phone: 800-441-3114 ext 763

Email: [info@myemploymentoptions.com](mailto:info@myemploymentoptions.com)

Website: <http://myemploymentoptions.com/for-job-seekers/>

Part Time and Full Time - \$8-13/hr

**Apply online, phone, or email**

**Job Description:** Employment Options is a Certified Employment Network that helps find work, maintain employment and understand income guidelines. To qualify applicants MUST be receiving SSDI or SSI benefits currently and Social Security "Ticket to Work" program.

**Job Requirements:** We have MULTIPLE employers currently hiring for "Work at home" positions. Part and Full Time \$8 to \$13/hr! Apply and view online the different work from home jobs that are offered right now!!

### AARP: Senior Community Service Employment Program (SCSEP)

AARP Foundation SCSEP provides both community services and work-based training for participants. Individuals are placed in a wide variety of activities at non-profit and public facilities like day cares, senior centers, schools and hospitals. This on-the job training experience can then be used as a bridge to find employment opportunities outside of the program. SCSEP helps make connections between older adults looking to return to the workforce and employers.

**Interested: Contact your local SCSEP Office to get started-Mark at 616-285-1665**

### **\*\*\*\*\*Openings available with AARP Foundation: Eaton County Residents: call 810-766-1470\*\*\*\*\***

Must be 100% unemployed, income eligible, and age 55 or older

**Fax your resume to 810-766-1473 Attn: Employment Specialist**

### Apparel Sewing Career at Peckham

Want to do work that has purpose and meaning? Would you take pride in creating American-made garments that protect American soldiers? If yes, then a Peckham manufacturing career is for you! Peckham has paid-job training positions now in Lansing and Charlotte, Michigan. An apparel sewing career at Peckham \*work independently to meet the goals of the overall team \*structured, consistent work schedule\*stay off your feet, nut work with your hands\*produce clothing and equipment for the military\*create high quality apparel for companies like New Balance and Patagonia \*must have a qualified disability\*wages range from \$8.50-\$13.50/hr\*opportunity for overtime, earn monthly bonuses, etc. \*free English, GED, literacy, citizenship, computer classes\*support services for a wide range of needs and barriers

**Apply by: Fill out an application in Lansing at 3510 Capital City Blvd., Lansing, MI or in Charlotte at 345 Reynolds Rd., Charlotte from 8am-4pm (Monday thru Friday)**

### Bellevue:

FOR AN UPDATED LIST OF AVAILABLE JOBS IN THE BELLEVUE AREA PLEASE CHECK [www.mitalent.org](http://www.mitalent.org)

### Substitute teachers and more needed at Bellevue

EDU Staff is seeking to hire multiple positions throughout Michigan to work within the local school districts in the capacity of:

- Aides
- Custodians
- Food Service Staff
- Noon Hour Workers
- Substitute Teachers
- Paraprofessionals
- Secretaries
- And More!

**Please visit [www.EDUStaff.org/web](http://www.EDUStaff.org/web) or if you have questions please call us at 877 974 6338 or email at [Contact@EDUStaff.org](mailto:Contact@EDUStaff.org). To apply go to [EDUStaff.org](http://EDUStaff.org) and click on "start application"**

### Charlotte:

FOR AN UPDATED LIST OF AVAILABLE JOBS IN THE CHARLOTTE AREA PLEASE CHECK [www.mitalent.org](http://www.mitalent.org)

### Meijer on E. Clinton Trail in Charlotte is hiring for multiple positions

Third Shift Stocking Team Member	Pharmacy Tech Entry Level	Meat/Seafood Clerk
Cake Decorator	Meat Processor/Cutter	Cashier
Gas Station Team Member	Bagger/Utility Worker	

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Please apply at <https://meijer.taleo.net/careersection/4/jobsearch.ftl?lang=en&portal=2240452536>  
Or [www.mitalent.org](http://www.mitalent.org)

CVS Caremark Stores **Apply Online:** [www.mitalent.org](http://www.mitalent.org)  
Positions available: Clerk/Cashier, Pharmacy Technician, Photo Lab Technician, Shift Supervisor Trainee

McDonald's Restaurant **Apply Online:** [www.mitalent.org](http://www.mitalent.org)  
Positions Available: Hourly Shift Manager; Restaurant Crew, Beverage Specialist, Hospitality Specialist

Pizza Hut  
Positions available: Cook, Restaurant General Manager; Team Member Job; Assistant Restaurant Manger; Delivery Driver Job; Server; Shift Manager  
**Interested candidates should apply online and complete an application at <http://jobs.pizzahut.com/> or apply in person at 325 Lansing Rd. Charlotte, 48813**

Restaurant Manager/General Manager at Applebees/Cook  
We're looking for value-driven restaurant leaders who are ready to elevate their career and make the decisions necessary to achieve excellent results. You'll need to have a talent for building elite Teams, and coaching and mentoring in order to provide excellent service to your guests. A mastery of Restaurant Operational Basics is a must, along with a willingness to do what is necessary to be successful while having fun along the way. Along with a TEAM environment and GREAT advancement opportunities, we offer exceptional base compensation, lucrative bonus potential, and a banquet of benefits that will protect your health, ensure your future and provide the tools you need to succeed at work and in life!  
**Please submit your resume directly to [applebees@schostak.com](mailto:applebees@schostak.com) or apply online at [Mitalent.org](http://Mitalent.org)**

Carrier/delivery route – The County Journal & Flashes  
Accepting applications now.  
**Please apply at The County Journal, 241 S. Cochran, M-Thurs 8:30am-5pm & Friday 8:30am-2:30pm, 517-543-1099 or Flashes Advertising and News, 147 S. Main St., Eaton Rapids, Mon 10am-3pm, Tue 9am-3pm, Wed 9am-4pm Thu 9am-2pm, 517-663-2361 or email [circulation@county-journal.com](mailto:circulation@county-journal.com)** p11/28/16

Caregiver  
Part time could lead to full time.  
**Call or apply in person at: Golden Days II, AFC, 1493 N. Cochran Rd., Charlotte 517-543-9626** p11/28/16

Cashier/Stocker  
Now hiring for nights and weekends.  
**Apply in person at M-50 party store** p11/28/16

Service Technician –D & G Equipment  
Performs basic diagnostics, service repairs and maintenance work on customer and/or dealer-owned agricultural and turf equipment. May require some direction or guidance from the Service Manager, Service Location Manager, Shop Foreman or senior technicians. Performs basic diagnostics and repairs on agricultural and turf equipment and established Ag Management Solutions (AMS) products Participates in Service EDUCATE Training programs required for the development of skills and knowledge. Maintains current knowledge of John Deere and competitive products. Maintains condition of vehicles, inventory, tools and equipment. Maintains a clean work area and performs work in a neat and orderly fashion. Follows all safety rules and regulations in performing work assignments. Completes all reports and forms required in conjunction with work assignments. Accounts for all time on a time card and for all material used in performing assigned duties 1+ years of experience performing service repairs. Ability to perform basic repairs and required maintenance using special tools and equipment following Technical Manual procedures. Proficient knowledge of mechanical, electrical and hydraulic systems used in the repair of agricultural and turf equipment. Ability to use Service Advisor and basic computer functions. Ability to operate vehicles and equipment used for diagnostic purposes. Proficient oral and written communication skills. Ability to lift at least 75 lbs. repeatedly. Basic Service Technician certification preferred. High School Diploma or equivalent experience required; Associates degree preferred. Valid drivers license is required. Fork lift license preferred  
**Please apply on our website at [www.dgequipment.com](http://www.dgequipment.com) or visit one of our locations to fill out an application.** 12/29/16

Position Opening at Murphy USA  
Providing a prompt, efficient, and courteous customer experience. \* Responding and resolving customer's requests and concerns. \* Assisting customers with purchases and fuel transactions. \* Operating cash register. \* Restocking merchandise. \* Performing job related duties as assigned. **REQUIREMENTS:** \* Must be 18+ Years of age. \* Excellent customer service skills, communication skills, and a happy attitude are essential. \* Cash Handling Skills. \* Must be able to perform repeated bending, standing, and reaching. \* Must be able to occasionally lift up to 50 pounds.  
**Apply online at [www.mitalent.com](http://www.mitalent.com)** 12/20/16

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Sand & Buff – Spartan Motors

The Sand & Buff position is responsible for the polishing cabs, parts, and other products to ensure compliance with Spartan's Paint Appearance Requirement for emergency response cabs and bodies. Inspect the cab/body, parts, and/or other products for defects. Remove dirt and/or runs using supplied tools. Sand and buff the cab/body, parts, and / or other products using supplied tools to ensure compliance with Spartan's Paint Appearance Requirement. Detail cab/body prior to it leaving work center. Work in a team environment. Learn and retain skills and practices needed to complete duties in assigned area. Read and follow detailed operator instructions, installation drawings, blueprints, etcetera, as required by a particular area. Understand, and be able to articulate, the production flow of an assigned product line or area. Self-check work and inspect prior processes. Use basic hand, electric, cordless, and pneumatic tools, as required. Meet production goals. Maintain a clean and safe work area. Initiate process improvements. Support 5S in work area. Communicate with manufacturing and other cross-functional teams (engineering, materials, purchasing, sales, etcetera) to resolve issues. Work in close proximity with customer, as needed. Solve complex problems with minimal assistance. Excellent attendance, Positive attitude, Strong and consistent attention to detail, Self-motivated with the ability to stay on task, Team oriented, Basic computer skills are required, No critical shortcomings on last performance review, Body and paint experience preferred. Able to: Operate a DA sander and an air polisher for extended amounts of time. Tolerate very high heat temperatures and dusty conditions. Work overtime on short notice. Be willing to: Wear PPE respirators for extended amount of time. Improve self / area / company (including pursuing additional training, if needed). Develop a working knowledge of Spartan's systems (example: AS/400). Spartan Motors Inc. is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, veteran status or disability.

