

# Housing Services Mid Michigan



*Opening doors for people in our communities...*

## Weekly Employment Guide – November 23rd, 2021

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

### **Do you need assistance with resume building, writing cover letters, creating a budget or building job skills?**

Capital Area Michigan Works is waiting to help you! Finding a job can be hard, and scary. Finding a career can be even more difficult. We're here to make it easier for you. We are a network of resources with more than two dozen agencies running programs and services to help you find a job - and career - in greater Lansing. We partner with career seekers to enhance education and career opportunities, and have relationships with the top employers in mid-Michigan. Are you ready to find your career? Visit us today at our Charlotte, Lansing or St. Johns American Job Centers. Please visit <https://www.camw.org/career-seekers> or call 1-800-285-WORK (9675) to see what services CAMW can offer!

### **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 or call 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 (49021):**

**Sales Associate: Aarons**

**11.22.21**

Help customers find what they need, Maintain a positive sales floor environment, Handle clerical duties like customer files and contracts, Assist with cleaning, organizing and moving merchandise. Able to perform physical job including lifting up to 50 lbs. without help and 300 lbs. with a dolly.

**Personal Care Assistant: Loving Hands Homecare Agency**

**11.22.21**

Assist clients in their daily personal tasks, such shower, tub or bed baths, oral care, hair and skin care. Housekeeping, such as laundry, washing dishes, and vacuuming. Assist clients with walking, including the use of walkers and wheelchairs, when applicable.

Assist clients with self-administration of medications. Help to organize client's schedule and plan appointments. Transports clients to locations outside the home such as to physicians' offices or on outings, using a motor vehicle. Plan, shop for groceries and prepare nutritious meals to meet client's dietary specifications. Keep clients engaged in their social networks and communities. Prepares and maintains records of client progress and services performed using EVV/telephony system, reporting changes in client condition to scheduling staff and/or management. Participates in case reviews, consulting with the team caring for the client, to evaluate the clients needs and plan for continuing services. Successfully use the EVV/telephony application to log in and out of shifts and complete required tasks

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

### **CHARLOTTE (48813):**

#### **Sales Floor Associate: Dollar Tree**

**11.22.21**

Handle all sales transactions while operating assigned cash register. Maintains security of all cash. Protects all company assets. Maintains a high level of good customer service. Maintains a pleasant, friendly, cooperative attitude with customers, co-workers and supervisors. Receives merchandise. Assist with unloading trucks.

#### **Sanitation 2: Cargill**

**11.22.21**

Accountable for the production of food safe product in a fast-paced manufacturing environment by becoming proficient in cleaning procedures, tear down and set up of production equipment. Including, but not limited to: Ovens, freezers, packaging equipment, transfer belts and conveyors, ESL/Liquid Production equipment, general housekeeping of plant floors and drains, chemical cage, shelves, floors, walls, labeling containers, clean in place (CIP) systems and proper completion of paperwork. Maintain adherence to all Corporate Environmental Health and Safety Policies and Procedures through proper chemical handling, ergonomic practices, Lock-out, Tag-Out Procedures, Confined Space Entry (as necessary) and monthly participation in the behavior-based safety program and completion of the monthly safety and food safety training material. This position shall have the responsibility to report problems with the food safety management system to identified person(s). This position has the responsibility and authority to initiate and record actions. Acquire and maintain knowledge of HACCP/OPRP/PRP (GMP) policies and requirements to complete all monitoring and/or verifications tasks as outlined in the Food Safety Management.

#### **Customer Service Rep/Data Entry Clerk: Michigan Pallet, INC**

**11.22.21**

Answer multi line phone. Prepare shipping documents, invoice and file. Able to handle customer questions, complaints, and inquiries with a degree of courtesy and professionalism to resolve customer issues. Collect timesheet data, payroll information, and turn into HR for payroll processing. Data entry of payables. Miscellaneous Spreadsheets

#### **Retail Merchandiser: SAS Retail Services**

**11.22.21**

Safely and efficiently stock new or changing products by following the Retailer store schematic. Clean, straighten or assemble shelves/racks and display cases following measurement guidelines. Check code dates, rotate products that may be old or slow moving and remove unsaleable items. Re-tag shelves in the store

#### **General Laborer: Trillium**

**11.22.21**

Ability to lift up to 50 lbs. General labor experience. One year of manufacturing experience preferred. Ability to pass pre-employment screenings.