**Please submit a cover letter and cover letter to [human.resources@spartanchassis.com](mailto:human.resources@spartanchassis.com)**

12/14/16

Paint Prep – Spartan Motors

The Paint Prep position is responsible for the preparation of cabs and parts prior to painting for Spartan's emergency response cabs and bodies. Sanding of cabs in primer state as well as aluminum state. Washing of cabs parts before and after primer. Masking of cabs to create several tones per vehicle. Learn and retain skills and practices needed to complete duties in assigned area. Read and follow detailed operator instructions, installation drawings, blueprints, etcetera, as required by a particular area. Understand, and be able to articulate, the production flow of an assigned product line or area. Self-check work and inspect prior processes. Use basic hand, electric, cordless, and pneumatic tools, as required. Meet production goals. Maintain a clean and safe work area. Initiate process improvements. Support 5S in work area. Communicate with manufacturing and other cross-functional teams (engineering, materials, purchasing, sales, etcetera) to resolve issues. Work in close proximity with customer, as needed. Solve complex problems with minimal assistance. Excellent attendance, Positive attitude. Strong and consistent attention to detail, Self-motivated with the ability to stay on task, Team oriented, Basic computer skills are required, No critical shortcomings on last performance review, Body and paint experience preferred, Working knowledge of application of fillers, putties, and primers. Able to: Tolerate very high heat temperatures, Be exposed to high dust & chemicals, Work overtime on short notice, Be willing to: Wear PPE respirators for extended amount of time. Learn and rotate within all areas pertaining to this job description. Improve self / area / company (including pursuing additional training, if needed). Develop a working knowledge of Spartan's systems (example: AS/400). Spartan Motors Inc. is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, veteran status or disability.

**Please submit a cover letter and resume and send to [human.resources@spartanchassis.com](mailto:human.resources@spartanchassis.com).**

12/14/16

Delivery Maintenance Technician – Richards Bed & Appliance

Must have \*Great Customer Service Skills \*Able to Lift a Minimum of 100lbs \*Self Motivation \*Reliable Transportation

We are an appliance company looking for a hard working individual to fill a delivery/maintenance position. No experience is necessary, but is preferred. We offer on the job training for the qualified candidate

**Email a resume or a brief description of your qualifications to [richardsdelivery@outlook.com](mailto:richardsdelivery@outlook.com) or apply in person at 628 W. Lawrence Charlotte, MI 48813**

12/14/16

Assembly Workers

Currently seeking assembly workers for a manufacturing company in Charlotte, Michigan. This position will pay \$11/hr and is 1st shift; 6AM-3PM. Some overtime is to be expected. You must be mechanically inclined with experience using hand tools and great attention to detail. You must also be willing to submit to a drug test and background check. You must have a completed high school diploma or equivalent to be eligible for this position.

**This position is fast moving so apply with a resume and 2 professional references by email to:**

**Molli Heckaman: [mheckama@aerrotek.com](mailto:mheckama@aerrotek.com) or Nate Gottlieb: [ngottlie@aerrotek.com](mailto:ngottlie@aerrotek.com) You can also apply via phone by calling (517) 381-3300 or in person at: 2501 Coolidge Rd, Suite 300; East Lansing, MI 48823**

Bus Driver at Eatran

Bus driver position working 20 hours per week. Previous courier or commercial transportation experience preferred, but not required. Strong customer service skills a must. Hours of operation are Monday - Friday 5:00am to 7:00pm. Would prefer someone with CDL C with passenger endorsement, but would be willing to train the right individual if don't have CDL. Paid holiday, vacation and sick time. Additional Requirements: Must undergo drug screening, possess a private drivers license, commercial drivers license class C with passenger endorsement, pass a physical examination, and have a clean criminal background.

**Apply in person with application. Applications can be picked up at Eatran or Charlotte Capital Area Michigan Works! Eatran - 916 East Packard Highway, Charlotte\*CAMW - 945 Reynolds Road, Charlotte**

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### Retail Store Associate at Goodwill

Goodwill Industries is seeking energetic, friendly, customer focused individuals to join our team as part time retail associates in our Charlotte retail store. Retail Store employees report to store management. General Objective: To provide good customer service. To assist in the stocking and rotation of merchandise. To accurately perform all sales transactions. To assist Store Management in meeting production schedule. Functions: Continually serve as a positive role model for all employees, participants and customers working with and for Goodwill Industries, maintain an attendance record according to company standard, continually assist store customers, vendors, participants and fellow employees in a positive and courteous manner, provide a friendly service to donors and assist in transferring items into building, accurately track all donors and their donations per company standard, meet all company quality/quality standards for all areas of production and provide accurate information on required paperwork, follow all company policies and procedures concerning cash control while providing excellent customer service, ensure all products being stocked are placed in the appropriate areas while following all company policies and procedures concerning the stocking and rotation of merchandise, ensure that both the interior and exterior of the building is maintained to company standard. Additionally: Display appropriate behavior (team player), ability to work cooperatively with all employees, supervisors, customers, participants with and for Goodwill Industries of Central Michigan's Heartland, ability to work without close supervision and displays initiative on a consistent basis, appropriate appearance, follows company dress code policy, follows company purchase policies/procedures, complete other duties as assigned. High school diploma or equivalent is preferred. Must be able to reach, bend, twist and lift up to 50 pounds on a regular basis. Please DO NOT email your resume to us as we only accept applications through our website.

**For more information, or to apply go to <https://www.applicantpro.com/j/79661-29327>**

### Assistant Store Manager at Goodwill

We are searching for a positive and energetic person to join our team as Assistant Store Manager in the Charlotte area. We appreciate enthusiastic individuals with a strong desire to serve our employees, customers, participants and the public, supporting our vision of Changing Lives Through the Power of Work. The Assistant Store Manager is a full-time hourly position, reporting to the Store Manager. Functions: Continually support and work cooperatively as team players with all members of retail and upper management as well as all other departments within Goodwill Industries of Central Michigan's Heartland (GICMH). Serve as a positive role model to all employees, participants and customers in appearance, communication and actions. Assist store manager in all areas of human resources management, including recruiting, hiring, training, scheduling, appraisals and corrective actions. Review and respond to customer complaints in a professional manner. Develop a store culture that prevents complaints. Assure proper rotation of all goods and conduct periodic audits and inventory. Availability to meet operation needs including flexibility in schedule for nights, weekends, holidays or emergencies as needed. Cashier, assist customers, process, clean and perform other non-managerial functions on a daily basis.

Results expected: Aid store manager in meeting or exceeding monthly production plan, sales goals and contributions. Develop and maintain a high level of customer service for staff Become an integral member of the store management team Education Requirements: High school diploma or equivalent is preferred. Skills Required: Excellent verbal and written communication skills. Experience Required: \*Retail related sales experience\*Minimum of one year management/supervision experience\*Marketing and/or merchandising training preferred.\* Physical Expectations: Ability to reach, bend, twist and lift up to 50 pounds on a regular basis.

**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. <https://www.applicantpro.com/j/409609-29327>**

### School Bus Driver (Charlotte, MI) at Dean Transportation

We'll train you to be the best School Bus Driver for General Education and Special Needs Students! \$13.25 per hour, split shift required benefits available. Make a difference in the lives of kids -- and get paid for it! Safely and reliably transport and assist students and other school district passengers to and from school, educational or sporting events, community-based programs and other special activities. 1. Conduct pre-trip and post trip inspections of your assigned vehicle as required. 2. Use established routes and designated bus stops. 3. Conduct emergency evacuation drills as required. 4. Instruct passenger riders regarding safety. 5. Drive defensively under varying traffic conditions and inclement weather. 6. Drive with safety of passengers as first priority. 7. Establish favorable working relationships with other drivers, maintenance personnel, bus attendants, teachers, passengers, principals, and total school or program staff. 8. Bus drivers shall achieve self improvement by attending training sessions, annual in-service and workshops conducted by Dean Transportation Inc. and/or other approved agencies. Specifics: 1. Operate all vehicle types in transporting passengers used by Dean 2. Identify with geographic service area of school district and routes you travel. 3. Demonstrate knowledge of rules and regulations promulgated by local, state, and federal agencies. 4. Demonstrate knowledge of state laws and local ordinances. 5. Deal with exuberant behavior characteristics of youthful riders. 6. Administer disciplinary procedures in keeping with company policies. 7. Be alert and exercise good judgment concerning emergencies and day-to-day operations. 8. Shall be able to conduct a bus evacuation drill as required by Transportation Management. 9. Keep accurate records and reports as required, submit in a legible condition, turn in at the specified time. 10. Conduct yourself as a professional Dean Transportation staff member at all times. 11. Operate all vehicle lifts as prescribed in company policy. 12. Secure all equipment that is required for each passenger as prescribed in company policy. 13. Be able to lift, store, and disassemble/assemble wheelchairs of a maximum weight of 40 pounds and/or other ambulatory devices required by the passenger. School Bus Drivers are required through their employment to perform various tasks. These physical tasks require varying degrees of lifting, pulling, bending and carrying of heavy objects. Some examples of these are: 1. Opening and closing a bus hood and lifting the hood up to perform pre-trip requirements of the engine. 2. Opening and closing of bus entrance and emergency doors. 3. Bending, pushing and pulling to load and unload a wheelchair, with or without a passenger, onto a lift platform, by exerting a maximum of 40 lb. of push / pull pressure. 4. Bending, supporting and otherwise physically helping passengers into and out of a school bus. 5. Carrying and lifting into and from the school bus, personal articles and adaptive equipment of various weights and sizes. 6. Bending and stretching for the cleaning and securement of equipment in the interior of the school bus. 7. Bend, stretch, pull and drag all persons, equipment or other types of articles that would be of varying sizes and weight out of emergency exits on demand. Additional

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Requirements: Must have excellent driving history, must pass criminal background check and remain drug free. Must have CDL or be able to obtain CDL upon being hired -- we offer FREE CDL training!

**We look forward to meeting you in person Monday through Friday at our office located at 307 Packard Hwy, Charlotte, MI 48813 or 4812 Aurelius Rd, Lansing.**

**Or apply online at [www.deantransportation.com/jobs](http://www.deantransportation.com/jobs).**

#### Material Handler at Alro Steel-CNC Mill Operator-Platte Processing Operator

Whether you are a recent graduate or an experienced professional, Alro offers rewarding and challenging career opportunities, as well as a competitive compensation and benefits package. We work hard to provide our teammates with comprehensive on-the-job training for a multitude of business disciplines, so that they can maximize their career expectations. Most importantly, employment at Alro is about being a part of something bigger. It's about being on a team that employs the highest levels of loyalty, honesty and integrity. It's about exceeding customer expectations on a daily basis by taking a true interest in their needs. An Alro career provides a dynamic work environment that allows our teammates to learn, grow and succeed in whatever they put their minds to, both personally and professionally

**Apply Online:** [www.mitalent.org](http://www.mitalent.org)

#### **DELTA TOWNSHIP (48917):**

FOR AN UPDATED LIST OF AVAILABLE JOBS IN THE DELTA TOWNSHIP/LANSING AREA PLEASE CHECK [www.mitalent.org](http://www.mitalent.org)

#### Elmwood Staffing

*Inside Sales-temp-to-hire	*2 <sup>nd</sup> Shift Assembly	*Process Technician	*Manufacturing Warehouse
*Assembly Jobs	*Light Industrial Workers	*Journeyman Machinist	* <b>Welder Openings</b>
*CNC Machinist	*CMM Programmer	*Maintenance Technician	*General Factory Associate
*Material Handler			

Additional Requirements:\*Associates or Bachelors degree is recommended; High School Diploma is acceptable. Sales background is highly recommended. There will be on the job training and coaching. Pre-employment drug screen is required as a condition of employment.

Applicant will be subject to a background check \*A conviction record will not necessarily prevent you from being employed. You will be required to complete and submit a questionnaire. We will consider your age at the time of the offense, when the offense occurred, the seriousness and the nature of the offense, as well as any rehabilitation to determine your employability.

**Please apply at: [www.elwoodjobs.com](http://www.elwoodjobs.com), Walk in Interviews Elmwood Staffing is holding walk in interviews for all applicants.**

**Walk in interviews at the Elwood Office are: Mondays: 9am-11am; Wednesdays: 1pm-3pm**

#### Ramada Inn

*Night Auditor	*Chef	*Banquet Bartender
*Banquet Set up	*Housekeeper	*Guest Service Agent

**Please stop by the hotel, 7501 West Saginaw Hwy 48917, to fill out an application if you are interested. Please do not call the property.**

#### Springhill Suites

Available: \*Front Desk Associates \*Maintenance Technician \*Housekeeping

**Apply Online:** [www.mitalent.org](http://www.mitalent.org)

#### Flagging at Access Point

Traffic Controller for working construction crews. Additional Requirements\*Must be able to pass drug screen and criminal background check\*Must have own vehicle and proof of auto insurance\*must be willing to travel up to 50 miles per day\*must be available from sun up to sun down

**To apply please go to [APTeam.com](http://APTeam.com) and create profile and upload a resume.**

#### Call center at Access Point

Call center, business to business sales. Must speak professionally. Basic knowledge of computers. M-F 10am-6pm. Customer service oriented. Bi-lingual is a plus but not necessary, must type 25 words/min. 1.Tons of interactions with the business community 2.Working in an environment that allows and encourages success 3.Fast paced, never boring, continual changing day to day. Additional Requirements: Must be able to pass a Drug screen and criminal background check.

**Go to [APTeam.com](http://APTeam.com) and submit a profile and resume.**

#### Crowne Plaza Lansing West Hotel

*Pantry	*Restaurant Supervisor	*Cook	*Bellman
*Room Attendant	*Sous Chef	*Server	*Van Driver

**Please apply online at [www.cplansingwest.com/employment](http://www.cplansingwest.com/employment)**

#### Order Processor

Qualified candidate is responsible for warehouse activities you will be preparing shipments for pick up. Experience with forklift and banding tools helpful. Must be able to lift up to 50 lbs. and attain a forklift license. Must have good math skills and basic computer knowledge. Ability to assess production machines and basic mechanical functions. Ability to understand verbal and written instructions and

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measurements. Work schedule is Monday-Friday, 12pm to 5pm (training ) normal work hours are 8am-5pm **MUST PASS DRUG TEST & CRIMINAL BACKGROUND CHECK**  
**Please email resume to: [Supernovawhs@yahoo.com](mailto:Supernovawhs@yahoo.com) No phone calls please** 12/29/16

#### Receptionist – TIC International

Answer multiline switchboard, data entry of employer contributions, assist with mailing projects, sort daily mail. Salary increases are provided for the first 36 months of the position. This position includes medical, dental, vision, life and pension benefits. Paid sick and vacation time are also included.

**To apply for this position please send your resume to: [employment\\_mm@tici.com](mailto:employment_mm@tici.com)** 12/28/16

#### Customer Service – Cakes-A-Bloomin

Local bakery looking for a customer service associate able to work weekday afternoons/evenings and some Saturdays.

Duties include: -Taking and filling customer orders -Operating a cash register -Making sure the product displays are clean and stocked  
-Minor food preparation -Cleaning and closing duties

**Please apply in person 412 Elmwood Rd, Lansing, MI 48917** 12/27/16

#### Experienced Automotive Technician – Bridgestone Retail Operations

Job Responsibilities Diagnose and repair to specifications - brake and hydraulic, exhaust, primary and/or advanced fuel ignition and electrical, suspension and alignment, air conditioning and computer systems. Adequately explain technical diagnoses and needed repairs to non-mechanical individuals which may include employees and customers on an as-required basis. Continuously learn new technical information and techniques in formal training sessions in order to stay abreast with rapidly changing automotive technology. Assist fellow technicians/mechanics in performing technical activities. Keep store management aware of mechanical repair problems as they occur.

Maintain an organized and neat bay. Adhere to all company policy, procedure, safety and environmental rules.

Qualifications: This position is a leader in the shop. We expect you to help set the pace and tone while helping to develop the team around you. Collaboration and a team first mentality are a must if you are looking for success in this role. In addition we require the following for you to be qualified for this role: At least 2-3 years of strong automotive mechanical diagnosis, problem-solving and repair experience.3 ASE certifications are required for this position. You'll also need a high level of motivation, energy and a customer-focused attitude. Must have a valid driver's license. Pre-employment drug test/physical/ background check will help assure we build teams of people who can best work with others and serve customer needs. If you meet the qualifications listed above, possess a can do attitude and have a desire to progress in your career with the automotive service industry leader who puts their mechanics / auto technicians first, please apply today!

Benefits, Privileges and Growth Opportunities We offer over 31 Benefits and Privileges to include medical, dental, vision, 401k, cash balance retirement plan and more."Over 100 years of success is an indication of the stability our workforce enjoys.

"We are An Equal Opportunity Affirmative Action Employer, in fact, "One of our strengths is found in our commitment to serve a diverse customer population with diverse teams of teammates."

**Apply Online: [www.mitalent.org](http://www.mitalent.org)** 12/17/16

#### Service Technician – Michigan Plumbing

The Service Technician is accountable to the Service Manager for all aspects of his/her job and must meet or exceed company standards set in place. This position will be responsible for converting service calls into paying customers by providing services in accordance with Company Standards as outlined in the Code of Ethics, State of Michigan Act 733 (plumbing law), the Vision Statement and the Mission Statement. A typical workweek will consist of eight (8) to ten (10) hour workdays, five (5) to six (6) days per week depending on schedule and workload. No less than 40 hours and no more than 60 hours per week shall be worked unless prior approval has been obtained by the Service Manager. The Service Technician must abide by and adhere to the Non-Negotiable Standards set in place and posted in the training room. Responsibilities and duties are explained within each Non-Negotiable Standard and include a clear description of what is expected of a Service Technician. Perform any other duties assigned by the Service Manager. A Service Technician must meet or exceed performance standards set in place by Service Manager. Performance will be measured and monitored through the coaching and tracking program, ride alongs from the Service Manager, (which include curbside evaluations) and a quarterly performance evaluation which will be administered by the Service Manager and the Operations Manager. The Service Technician must show complete competence with all work performed and equipment used including driving vehicles. A Service Technician must obtain technical training by the Company for any work that will be performed and must be licensed if law requires. A Service Technician must routinely use stairs and ladders as a part of their job and must be able to lift at least 50 lbs. High School diploma or equivalent. Valid driver's license with chauffeur's endorsement. In-house technical training. Service System off-site training. Drivers training. Safety training. Any other additional training deemed necessary by the Service Manager. Drain Cleaning Skill Set: Lavatory Sink Kitchen Sink Bathtub Drain Laundry Tub Floor Drain Main Line Main Line (toilet pull & Reset) Clean Out Plug (Remove & Replace) TV Camera inspection Outside Clean-Out

**Submit resume by email to [apply@michiganplumbing.com](mailto:apply@michiganplumbing.com)** 12/7/16

#### Sales Associate – JcPenny

Create an outstanding customer experience by actively identifying and fulfilling customer needs. Emphasizes the Greet, Respect and Thank approach when approaching customers to determine how they can best help find a product and complete sales. Actively listens to customer issues in a calm and agreeable manner to resolve problems and deliver an outstanding customer experience. Moves around the store (sales floor, stock room, etc.) regularly throughout the shift in order to serve customers. Observes customer and product traffic across assigned areas and positions themselves to positively impact the customer experience. Seeks out and absorbs knowledge of products from associates to deliver an enhanced experience for the customer. Continually scans the floor, fixtures, walls, and aisles to ensure product is displayed

according to core standards. Partners with Operations Associates to replenish store and/or takes personal action to replenish products from inventory. Assists with execution of all support activities as directed by the Merchandise Supervisor, while maintaining customer focus. Performs other duties as assigned by Supervisor. Consistently meets established performance standards for the role, including (but not limited to) product and service sales, customer service, productivity, and attendance. Solve problems and make smart decisions that drive sales, profit or customer service; execute your work efficiently and effectively; inspire strong performance in yourself and others. Provide great customer service; cooperate and build positive, inclusive and respectful relationships; take accountability for your actions and outcomes. Proactively find ways to improve the customer experience; show the confidence and courage to do what's right; take action with energy and urgency

**To apply please go online to: <http://jobs.jcp.com> and complete an application to be considered for an interview.** 12/2/16

**Retail Store Employee – Delta at Goodwill**

Goodwill Industries is seeking energetic, friendly, customer focused individuals to join our team as part time retail associates in our Delta Township retail store. Retail Store employees report to store management. GENERAL OBJECTIVES: To provide great customer service, assist in the stocking and rotation of merchandise and accurately perform all sales transactions while working in a team environment to meet store goals. Functions: Continually serve as a positive role model for all employees, participants and customers working with and for Goodwill Industries. Provide a friendly service to donors and assist in transferring items into building. Accurately track all donors and their donations, then prepare, sort and stock product per company standard. Work in a team environment to ensure that both the interior and exterior of the building is maintained to company standard. Additional: Ability to work cooperatively with all employees, supervisors, customers, participants with and for Goodwill Industries of Central Michigan's Heartland. Ability to work without close supervision and display initiative on a consistent basis. Ability to count and handle cash accurately and operate a cash register. High school diploma or equivalent is preferred. Ability to reach, bend, twist and lift up to 50 pounds on a regular basis. Ability to see details such as colors and flaws in product. Ability to stand or walk for more than 2 hours straight

**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: <https://www.applicantpro.com/j/166267-29327>**

**DIMONDALE:**

FOR AN UPDATED LIST OF AVAILABLE JOBS IN THE DIMONDALE AREA PLEASE CHECK [www.mitalent.org](http://www.mitalent.org)

**Room Attendant – Holiday Inn Express & Suites**

Cleans/maintains the cleanliness of guest rooms. The essential duties and responsibilities for this position include the following (other duties may be assigned): Sorts, counts, folds, marks, or carries linens. Makes beds and changes linens in guest rooms. Replenishes supplies such as drinking glasses and writing supplies. Straightens furniture. Sweeps, scrubs, and polishes floor. Dusts furniture, vacuums floors. Spot cleans walls and woodwork. Washes windows, door panels, and sills. Empties wastebaskets, and empties and cleans ashtrays. Replenishes bathroom supplies. Cleans a standard of 16 rooms per day. Reports maintenance deficiencies. Transfers item left in rooms to lost and found, and documents the finding of the item.