#### **Online Grocery Pickup Associate: Walmart**

**11.22.21**

As an Online Grocery Pickup Associate or Personal Shopper you will be first hand shopping for customer orders. You will bag their items neatly and stage them for the customer to pick up here at the store. You may also be dispensing customer orders to the their cars as they arrive at their designated pick up time.

#### **Patient Care Representative: 42 North Dental**

**11.22.21**

Interact with patients in a positive professional manner via telephone and in person. Schedule and confirm appointments. Review and educate patients on treatment plans and financial responsibilities. Accurately confirm insurance benefits, communicate and collect patient payment obligations. Maintain and manage patient records from initial forms and paperwork through billing procedures with accurate data entry of all patient information. Respond to and reply to requests for information. Maintain strict compliance to HIPPA and patient privacy

#### **Stocker: Family Farm and Home**

**11.22.21**

Promote Family Farm and Home mission statement and family values. Maintain awareness of all promotions and advertisements. Execute the daily operational, day-to-day goals and priorities assigned by store management. Uphold merchandising, store cleanliness and safety standards. Responsive of safety issues. Aid customers in locating merchandise in store, on Family Farm and Home supported internet sites, as well as, processing special orders. Loading of customer purchases. Stock and fill feeds and salts. Unload and load trucks in a safe manner. Receive and sort shipments from all vendors. Operate a fork lift and/or pallet jack safely and efficiently (must be 18 years old and licensed). Separate Special Orders from delivery and process according to store policy. Tag all required items with security tags and price

tags (if applicable). Maintain strict organization standards in the backroom. Ensure all inbound merchandise is checked in per store procedures. Assist with assembly of BBQs, power equipment, and other displayed merchandise. Answer customer service phone calls. store maintenance as required. Solicits customers to sign up for Family Farm and Home Programs, i.e. loyalty program, extended warranties, financing and item of the month. Answer customers' questions and provide information on procedures and policies.

**Cashier: Johnnys Markets**

**11.22.21**

Say hello and thank you to every customer, making it fun to shop at Johnny's. Listen to customer requests or concerns, and share them with the management team. Operate the cash register and give customers proper change. Request personal ID for customers buying alcohol or tobacco as required by federal and state laws. Follow directions to make Johnny's coffee and food turn out delicious every time. Refill store shelves, displays, and coolers as needed throughout your shift. Do housekeeping as needed to keep the store fresh and clean.

**Team Member: KFC**

**11.22.21**

Reach out to employer for more details about essential functions that come with this position.

**Assembly: Shyft**

**11.22.21**

Call for more information about the truck assembly position available.

**Retail Employee: Goodwill**

**11.22.21**

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/quantity 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.

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

**DELTA TOWNSHIP (48917):**

**Warehouse Associate: Amazon**

**11.22.21**

Receive and prepare inventory for delivery. Use technology like smartphones and handheld devices to sort, scan, and prepare orders. View prompts on screens and follow direction for some tasks. Build, wrap, sort, and transport pallets and packages. Receive truck deliveries. Lift up to 50lbs.

**Lansing Production Worker: General Motors**

**11.22.21**

Production Team Members are hardworking and ambitious workers who are responsible for assembly, machining, quality checks, tool changes, and problem solving of manufacturing processes and equipment. Team members are also functioning in a manufacturing team environment where Global Manufacturing System (GMS) principles are highly integrated.

**Several Positions: Target**

**11.22.21**

Call employer for more information about all available positions and what responsibilities come with them.