**Apply in person or e-mail your resume to [ryan.keating@amerilodgegroup.com](mailto:ryan.keating@amerilodgegroup.com)**

12/15/16

**EATON RAPIDS:**

FOR AN UPDATED LIST OF AVAILABLE JOBS IN THE EATON RAPIDS AREA PLEASE CHECK [www.mitalent.org](http://www.mitalent.org)

**SpartanNash**

Several positions, Full & Part Time, available at the Eaton Rapids location:

- |            |                       |                    |                      |                   |
|------------|-----------------------|--------------------|----------------------|-------------------|
| *Meat Lead | *Bakery Associate     | *Night Stock       | *Self Integrity Lead | *Deli Associate   |
| *Cashier   | *Quick Stop Associate | *Produce Associate | *Pharmacy Technician | *Grocery Stocking |
|            |                       |                    | *Meat Cutter         | *Guest Assistance |

**Apply Online: [www.mitalent.org](http://www.mitalent.org)**

**McDonald's**

Positions Available: Restaurant Crew; Hourly Shift Manager; Shift Management

This is it! It's time you worked for someone who will give you the tools to learn, grow and be what you want to be - both personally and professionally. We're looking for hard working, enthusiastic individuals who want to be a part of a winning team. If you enjoy working with people and love to learn new things, we want to meet you. We offer flexible schedules and the opportunity to advance within our restaurants. Got what it takes? Apply online and see what your future can hold

**Apply Online: [www.mitalent.org](http://www.mitalent.org) or in person**

**Inventory Associate-WIS International**

Full time or part time hours available! WIS International is hiring Retail Inventory Associates to help in this growth of our business. No Experience Necessary. If you like working in a new location every day, and being part of a team...this is the opportunity for you! Retail Inventory Associates work remotely at our customers' stores and warehouses to count their inventory during the early morning, evening and weekends. 18 years of age or older. Ability to constantly walk, move about and bend as well as frequently climb and reach with or without reasonable accommodation, Professional and respectful of self and others, Provides excellent customer service, "Your Choice" for incremental income, Flexible Schedules, Variety, Weekly Pay, Excellent Referral Bonuses, Advancement Opportunities, Paid Training. WIS thanks all applicants in advance, but will only contact those we wish to interview. EOE, Veterans/Individuals with Disabilities.

**Apply Online: [www.mitalent.org](http://www.mitalent.org) 1-877-659-9219 or [w3.wisintl.com/job-search](http://w3.wisintl.com/job-search) • [www.wisintl.com](http://www.wisintl.com)**

12/29/16

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### Teller – PNC

Delivers a unique customer experience aimed at improving customer financial wellbeing and creating loyalty while increasing share of wallet. Processes a variety of customer interactions. Educates customers on alternatives available for their financial interactions. Identifies banking opportunities during the customer interaction and refers as appropriate. Identifies opportunities through meaningful conversations with customers, making appropriate referrals to branch staff or PNC ecosystem partners. Performs lobby engagement activities to connect with customers and position PNC products to meet their needs. Educates customers on options for managing financial transactions by leveraging technology, tools and resources. Applies product and procedural knowledge to solve customer's problems.

Adheres to all policies and procedures, demonstrating sound judgment within established limits. Ensures teller and branch daily operations and maintenance transactions are completed in an efficient and accurate manner. Part time-26 hours per week. PNC provides equal employment opportunity to qualified persons regardless of race, color, sex, religion, national origin, age, sexual orientation, gender identity, disability, veteran status, or other categories protected by law. Roles at this level typically do not require a university / college degree or any significant experience or product knowledge to accomplish primary duties. Prior experience is not required. In lieu of a degree, a comparable combination of education and experience may be considered. Advise, educate and engage clients on a variety of technological tools and resources allowing them to explore solutions to achieve their goals and financial well being. Knowledge of approaches, tools, techniques for recognizing, anticipating, and resolving organizational, operational or process problems; ability to apply this knowledge appropriately to diverse situations. Understanding of effective communication concepts, tools and techniques; ability to effectively transmit, receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors. Understanding of the necessity and value of accuracy and attention to detail; ability to process information with high levels of accuracy. Ability to manage multiple concurrent objectives, projects, groups, or activities, making effective judgments as to prioritizing and time allocation. Ability to build and use effective working relationships within own department and across department, functional, and geographic reporting lines. Knowledge of and ability to utilize processes, tools, and techniques for detecting, addressing and preventing fraudulent situations. Knowledge of and ability to provide products and services available through the retail banking branch. Knowledge of and the ability to recognize and be sensitive to the different perspectives and priorities of different customers. Ability to utilize tools and techniques for understanding the needs of customers; markets to clients a full suite of bank products. Promotes financial ideas and solutions from new or existing relationships resulting in increased revenue generation. Assesses and effectively manages all of the risks associated with their business objectives and activities to ensure activities are in alignment with the bank's and unit's risk appetite and risk management framework. Knowledge of the values and practices that align customer needs and satisfaction as primary considerations in all business decisions, and ability to leverage that information in creating customized customer solutions. As a Part Time Teller within PNC's Retail Branch organization, you will be based in Eaton Rapids, MI at the Easton Rapids branch.

**Apply Online:** [www.mitalent.org](http://www.mitalent.org)

12/12/16

### Robot Operator-2<sup>nd</sup> shift – Dowding Industries

Operate, maintain, program, and clean robots. Perform other manufacturing tasks as needed and assigned. Responsibilities: Load parts into jig in the correct sequence. Monitor robot operation. Inspect all parts produced. Prepare robot for next production lot by setting jig and setting robot program. Keep work area clean and organized. Follow company safety procedures and other policies. Change welding wire when required. Report any and all safety concerns or issues to the immediate attention of supervisor. Troubleshoot and determine root cause, to include analysis, and diagnosis of robotic equipment. Interpret and respond to robot event messages. Perform robot program storage and retrieval. Properly start up and shut down robot. Other duties as assigned. High school diploma or GED. Previous experience in a related role preferred. Ability to work quickly and accurately. Able to work as part of a team. Able to work with limited supervision. Quality standards must be strictly adhered to, so attention to detail is extremely important. Basic understanding of blueprints required. Regular and reliable attendance. The employee is required to remain upright on the feet for sustained periods of time. Employee will be required to reach or lift up to 30 lbs. Occasional lifting of up to 50 lbs. may be required. Position is subject to substantial movements of the wrists, hands, or fingers. The worker is required to have visual acuity to perform an activity such as: operating machines such as lathes where the seeing job is within arm's reach. The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes. Exposure to chemicals, moving, mechanical parts, dusty conditions, high noise levels sometimes required.

Dowding Industries, Inc. Offers a Competitive Total Compensation Package Medical, dental, and vision insurance coverage (including spouse or domestic partner and children) Medical flexible spending account Life insurance, short-term, and long-term disability 401(k) retirement program Paid time off Paid holidays. Dowding Industries Inc. is an equal opportunity employer, committed to the concept and practice of equal opportunity in all aspects of employment. We encourage qualified individuals with diverse backgrounds and experience to apply.

**Visit:** [www.dowdingindustries.com](http://www.dowdingindustries.com) **Click: "Contact" Click: "Application For Employment: Click Here" Fill out application, attach resume, and send to:** [cviaches@dowdingindustries.com](mailto:cviaches@dowdingindustries.com) **or Fax to: 517-663-9211 or Mail to: HR Department: Dowding Industries, Inc. 449 Marilyn Ave Eaton Rapids, MI 48827**

12/10/16

### Caregiver – Island City Assisted Living

Provides assistance with resident's activities of daily living while promoting independence and maintaining their dignity. Caregivers at Island City Assisted Living have a part in enriching the lives of our elderly in a safe and loving environment. Part and full time available for second and third shift.

**Please apply in person at 1507 Kyle Street Eaton Rapids, MI 48827 or email resume to** [cp@islandcityseniors.com](mailto:cp@islandcityseniors.com)

12/10/16

### Die Cast Operators – Magnesium Products

Within the Manufacturing Department. To efficiently and safely set-up and operate all equipment within a production cell to assure a quality product is produced within a team environment. A safe working environment achieved and maintained. Quality product manufactured.

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 Customer production schedules met. Uptime targets achieved. Acceptable scrap levels achieved and maintained. Teamwork and communications with peers, function leaders and managers developed. Cooperation and assistance with service departments in a team atmosphere. Self-development and improvement achieved. To work in a safe, efficient, and skillful manner, promoting high quality workmanship and good housekeeping. To maintain tools and cell area in a safe, proper and clean condition. To set up and operate the die cast machine and related equipment in an efficient and proper manner. Verify daily check sheets are complete. Verify process check sheets are complete. To communicate with peers, team leaders, supervisors, etc., in an efficient and courteous manner. Perform daily, weekly and monthly PM's. To monitor and control the quality and process of the parts produced. To monitor and control the quality and process of the die cast machine and related equipment. Make sure all racks are tagged. To assist maintenance, tool room and engineering personnel in the repair and continuous improvement activities. Load ingots on conveyor. To work within the guidelines of the company's rules and guidelines and to comply with MIOSHA standards. To work independently with minimal supervision in a professional manner. To work all shifts including weekend and the necessary overtime to meet the customer requirements. Assist with other duties as assigned. Meridian is looking for experience Die Casters to join our team. Starting wage is competitive and based on experience and skill set Free Medical/Dental Insurance 401K with company match

**You can visit our facility to complete an application. You can also forward your resume to the email address: [bmcdonald@meridian-mag.com](mailto:bmcdonald@meridian-mag.com). We are having a Job Fair on Thursday, November 17, 2016 from 10am - 2pm. On-site tours and interviews will be conducted during the the Job Fair.** 12/10/16

**GRAND LEDGE:**

FOR AN UPDATED LIST OF AVAILABLE JOBS IN THE GRAND LEDGE AREA PLEASE CHECK [www.mitalent.org](http://www.mitalent.org)

Pizza Hut

Positions available: Delivery driver; shift manager; restaurant general manager; restaurant manager; server; team member

**Apply Online: [www.mitalent.org](http://www.mitalent.org) or in person**

McDonald's

Positions Available: Restaurant Crew; Hourly Shift Manager; Shift Management

This is it! It's time you worked for someone who will give you the tools to learn, grow and be what you want to be - both personally and professionally. We're looking for hard working, enthusiastic individuals who want to be a part of a winning team. If you enjoy working with people and love to learn new things, we want to meet you. We offer flexible schedules and the opportunity to advance within our restaurants. Got what it takes? Apply online and see what your future can hold

**Apply Online: [www.mitalent.org](http://www.mitalent.org) or in person**

Meijer

**On E. Saginaw Hwy in Grand Ledge** is hiring for multiple positions

- |                              |                             |                              |
|------------------------------|-----------------------------|------------------------------|
| Receiving Clerk;             | Specialty Clerk Bakery/Deli | General Merchandise Fashions |
| Retail Services Manager      | Food Clerk Grocery          | Specialty Clerk Produce Dept |
| Bagger/Utility Worker        | Greeter                     | General Merchandise Clerk    |
| Specialty Clerk Meat/Seafood | Store Manager Trainee       | Pharmacy Resource Tech       |
| 3rd Shift Stocking           | Gas Station Team Member     | Cashier                      |

**Please apply at <https://meijer.taleo.net/careersection/4/jobsearch.ftl?lang=en&portal=2240452536> or [www.mitalent.org](http://www.mitalent.org)**

Warehouse Team Member – Lowes

These positions work efficiently to receive,stock,pick and ship products within the distribution center both manually and using power equipment. Must be self motivated. Be able to work flexible hours with overtime. Excellent communication skills. Ability to interact positively with co-workers and management staff. Be able to obtain a power equipment license, undergo drug screening, undergo a reference or security check

**Apply online at : [https://careers.lowes.com/areas\\_distribution.aspx](https://careers.lowes.com/areas_distribution.aspx) Web: <https://jobs.lowes.com/category/distribution-jobs/1627/784/1> You may also visit the Lowe's Flatbed Distribution Facility (#1431) to complete an application.** 12/22/16

Team Member – Lowes

Team Members are responsible for receiving, processing, stocking, selecting, moving, and loading by hand or powered industrial equipment manufactured goods received by the distribution center in preparation for shipment to Lowe's retail stores. Job Requirements: Grasps and lifts by hand (floor to overhead) and carries heavy and/or bulky merchandise. Must be able to lift up to 70 pounds. Uses and verifies accuracy via Laser Radio Terminal (LRT) to receive, process, stock, and select merchandise for shipment, and audit the quality of work performed within the distribution center. Operates distribution computers systems as required to efficiently control merchandise flow. Safely operates industrial lift trucks and other motorized and non-motorized equipment to unload trailers, transport, select, stock, and load heavy/large merchandise onto trailers for shipment to the retail stores. Places/removes by hand selected merchandise onto/from conveyors, racks, pallets, and into/out of boxes as merchandise is processed. Loads and unloads trailers by hand, floor to ceiling. Meets safety, accuracy, attendance, and production standards for all assignments. Observes incoming and outgoing merchandise for manufacturers defects and damage. Handles merchandise without damaging during processing. Maintains assigned work area free of debris and spills using standard cleaning supplies. Comply with performance criteria and standards of conduct as provided in applicable policies and procedures.

**Apply Online: [www.mitalent.org](http://www.mitalent.org)** 12/22/16

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### HVAC Service & Installation

One of Michigan's Premier HVAC Companies is expanding and has immediate openings for experienced Residential & Light commercial HVAC technicians and installers. Your technical skills combined with our proven training system can transform you into an HVAC Comfort Specialist. We base our business on the principles of Respect, Integrity, and Customer Focus while Having Fun in the Process. You will be trained to provide our valuable customers with a World Class experience unique in our industry. We believe that your talents and abilities can change lives: both yours and those we serve. Base pay starting at \$40,000 / year or more (for qualified, experienced individuals), Incentive Opportunities, Efficiency Bonuses, Referral Bonuses, Continued Employment - No layoffs, First Chance for Lateral Moves or Advancements, Job Openings Filled Internally Before Externally, Late Model Company Vehicle. Flexible Schedule, 4 Day Work Week, Retirement Plan, Health Insurance, Paid Holidays, Paid Vacation, Recruitment and Hiring Bonuses, Gym Membership, Continuing Education Weekly On-Going Training, Regular Performance Reviews, Paid Time Off for Community Service, Family & Friends Discounts And more! Candidates must have no less than 5 years recent and relevant HVAC experience to be considered for this position.

**To apply, visit the link here: <https://careers.hireology.com/aireserv-midmichigan> and fill out the application, upload your resume and complete the survey that is sent to you via email. If you r qualifications mathc those that we are seeking, a recruiter will contact you!** 12/22/16

### Cleaners Needed

Growing Strong & Reputable for over 20 years! Many jobs available, we have 80+ teammates! Part time, evening office cleaner needed, approximately 15-25 hours a week. \$9.10 per hour to start for basic, easy office cleaning. Quality bonuses, paid holidays, annual raises! Paid weekly, direct deposited. Work for a COOL company! Office Cleaning \*\* Carpet & Tile Extraction \*\* Snow Plowing \*\* Landscaping  
**Apply online: [www.luxuryjanitorial.com](http://www.luxuryjanitorial.com) Email: [hrluxuryjanitorial@gmail.com](mailto:hrluxuryjanitorial@gmail.com)** 12/18/16

### Office Administrator – Hajoca Corp

Are you organized and detail oriented? Are you able to efficiently manage competing priorities? Do you thrive on analyzing and solving problems to help ensure the business runs smoothly? If so, then Hajoca Corporation, would like you to join the dedicated team at our GrandLedge location as an Office Administrator. As an Office Administrator with Hajoca your specific duties will include, but are not limited to: Perform accurate and timely invoicing of all customer shipments daily. Inform Inventory Controller of all inventory on hand discrepancies noted on ship tickets. Identify and resolve all vendor invoice/purchase order discrepancies prior to the final invoice processing. Reconcile daily cash sale transaction payments, prepare the bank deposit, process checks for deposit, and prepare and submit required deposit paperwork. Create and maintain customer files Assist team members in servicing customers including answering incoming calls, faxing, filing and photocopying. Although Hajoca is a large company, we work in a decentralized environment where each of our locations, called Profit Centers, is run by the Profit Center Manager as if it was their own small business. We give you the tools you need to succeed, investing in your personal and professional growth through targeted training programs, and reward team success through our profit sharing opportunities and generous benefits package which includes: Medical, dental, vision, and prescription coverage 401 (k) and retirement cash account Life insurance Pre-tax accounts for healthcare and dependent care Paid vacation, holidays, and sick time Hajoca Corporation is an Equal Opportunity/Affirmative Action Employer (EOE and M/F/Disability/Veterans.) We are a drug free workplace, with pre-employment drug screening required. Employment is contingent upon successful completion of a background investigation. As an Office Administrator, you must be friendly, courteous and service oriented. Excellent verbal communication is a must as is the ability to manage competing priorities in a fast-paced working environment. All interested applicants must possess: High school diploma or equivalent 1+ years in a customer service, accounts receivable, or accounts payable role Outstanding customer service and communication skills Ability to prioritize work projects and multi-task Possess a high level of accuracy and attention to detail Our ideal candidate will also: Wholesale distribution experience Knowledge of bookkeeping practices and terms Basic computer literacy (use of mouse and keyboard, Microsoft Word, and Microsoft Office) Possess the drive to assist team members with other tasks as required

Full-Time/Regular

**Apply Online: [www.mitalent.org](http://www.mitalent.org) or Interested applicants are invited to apply via our website at <http://hajocacareers.silkroad.com>. Only candidates selected for interviews will be contacted by a company representative. No walk in appointments please.** 12/8/16

### Shift Supervisor at Rite Aid

The primary purpose of this position is to provide direction and assistance in the completion of daily merchandise and operating tasks and to perform such other duties as assigned by the Store Manager and/or Assistant Store Manager. The incumbent is required to perform all tasks in a safe manner consistent with corporate policies and applicable laws. This position does not involve, hiring, firing, or disciplining associates or recommending any such action. Situations surrounding these issues should be brought to the attention of the Store Manager and/or Assistant Store Manager. The associate is responsible for the functions below, in addition to other duties as assigned:

- Provide superior customer service by assisting customers with their shopping needs, handling all customer transactions in a timely and courteous manner, and responding to customer complaints/concerns with a sense of urgency to see to their resolution.
- Attend to merchandising of plan-o-grams within seasonal departments, end caps, displays and basic inline departments as directed by the Store Manager and/or the Assistant Store Manager.
- Control inventory by performing proper receiving and stocking including accurate cycle counting, processing merchandise transfers according to procedures, and reporting inventory problems to the Store Manager and/or Assistant Store Manager.
- Accountable for store cash and other financial assets, reconciling cash register drawers, preparing deposits, and ordering changes from the bank as directed by the Store Manager and/or the Assistant Store Manager.
- Assist with the general maintenance and appearance of the store by ensuring a safe and pleasing environment for both customers and associates; respond to any unexpected emergencies to ensure the protection of company assets.
- Oversee that store inventory is regularly inspected in accordance with the Product Freshness Review Schedule as directed by the Store Manager and/or the Assistant Store Manager.
- Ensure that all outdated product and product with less than 30 days until expiration is removed from the sales floor to be processed through the established returns process.