**Warehouse Associate: ProLogistix**

**11.22.21**

Sorting and separating packages for shipment. Using pallet jack to move product through warehouse

**Customer Service Rep: Kroger**

**11.22.21**

Assist customers at checkout and bag groceries. Build attractive displays and stock shelves. Select and gather products to fulfill customer's online orders. Prepare gourmet dishes, make artisan sandwiches and serve local and imported cheeses. Bake fresh breads and cookies, decorate cakes and serve personalized coffees. Create artistic floral arrangements. Prepare fresh cut fruits and vegetables. Cut and serve the highest quality meats and seafood. Contribute in many other areas to provide extraordinary service to our customers

**Order Builder(Loader): Great Lakes Coca-Cola Bottling**

**11.22.21**

Build orders according to assigned load tickets using industrial power equipment. Manually lift and move product to restock and repack ensuring date code accuracy and proper rotation of product. Adhere to good warehouse practices and safety standards. Responsible for meeting productivity requirements. Stage completed pallets in designated area. Must be able to lift 50 lbs, and you must be able to pass a background check and pre-employment drug screen.

**Front of Store Attendant: Home Depot**

**11.22.21**

Lot Associates assist customers with the loading of their vehicles and also monitor and maintain the entrance of the store. Lot Associates also are responsible for maintaining a sufficient quantity of carts near the entrance of the store. This position interacts with Home Depot associates and customers. Because the Lot Associate is often the first and last associate to interact with customers as they enter or

leave the store, customer service plays a vital role in this position. Direct customer interaction is frequently required for some positions and excellent customer service skills are required.

**Several Positions: Client Network Services LLC**

**11.22.21**

Reach out to this company to determine any requirements and responsibilities for each available position.

**Mobile Associate Retail Sales: T-Mobile USA Inc.**

**11.22.21**

Mobile Associates (MA) work as a member of a Retail Team of Experts to bring the T-Mobile brand to life. They're brand ambassadors who build energy and excitement around our products and services. They are passionate about the connected world and thrive in a fast-paced environment, where technology innovations, customer needs, and the Retail experience are continuously evolving. They immerse themselves in significant connections with our customers, and their ability to build new and deepen existing relationships is unmatched across the wireless industry. They continuously work to build expertise in uncovering our customers' needs and have a passion to educate, demonstrate and recommend device and service solutions. This role is a learning role, where new associates are working with their team and proactively building skills and proficiencies, in preparation for the next level up as a Mobile Expert.

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

**DIMONDALE (48821):**

**Bank Teller: Union Bank of Michigan**

**11.22.21**

Receive all types of deposits:, Checking, Savings, Credit Card deposits, Loan payments. Count, prove, and package currency and coin. Cash checks following proper Bank procedures, making sure funds are available and collected. Redeem U.S. Savings Bonds. Balance cash drawer and prepare balancing sheets, keeping within the cash limit assigned. Assist in night depository functions. Keeps teller station furnished with a working supply of forms. Adhere to all policies and procedures along with maintaining an awareness of all applicable laws and regulations. Answer phone when necessary. Cross sell and promote all bank products. Serve safe deposit box customers. Balance Automatic Teller Machine.

**Food Service Worker: DNCC**

**11.22.21**

Assemble resident food trays by placing silverware, napkins, condiments, salad, and food items specified on the production sheet on the tray. Ensure accuracy of tray setup and ensure all sanitary precautions are followed. Take food carts to proper units/floors in a timely manner, and assist nurse aides in passing trays to residents. Prepare nourishments and beverages for hydration as directed, and distribute them to assigned units/floors.. Pick up resident trays after meals, place them in carts, and return them to the kitchen.

**Room Attendant: Holiday Inn Express and Suites**

**11.22.21**

Know and live the mission and values of the hotel brand and company. Maintain a friendly and helpful demeanor at all times. Clean guestrooms to standards in allocated time frame (meeting required MPOR) Greet every customer with a smile at 10 feet and a verbal greeting at 5 feet. Effectively operate and maintain (ex: clean and preventative maintenance) the hotel equipment related to daily tasks, examples of, but not limited to vacuums, carpet cleaners, telephones and televisions. Do not use unsafe defective equipment and report it to management immediately. Develop a thorough knowledge of hotel staff, services, room locations, amenities, and hotel surroundings (i.e. mall, restaurants, and medical facilities). Provide the highest quality of customer service to the guest at all times. Represent efficiency and friendliness in a manner that leaves a lasting impression. Handle guest lost and found with fast response, notifying the front desk immediately to assure fast communication to the guest when possible. Complete the shift work Checklist, as assigned. Be aware of cleaning chemicals and how to respond to unexpected exposure of the product to eyes or open body services. Practice safety standards at all times and keep the property safe for guests and fellow employees. Report any injuries or unsafe conditions to the person-in-charge immediately.