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Manage tasks and supervise store associates in those limited circumstances when the Store Manager and/or Assistant Store Manager is unavailable. Supervisory Experience: This position involves managing tasks and supervising store associates in those limited circumstances when the Store Manager and/or Assistant Store Manager is unavailable. This position does not involve, hiring, firing, or disciplining associates or recommending any such action, which should be brought to the attention of the Store Manager and/or Assistant Store Manager. \*All duties described in this document are to be performed in keeping with the core values and service attributes consistent with the Rite Aid brand and strategy. • In accordance with state law, candidates must satisfy minimum age requirements to sell and/or supervise the sale of alcohol and/or tobacco products. • Ability to pass drug test. • Committed to providing customer service that makes both internal and external customers feel welcome, important, and appreciated. • Ability to preserve confidentiality of information. • Ability and willingness to move with purpose and a strong sense of urgency. • Ability to work weekends on a regular basis. • Ability to work day or evening hours. • Accuracy and attention to detail. • Ability to organize and prioritize a variety of tasks/projects. At least one (1) year of experience in retail, food service, restaurant or customer service industry, preferably at a supervisor level, and/or a two (2) year college degree.

**Apply Online:** [www.mitalent.org](http://www.mitalent.org)

12/4/16

### Car Porter/Lube Tech – Sundance

Duties Include: -Communicate with customers in a friendly and professional manner. -Relocate vehicles on lot, as requested. -Communicate any delays to the appropriate person at the dealership. -Keep service department shop area clean at all times. -Other duties as assigned by manager. Job requirements are as follows: - Must have a valid Drivers License - Recover quickly from setbacks - Experience in managing and organizing work time and work related activities - Excellent interpersonal skills - A positive attitude - Strong willingness to learn

**Call 517-308-0547 ask for Jeff Schutt in the Service Department.**

cl11/25/16

### Lube Technician – Grand Ledge Ford

Experienced lube tech. Start immediately. Primary responsibilities will be performing oil changes, tire rotation and courtesy inspections. We also expect and encourage growth as you gain experience and skills, allowing you to develop into a full time certified

technician. Competitive wages, BCBS, vacation. Must have: Valid and clean Michigan Driver's License, Reliable Transportation, Pass Drug Test and Criminal Background Check

**Call Brian Korpi, Service Manager - 517-627-8100**

cl11/28/16

### Lansing (48911)

FOR AN UPDATED LIST OF AVAILABLE JOBS IN THE LANSING AREA PLEASE CHECK [www.mitalent.org](http://www.mitalent.org)

### Employment Plus in Lansing

\*Assembler

\*Quality Inspector

\*Office Assistant

\*CNC Operation

**Apply at:** [www.employmentplus.com](http://www.employmentplus.com)

### Church Custodian Trinity AME Church

Provide and assure the delivery of maintenance and custodial services required by the church. To protect the church's properties and ensure a clean and orderly environment, internally and externally. The position incumbent reports to the church Pastor. However, certain day to day responsibilities may be delegated to the Buildings and Grounds Committee of the Trustee Board, for supervisory oversight.

The Custodian shall have responsibility for cleaning the church, its sanctuary, offices, various classrooms, chapel, kitchen and other areas.

The position shall ensure that all exterior grounds are well maintained during all seasons; including those at the Pastor's dwelling. The position shall perform other duties as assigned. Work performed shall be in accordance with the Custodial & Maintenance Duties attached hereto and made a part of this description, as Attachment #1 Sweeping and Damp Mopping: Dust mopping must be performed with a treated mop. After sweeping and damp mopping operation, all floors must be clean and free from strings, bristles and dirt streaks. Leave no dirt in corners, behind radiators, under furniture, and under pews, behind doors, on stairs or landings. Leave no dirt where sweepings were picked up. Leave no dirt, trash, or foreign matter under desks, tables or chairs. Wet Mopping and Scrubbing: The floors must be properly prepared, thoroughly swept to remove visible dirt and debris, wads of gum, tar, and foreign substances from the floor surfaces. Upon completion of the wet mopping or scrubbing, the floor must be clean and free of dirt, water streaks, mop marks, strings; properly rinsed and dry mopped to present an overall appearance of cleanliness. All surfaces must be dry and corners and cracks clean after the wet mopping or scrubbing. Stripping and Sealing: Completely remove all dirt, wax and other foreign substances in returning the floor to its original surface.

Apply a thin coat of sealer with caution to prevent streaking or bleaching of floor surface. This application in preparation for waxing must be according to manufacturer's recommendations. The stripper, sealer and wax products used must be compatible for this activity, and wax must be a minimum of 25% solids. Waxing and Buffing: Apply wax in a thin, even coat and machine buff with a high speed buffer immediately after drying. The number of coats applied will depend on the type and condition of the floor. Spray buffing may be used in lieu of step D number 1, providing that preliminary to the spray buffing all steps for sweeping and damp-mopping are accomplished. All waxed surfaces must be maintained so as to provide safe anti-slip walking conditions. Chairs, wastebaskets and other similar items must not be stacked on desks, tables or window sills, nor used in place of stepladder. All furniture readily moveable by one person and intended to be moved frequently during all floor cleaning operations and replaced in original position upon completion. Baseboards, walls, furniture and equipment must in no way be splashed, disfigured or damaged during these operations, but rather left in a clean condition. Wet Mopping and Buffing: At the stated frequencies, floors must be damp mopped and buffed between regular waxing operations. Prepare the floor by sweeping to remove all visible dirt and debris. Perform vacuuming and shampooing with commercial grade equipment only. Rugs and Carpeting: After vacuuming, leave all rugs clean, free from dust balls, dirt and other debris. Prior to vacuuming, broom all edges not reached by vacuum.

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Leave nap on all carpeting lying in one direction. Perform vacuuming and shampooing with commercial grade equipment only. Dusting: Do not move dusting residue from spot to spot, but remove directly from the area in which dirt lies by most effective means appropriate: Treated dusting cloths or vacuum tools. Leave no dust streaks. Leave corners, crevices, molding and ledges free of dust and cobwebs. Leave no oil spots or smudges on dusted surfaces caused by dusting tools. Horizontal surfaces include, but are not limited to, counter tops, file cabinets, tables, coat racks, etc. Telephones, ashtrays, etc., must be lifted and dusted under. Do not disturb work papers. Dusting high and low includes, but is not to be limited to, partition tops, pictures, chair rungs, etc. Window hangings are either venetian blinds or drapes. Dust venetian blinds, and lightly vacuum the drapes. Damp Wiping: This task consists of using a clean damp cloth or sponge to remove all dirt spots, streaks from walls, glass and other specified surfaces and then drying to provide a polished appearance. The wetting solution must contain an appropriate cleaning agent. When damp wiping in toilet areas, use a multi-purpose disinfectant/deodorizer. Knowledge of modern cleaning techniques, appropriate use of solutions, and standard maintenance chores. Must have skill in operating motorized equipment and be capable of lifting tables, chairs or other equipment. Must possess a valid Michigan Driver's license. Must be able to work effectively and cooperatively with supervisor and peers; and possess and maintain a courteous and helpful attitude towards members and visitors to Trinity. Some knowledge of supervisory techniques and ability to adapt to changing work environment. Graduation from high school or GED. Two or more years' experience with responsibility for a variety of maintenance and custodial tasks. Additional years of experience may be substituted for a high school diploma.

**Mail or deliver a cover letter and resume (be sure that the cover letter clearly states your interest in the Church Custodial position with Trinity AME Church) to one of the Capital Area Michigan Works! centers: 2110 South Cedar Street, Lansing, MI 48910, 101 West Cass Street, Suite A, St. Johns, MI 48879, 945 Reynolds Road, Charlotte, MI 48813** 12/27/16

#### Delivery Driver – APCO, Inc

We are looking for a responsible delivery driver to distribute products promptly to our customers. You will represent our company in a professional and cost effective manner aiming at increasing profitability and customer satisfaction. Deliver a wide variety of items to different addresses and through different routes Follow route and time schedule Load, unload, prepare, inspect and operate delivery vehicle Ask for feedback on provided services and resolve clients' complaints Complete logs and reports Follow DOT regulations and safety standards Valid driver's license with chauffeur endorsement Excellent organizational and time management skills Good driving record with no traffic violations Pass a DOT physical High school degree

**Please submit a cover letter and resume to [example@email.com](mailto:example@email.com). Please submit a cover letter and resume to [example@email.com](mailto:example@email.com). Please submit a cover letter and resume to [example@email.com](mailto:example@email.com). Please submit a cover letter and resume to [example@email.com](mailto:example@email.com).** 12/22/16

#### Customer Service – Popeye's Chicken

As a Customer Service person, you are responsible for establishing warm and sincere contact with each and every guest; setting up the drive thru, lobby, and front line areas; taking and filling orders; keeping your area clean and stocked; and for insuring product holding times are properly labeled. The Cashier must always be warm and sincere to the guests while performing the required tasks in a quick and efficient manner, always being aware of the guests waiting to be served. You may need to provide explanations or assurance to new guests about how to best enjoy their dining experience. Must be at least age 18. A smiling face, an upbeat attitude, be sociable and outgoing Possess good customer service and cash handling skills To be dependable and trustworthy Stand for up to 8 hours Able to lift 50 pounds Use motion that entails pushing, pulling, stretching and continuous bilateral use of fingers and wrists

**Apply online, <http://www.popeyescareers-bean.com/popeyes-bean-enterprises/customer-service-0>** 12/18/16

#### Warehouse/Material Handler – Frito Lay

The Part-Time Warehouse/Material Handler position is responsible for a variety of warehouse duties. The work hours average between 20 and 25 hours per week. Weekend and Holiday work is required. Work is performed in a loud warehouse environment with minimal heating or air conditioning. Responsibilities include: picking appropriate cases according to order and placing the orders on carts, picking up empty pallet boards and carrying them to a storage area, loading and unloading pallets and individual cases to and from trailers, operating a forklift safely, and loading trailers via carts or stacking cases on the floor of the trailer. Warehouse personnel may also be responsible for receiving and distributing product and assisting in weekly inventory of product. General housekeeping and specific sanitation task are also required. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status

**Apply at: [http://www.fritolayemployment.com/ho3/abw/job\\_redirect.asp?did=13&jid=1897](http://www.fritolayemployment.com/ho3/abw/job_redirect.asp?did=13&jid=1897)** 12/12/16