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

**EATON RAPIDS (48827):**

**Retail Sales Associate: Verizon**

**11.22.21**

Providing customers with products and solutions which helps to simplify and organize their lives. Creating personal connections to make tech look simple. Generating sales by using your passion for cutting edge technology. Helping customers enjoy the best things about their new products so they can begin using and enjoying them immediately. Excelling in a team-based compensation environment. Assisting with store opening and closing duties. Supporting other Verizon stores within close proximity (based on business needs).

**Teller: PNC**

**11.22.21**

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.

**General Laborer: Manpower**

**11.22.21**

The general labor job is in a factory/warehouse/manufacturing environment. We are seeking associates to file, grind, polish, or do light assembly.

**Manufacturing Operator: Cardinal Staffing**

**11.22.21**

Machine Operation, Assembly, Packaging

**Quality Inspector: Resource MFG**

**11.22.21**

Inspecting completed products, Sorting parts, Complete sample inspections

**Custodian: Dowding Industries**

**11.22.21**

Comply with all company policies and procedures. Complete all necessary production paperwork. Produce highest level of quality utilizing control plans and work instructions. Maintains safe work environment by following procedures. Updates job knowledge by participating in educational and training opportunities. Keeps equipment and work area clean and orderly. Oil spills / Water spills in main aisle ways. Waste Baskets-Trash Barrels –Steel Barrels Plant Wide. Police front lawn-sweep walkways. Clean bathrooms in plants 2 and 3 once per week. Dust Mop Front Plant Aisle ways (coffee pot to lockers ) Wipe down lunch tables and garbage can tops clean. Replace Light Bulbs in all Offices ,Bathrooms and Bulletin Boards. Check refrigerator for old food – Clean microwaves . Windows in Plant Offices –Twice a week . Oil Sorb Mat Containers Emptied (4) – Cardboard Recycle Bins (3). Safety glasses, ear plugs gloves, rags (pick up soiled rags). Maintain bulbs in Exit Signs. Maintain Floor Sweeper. Remove snow with snow blower in winter season, shovel walkways as needed. Make minor building repairs door knobs, door hinges etc.

**Multiple Positions: T&D Coney**

**11.22.21**

Prepare restaurant tables with special attention to sanitation and order. Attend to customers upon entrance. Present restaurant menus and help customers select food/beverages. Take and serve orders. Answer questions or make recommendations for complementary products. Collaborate with other restaurant servers and kitchen/bar staff. Deal with complaints or problems with a positive attitude. Issue bills and accept payment

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

**GRAND LEDGE (48837):**

**Several Positions: CSIG Holding Company**

**11.22.21**

Reach out to employer for more information about employment opportunities and what responsibilities come with the open positions.

**Several Positions: Pilot Company**

**11.22.21**

Call for more information about available positions and their responsibilities.

**Sales Floor Associate: Dollar Tree**

**11.22.21**

Handle all sales transactions while operating assigned cash register. Maintains security of all cash. Protects all company assets. Maintains a high level of good customer service. Maintains a pleasant, friendly, cooperative attitude with customers, co-workers and supervisors. Receives merchandise. Assist with unloading trucks.