#### Forklift Operator – Ozburn-Hessey Logistics, Llc

The Warehouse Operator 1 is responsible for operating forklift, pallet jack, and/or other material handling equipment as part of the distribution process within a fast paced warehouse setting. The Warehouse Operator will utilize equipment while performing tasks to include shipping, receiving, unloading, scanning, moving, staging, loading, locating, relocating, and stacking product. Job Duties: Reads production schedule, customer order, work order, shipping order, or requisition to determine items to be moved, gathered, and/or distributed. Pulls and prepares product for shipment, ensuring that the exact number and type of product is loaded. Sorts and places materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color, or product code. Assembles customer orders from stock, stage orders and/or conveys orders to packing station or shipping department according to The Company or customer pick sheet. Loads, unloads, moves, stacks and stages products and materials using a fork lift, clamp truck or other power equipment. Maintains equipment by keeping it clean and safe, reporting service requests as needed. Assists in maintaining the security of the warehouse by conducting operations in a manner which promotes safety. Checks orders for exactness and neatness according to ISO 9001 procedures Marks materials with identifying information. Records amounts of materials or items received or distributed. Weighs or counts items for

distribution within warehouse to ensure conformance to company standards. Efficiently moves and loads product from staging and/or storage areas into trailers. Unloads inbound freight safely and moves products to storage locations. Performs picking duties in an efficient manner that meets both company and customer standards. Assists with physical inventories and cycle counts, ensuring proper stock rotation Assists in distribution center/warehouse cleanup as required. Other duties as required and assigned by supervisor. Education and Experience: High school education or GED (General Education Diploma) equivalency. Minimum 3 to 6 months experience and/or training in a warehouse environment. Previous experience operating warehouse equipment such as a forklift preferred. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to follow safety regulations while operating equipment. Ability to regularly lift up to 50 pounds. Ability to learn proper operations of warehouse equipment. Environment: While performing the duties of this job the employee will be required to stand, walk, use hands and fingers, reach with hands and arms. This position may be required to stoop, kneel, or crouch as it relates to product handling and distribution, and must regularly lift and/or move up to 50 pounds. This position may occasionally lift more than 50 pounds. This position will be regularly exposed to moving mechanical parts and can be exposed to extreme heat and extreme cold including climates consistent with outside weather conditions. GEODIS is a Supply Chain Operator ranking among the top companies in its field in Europe and the World. GEODIS, which is part of SNCF Logistics, which in turn is a business line of the SNCF Group, is the number one Transport and Logistics operator in France and ranked number four in Europe. The international reach includes a direct presence in 67 countries and a global network spanning over 120 countries. With its five Lines of Business (Supply Chain Optimization, Freight Forwarding, Contract Logistics, Distribution & Express and Road Transport), GEODIS manages its customers Supply Chain by providing end-to-end solutions enabled by our people, our infrastructure, processes and systems. In the US, GEODIS operates more than 137 value-added distribution centers, offers comprehensive transportation management services, employs over 10,000 individuals, and creates global supply chain solutions for companies of all sizes. Our teams of transportation and fulfillment professionals have experience in direct-to-consumer fulfillment, serve a wide range of business sectors from specialty retail to manufacturing, and specialize in the apparel, electronics, healthcare, food and beverage, and consumer packaged goods industries.

GEODIS is an Equal Opportunity Employer

Apply Online - <http://ipc.us/t/1A25EC3048C04797>

12/12/16

#### Cook – Tri-County Office on Aging

Prepares meals for home delivery and offsite consumption while maintaining sanitation and safety standards. (Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions.) Produces recipes per TCOA guidelines to meet business levels within a strict timeline. Directs other kitchen staff to achieve production requirements. Preps fruits, vegetables and other food items for recipes. Examples include, but are not limited to, washing, paring, chopping, slicing and mixing ingredients. Oversees the preparation of main dish meats, vegetables, casserole. Bakes snacks & desserts. Directs the preparation of salads, sandwiches and other side dishes. Responsible for the portioning and packaging of meals. Ensures that appropriate food temperatures are maintained in the packing process. Cleans kitchen utensils and work areas. Complies with Health Department Sanitation Standards in the performance of all work duties. Works safely with all kitchen utensils. Examples include, but are limited to, blenders, ovens, mixers, grinders, fryers, steamers, slicers and knives. Examples of job functions listed do not include all tasks which may be found in this position. Duties and responsibilities may be added, deleted or modified at any time. Commitment to the organization's missions and goals. Computer skills sufficient to learn specific departmental software programs. Ability to maintain confidential information regarding all aspects of client, volunteer, employee and agency information. Ability to work independently or as part of a team. Ability to communicate effectively and establish good relationships with staff, clients, volunteers and vendors. Ability to represent the Agency in a professional manner. Must be able to adjust priorities to meet deadlines in a timely manner. Ability to meet department standards with regard to job knowledge, client focus, initiative, productivity, communication, teamwork and attendance. High School Diploma or GED One year of cooking experience in a restaurant or cafeteria setting is required. Industrial cook experience is preferred. ServSafe certification, either current or completed within 12 months of employment. The working environment is based in a kitchen environment where safe work practices are extremely important. Use of protective gear such as hats, aprons and gloves is required. Physical mobility is required for sitting, walking, bending and long bouts of standing. Must be able to carry and lift items between 40-70 pounds. Must have dexterity to operate kitchen equipment safely. Must be able to enter and access information using a computer. Must be able to communicate effectively with clients, volunteers, co-workers and vendors in person and over the phone. Sensory requirements include exposure to extreme temperatures, tight spaces, slippery floors, moving mechanical parts, sharp kitchen utensils, high noise levels, water and cleaning compounds. Mental requirements include the ability to handle varying and intense levels of stress. All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy & Security Rule are required by the Rule to receive training so that they have an understanding and knowledge of the Privacy & Security Rule that corresponds to their job duties. Training on the requirements of the HIPAA Privacy Security Rule and the plan's health information policies and procedures under the direction of the plan privacy & security officer(s) is a prerequisite for this position. Employees who violate the requirements of the HIPAA Privacy & Security Rule will be subject to discipline, up to and including termination. Reports to: Food Production Manager Work Location: Central Kitchen in Lansing, Michigan. Monday – Friday, 6:00am to 10:00am TCOA is an equal opportunity employer

**Applicants must submit a resume, cover letter and Tri-County Office on Aging application by email to [hr1@tcoa.org](mailto:hr1@tcoa.org) You may also apply in person at Tri-County Office on Aging, 5303 S. Cedar, Suite 1, Lansing, MI 48911. Applications for TCOA positions may be found at <http://www.tcoa.org> Additional Requirements\*\*\*IN ORDER TO BE CONSIDERED FOR ANY JOB VACANCIES AT TRI COUNTY OFFICE ON AGING, ALL APPLICANTS MUST SUBMIT A COVER LETTER, RESUME, EMPLOYMENT APPLICATION AND COPIES OF ANY REQUIRED LICENSES. A RESUME ALONE IS NOT SUFFICIENT AND WILL NOT BE CONSIDERED. INSTRUCTIONS ON WHERE TO FIND APPLICATIONS CAN BE FOUND ON THE EMPLOYMENT TAB OF OUR WEBSITE [HTTP://WWW.TCOA.ORG/EMPLOYMENT/](http://WWW.TCOA.ORG/EMPLOYMENT/) \*\*\*TRI COUNTY OFFICE ON AGING IS LOCATED IN THE HUMAN SERVICES BUILDING ON THE CORNER OF JOLLY ROAD AND CEDAR STREET IN SOUTH LANSING. 5303 S. CEDAR STREET. SUITE 1, LANSING, MICHIGAN 48911**

12/7/16

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Service Apprentice

High School diploma or equivalent required. Basic mechanical aptitude. Skill in performing routine manual labor. Basic computer skills Excellent customer service skills. Ability to use various hand and power tools common to trade. Ability to learn through observation and hands on experience. Ability to follow routine vertical and written instructions. Ability to effectively communicate with team members and customers. Computer Skills: Must have basic computer skills. Mathematical Skills: Ability to perform basic mathematical functions such as addition, subtractions, multiplication, division, percentages, decimals and fractions. The physical demands described here are representative of those that must be met by an team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the team member is regularly required to sit, talk and listen. The team member is frequently required to use hands and fingers to handle and/or feel objects, tools or controls. The team member is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The team member must be able to occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus while working with equipment, computers, written materials, reports, assessment data, etc. May be required to wear Personal Protective Equipment to include: Non-slippery shoes, eye protection, disposable respirators or respirator masks, leather or neoprene gloves. Sufficient physical strength and ability to perform manual labor and to work from ladders and scaffolding. The job may require exerting up to 150 pounds of force rarely. \$10.00 to \$33.00 an hour based on experience; pay will increase as tests are passed and knowledge/experience is gained through the apprenticeship program Full Time, M-F 7am-5pm plus on-call (rotational to include some weekends) Valid driver's license, ability to pass drug test and criminal background check and clean driving record

**Please submit a cover letter and resume to [Hire@protechvac.net](mailto:Hire@protechvac.net) Resumes can also be faxed to 517-272-1889. You may also apply in person at 2556 Alamo Drive 50B Lansing, MI 48911** 12/4/16

Cleaner – Ellis Cleaning Company

Currently accepting applications for several positions in the Greater Lansing Area! Must be able to pass background check! and have reliable transportation. Salary \$10.00 per hour Average 20 to 25 hours per week

**STOP BY 515 NORTH LARCH STREET LANSING, MI to fill out an application.**

cl11/29/16

Cooks Wanted – Happy's Pizza

Experience cooks wanted starting off at 10 an hour

**If interested come in and fill out application in store at 400 E Saginaw.**

cl11/29/16

Chef/Line Cook-Causeway Bay Hotel & Convention Center

Food Inventory, Food Preparation, Kitchen Scheduling, Full job description will be discussed at interview, Flexible Schedule

**Send resume to [monica.sober@causewaybaylansinghotel.com](mailto:monica.sober@causewaybaylansinghotel.com) and call 517-694-8123 ext 3722 to schedule an interview. Ask for Monica**