**Warehouse/Forklift- Elwood Staffing**

**11.22.21**

Package, kit and/or assemble orders and materials, Load and unload inbound/outbound trailers, Perform picking and packing duties, Operate forklift equipment or other warehouse machinery. Background check & pre employment drug screen. \*Criminal history doesn't count you out for employment, they consider age at time of offense, seriousness of offense, and when the offense occurred\*

**Patient Coordinator: L.O. Eye Care**

**11.22.21**

Collects patient information, creating and updating demographic files for registration purposes. Functions as information resource, educating patients and answering questions regarding medical authorizations, insurance coverage, and specific locations within the facility. Maintains strictest confidentiality. Reviews patient's insurance for eligibility and/or specific requirements. Utilizes practice management computer system for inputting patient information and appointment status.

**Cashier: Johnny's Markets**

**11.22.21**

Say hello and thank you to every customer, making it fun to shop at Johnny's. Listen to customer requests or concerns, and share them with the management team. Operate the cash register and give customers proper change. Request personal ID for customers buying alcohol or tobacco as required by federal and state laws. Follow directions to make Johnny's coffee and food turn out delicious every time. Refill store shelves, displays, and coolers as needed throughout your shift. Do housekeeping as needed to keep the store fresh and clean.

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

**NASHVILLE (49073):**

**Sanitation 2: Cargill**

**11.22.21**

Accountable for the production of food safe product in a fast-paced manufacturing environment by becoming proficient in cleaning procedures, tear down and set up of production equipment. Including, but not limited to: Ovens, freezers, packaging equipment, transfer belts and conveyors, ESL/Liquid Production equipment, general housekeeping of plant floors and drains, chemical cage, shelves, floors, walls, labeling containers, clean in place (CIP) systems and proper completion of paperwork. Maintain adherence to all Corporate Environmental Health and Safety Policies and Procedures through proper chemical handling, ergonomic practices, Lock-out, Tag-Out Procedures, Confined Space Entry (as necessary) and monthly participation in the behavior-based safety program and completion of the monthly safety and food safety training material. This position shall have the responsibility to report problems with the food safety management system to identified person(s). This position has the responsibility and authority to initiate and record actions. Acquire and maintain knowledge of HACCP/OPRP/PRP (GMP) policies and requirements to complete all monitoring and/or verifications tasks as outlined in the Food Safety Management.

**Cashier: Johnny's Markets**

**11.22.21**

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**Sandwich Artist: Subway**

**11.22.21**

Greet all guests the moment they come in. Accurately record orders, add up the bill, take payment, and make change. Take phone orders and write up delivery tickets. Prepare the food, following Subway's guidelines for portion sizes, recipes, and procedures. Keep the entire restaurant clean and sanitary.

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

**OLIVET (49076)**

**Several Positions: Michigan Dairy Tech LLC**

**11.22.21**

Call this employer to find out more details about the available positions and their responsibilities and requirements.

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

**POTTERVILLE (48876):**

**Cashier: Johnny's Markets**

**11.22.21**

Say hello and thank you to every customer, making it fun to shop at Johnny's. Listen to customer requests or concerns, and share them with the management team. Operate the cash register and give customers proper change. Request personal ID for customers buying alcohol or tobacco as required by federal and state laws. Follow directions to make Johnny's coffee and food turn out delicious every time. Refill store shelves, displays, and coolers as needed throughout your shift. Do housekeeping as needed to keep the store fresh and clean.

**Material Handler/ Machine Operator: Alro Steel**

**11.22.21**

filling and preparing customer orders for shipment; operating heavy equipment including cranes, forklifts, and processing machinery; lifting up to 75 lbs on occasion;

**Sandwich Artist: Subway**

**11.22.21**

Greet all guests the moment they come in. Accurately record orders, add up the bill, take payment, and make change. Take phone orders and write up delivery tickets. Prepare the food, following Subway's guidelines for portion sizes, recipes, and procedures. Keep the entire restaurant clean and sanitary.

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

**SUNFIELD (48890):**

**Sanitation 2: Cargill**

**11.22.21**

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

**VERMONTVILLE (49096):**

**Sales Associate: Aarons**

**11.22.21**

Help customers find what they need, Maintain a positive sales floor environment, Handle clerical duties like customer files and contracts, Assist with cleaning, organizing and moving merchandise. Able to perform physical job including lifting up to 50 lbs. without help and 300 lbs. with a dolly.

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