Retail Store Employee-Goodwill, Cedar St

Continually serve as a positive role model for all employees, participants and customers working with and for Goodwill Industries. Maintain an attendance record according to company standard. Continually assist store customers, vendors, participants and fellow employees in a positive and courteous manner. Provide a friendly service to donors and assist in transferring items into building. Accurately track all donors and their donations per company standard. Meet all company quality/quality standards for all areas of production and provide accurate information on required paperwork. Follow all company policies and procedures concerning cash control while providing excellent customer service. Ensure all products being stocked are placed in the appropriate areas while following all company policies and procedures concerning the stocking and rotation of merchandise. Ensure that both the interior and exterior of the building is maintained to company standard. Display appropriate behavior (team player). Ability to work cooperatively with all employees, supervisors, customers, participants with and for Goodwill Industries of Central Michigan's Heartland. Ability to work without close supervision and displays initiative on a consistent basis. Appropriate appearance. Follows company dress code policy. Follows company purchase policies/procedures. Complete other duties as assigned. Maintain excellent customer and donor service. Maintain a safe and enjoyable working environment. Ability to visually inspect and distinguish between acceptable and unacceptable merchandise. Able to meet all company production and tagging standards on a consistent basis. Ability to work productivity without close supervision. Ability to work cooperatively and professionally with all employees, customers and participants with and for Goodwill Industries. Ability to count and handle cash accurately. Ability to operate cash register. Ability to create appealing displays and maintain the condition of the sales floor per company standards. High school diploma or equivalent is preferred Ability to reach, bend, twist and lift up to 50 pounds on a regular basis

**Apply Online: [www.mitalent.org](http://www.mitalent.org)**

Trugreen

Positions available \*General Laborer \*Residential Lawn Care Specialist \*Lawn Technician \*Sales Rep

Competitive pay, benefit package, 401K, High School diploma, must be 21 or older, have a valid license

**Please apply at [https://trugreen.wd1.myworkdayjobs.com/USExternalCareers/job/Lansing-MI-48911/Lawn-Technician\\_R027-1/apply?Source=direct](https://trugreen.wd1.myworkdayjobs.com/USExternalCareers/job/Lansing-MI-48911/Lawn-Technician_R027-1/apply?Source=direct) Contact Tara at taragalvan@trugreenmail.com or 616-222-2913 with any questions.**

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**Olivet:**

FOR AN UPDATED LIST OF AVAILABLE JOBS IN THE OLIVET AREA PLEASE CHECK [www.mitalent.org](http://www.mitalent.org)

**Paraprofessional: One-on-One Student Aide – Olivet Community School**

This position is a school year, part-time from 8:15am to 3:45pm.

**For more information about this position please contact: Stephen Williams, Principal, Olivet Middle School at 269-749-9953 or [WilliaS@olivet-schools.org](mailto:WilliaS@olivet-schools.org)**

12/7/16

**Olivet Schools Sub Teachers & More Needed today**

EDU Staff is seeking to hire multiple positions throughout Michigan to work within the local school districts in the capacity of:

- Aides
- Custodians
- Food Service Staff
- Noon Hour Workers
- Substitute Teachers
- Paraprofessionals
- Secretaries
- And More!

**Please visit [www.EDUStaff.org/web](http://www.EDUStaff.org/web) or if you have questions please call us at 877.974.6338 or email at [Contact@EDUStaff.org](mailto:Contact@EDUStaff.org).**

**To Apply: 1) Go to [www.EDUStaff.org](http://www.EDUStaff.org) 2) Click on "[Start Application](#)" on top left 3) Complete online applicationexp 12/21/16**

**Food Service Worker, Part Time – Olivet College**

We have 4 openings for a part-time Food Service Worker. Open availability, shifts may vary. Prior food service experience is a plus!

If you have a positive attitude and a love for learning, you may be interested in joining our team. Chartwells Higher Education brings fresh ideas and innovative concepts to higher education foodservice. We have quickly established ourselves as the leading college and university foodservice partner in the industry, and were twice named the Fastest Growing Brand by Nations Restaurant News. While we reflect on a proud past, we keep a keen eye on what is yet to come, especially in the areas of culinary development and nutrition. We foster development in a setting where mobility, teamwork, and communication flourish. Prepares, presents and serves food as needed. Performs prep work such as washing, peeling, cutting and seeding fruits and vegetables. Weighs and measures designated ingredients. Carries pans, kettles and trays of food to and from work stations, stove and refrigerator in accordance with safety standards. Stores food in designated areas following wrapping, dating, food safety and rotation procedures. Cleans work areas, equipment and utensils. Distributes supplies, utensils and portable equipment. Utilizes approved food recipes and production standards to ensure proper quality, serving temperatures and standard portion control. Serves customers in a friendly, efficient manner following outlined steps of service. Resolves customer concerns and relays relevant information to supervisor. Ensures compliance with company service standards and inventory and cash control procedures. Assures compliance with all sanitation and safety requirements. Performs other duties as assigned. Compass Group is an equal opportunity employer. At Compass, we are committed to treating all Applicants and Associates fairly based on their abilities, achievements, and experience without regard to race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity, or any other classification protected by law. Qualified candidates must be able to perform the essential functions of this position satisfactorily with or without a reasonable accommodation. Disclaimer: this job post is not necessarily an exhaustive list of all essential responsibilities, skills, tasks, or requirements associated with this position. While this is intended to be an accurate reflection of the position posted, the Company reserves the right to modify or change the essential functions of the job based on business necessity.

**Apply Online: [www.mitalent.org](http://www.mitalent.org)**

12/20/16

**Home Health Aides**

Going into the homes of clients to assist with daily needs. Aides will be assigned in a manner which promotes quality, continuity and safety of a clients care. We hire: Companion/Homemakers, Personal Care Aides, Home Health Aides, CNA. We provide CPR/First Aid training, Skills training for Personal Care Aides & Home Health Aides, Must be self-directing with the ability to work with little direct supervision have reliable transportation, Empathy for the needs of the ill, injured, frail and the impaired, Demonstrates manners, patience and good personal hygiene.

**Apply in person: Mon - Fri 8:00 am to 4:00 pm, Home Care Alternatives 5700 Executive Dr. Lansing, MI 48911, Fax Resumes: 517-887-9802, Email & Inquiries: [carrie@homecarealternatives.net](mailto:carrie@homecarealternatives.net), Apply on line: [www.homecarealternatives.net](http://www.homecarealternatives.net)**

12/17/16

**POTTERVILLE:**

FOR AN UPDATED LIST OF AVAILABLE JOBS IN THE POTTERVILLE AREA PLEASE CHECK [www.mitalent.org](http://www.mitalent.org)

**Maintenance Technician – Profile, Inc**

Maintain and repair progressive and hand transfer dies. Operate conventional machines to produce tools and die components. This is die repair work not die build work. Duties and Task: Troubleshoot and analyze tool & die problems for corrections and improvements. Ensure that all tools and dies are maintained according to schedule. Operate shop equipment such as grinders, lathes, Bridgeport machines, and drill press. Perform necessary housekeeping duties to ensure a safe and clean working area. Respond to tool and die concerns from the production area. 1-5 years of manufacturing maintenance experience required Must have a valid drivers license Pre employment physical and drug screen

**Submit resume to [leighac@profilemetal.com](mailto:leighac@profilemetal.com)**

12/22/16

:  
McDonald's

Positions Available: Restaurant Crew; Hourly Shift Manager

This is it! It's time you worked for someone who will give you the tools to learn, grow and be what you want to be - both personally and professionally. We're looking for hard working, enthusiastic individuals who want to be a part of a winning team. If you enjoy working with people and love to learn new things, we want to meet you. We offer flexible schedules and the opportunity to advance within our restaurants. Got what it takes? Apply online and see what your future can hold

**Apply Online:** [www.mitalent.org](http://www.mitalent.org) or in person

**SUNFIELD:**

FOR AN UPDATED LIST OF AVAILABLE JOBS IN THE SUNFIELD AREA PLEASE CHECK [www.mitalent.org](http://www.mitalent.org)

Cleaners – Luxury Janitorial Services

Growing Strong & Reputable for over 20 years! Join our FUN team! Hiring for part time, evening office cleaner. Flexible schedules, get paid weekly! \$9.10 per hour to start for basic, easy, office cleaning, quality bonuses, paid holidays, annual raises! Must have valid driver's license, reliable transportation & clean criminal history.

**Email today for more info:** [hrluxuryjanitorial@gmail.com](mailto:hrluxuryjanitorial@gmail.com) **Check out our references or fill out online app:**  
[www.luxuryjanitorial.com](http://www.luxuryjanitorial.com)

12/18/16

Companion/Homemaker

Looking for a companion/homemaker to work 2-5 days a week Monday through Fri for one of our clients in the Sunfield area. Hours would be: 1:30 to 5:30 pm. No Weekends involved. Going into the homes of clients to assist with daily needs. Aides will be assigned in a manner which promotes quality, continuity and safety of a clients care. **Additional Requirements:** Self-directing with the ability to work with little direct supervision, Reliable transportation, Empathy for the needs of the ill, injured, frail and the impaired, Demonstrates manners, patience and good personal hygiene.

**Apply in person: Mon - Fri 8:00 am to 4:00 pm, Home Care Alternatives 5700 Executive Dr. Lansing, MI 48911, Fax Resumes: 517-887-9802, Email & Inquiries:** [carrie@homecarealternatives.net](mailto:carrie@homecarealternatives.net), **Apply on line:** [www.homecarealternatives.net](http://www.homecarealternatives.net)

12/17/16

**VERMONTVILLE:**

FOR AN UPDATED LIST OF AVAILABLE JOBS IN THE VERMONTVILLE AREA PLEASE CHECK [www.mitalent.org](http://www.mitalent.org)

Home Health Aides – Home Care Alternatives

Aides will be assigned in a manner which promotes quality, continuity and safety of a clients care. We hire:  
Companion/Homemakers Personal Care Aides Home Health Aides CNA \*We provide CPR/First Aid training \*Skills training for Personal Care Aides & Home Health Aides \*Self-directing with the ability to work with little direct supervision. \*Reliable transportation \*Empathy for the needs of the ill, injured, frail and the impaired. \*Demonstrates manners, patience and good personal hygiene.

**Apply in person: Mon - Fri 8:00 am to 4:00 pm Home Care Alternatives 5700 Executive Dr. Lansing, MI 48911 Fax Resumes: 517-887-9802 Email & Inquiries:** [carrie@homecarealternatives.net](mailto:carrie@homecarealternatives.net)

12/17/16