

# Housing Services Mid-Michigan



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

## Weekly Employment Guide – June 21st, 2022

\*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: Dollar General**

**6.21.22**

Provide excellent customer service, greet and assist customers. Operate cash register and scanner to itemize and total customer's purchase, collect payment from customers and make change, bag merchandise, and assist customers with merchandise as necessary.

Follow company merchandise processes; unpack, stock, restock, and rotate merchandise on shelves and build merchandise displays.

Clean the store, take out trash, dust and mop store floors, clean restroom and receiving room, and help set up sidewalk displays.

Frequent and proper lifting of up to 40 pounds; occasional lifting of up to 55 pounds

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

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

**Several Positions: L. L. Johnson Lumber MFG**

**6.21.22**

Call this employer for specific job openings, their daily responsibilities, and the physical requirements. Email resume to: [bj@theworkbench.com](mailto:bj@theworkbench.com)

**Several Positions: Dunham's**

**6.21.22**

Provide excellent customer service is primary responsibility. Ringing cash register, answering phones, performing merchandising and operational tasks. Merchandise knowledge preferred, such as apparel, footwear, field and stream, exercise or general athletics. Stores are open seven days, including nights, weekends and holidays. Open availability preferred.

<https://nlx.jobsvn.org/71ba5404c5b14f3a87bccc4bfb6a3036151>

**Several Positions: Meijer**

**6.21.22**

Call for more information on all available positions and their responsibilities and physical requirements.

**Cashier: Walmart**

**6.21.22**

Smile, greet, and thank customers with a positive attitude. Stand for long periods of time while checking out customers quickly and accurately. Keep your area clean and presentable. Answer customer questions and help them with their needs. Be available to assist associates across the store as needed

**Retail Sales Associate: AutoZone**

**6.21.22**

Provides WOW! Customer Service. Ensures assigned store tasks are completed in a timely manner on assigned shift. Operates cash registers and follows established cash handling procedures. Follows company policies and loss prevention procedures. Maintains a safe working environment including PPE (Personal Protective Equipment). Maintains store appearance and merchandising standards as directed. Ensures that merchandise is restocked and placed in their respective areas. Utilizes ZNET to help customers locate merchandise or find suitable alternatives. Maintains product knowledge and current promotions through AutoZone systems and information sources. Practices GOTTCa and assists with the installation of wipers blades, batteries and light bulbs. Utilizes OBDII to read codes from customer's automobiles. Ability to diagnose automobile problems and recommend solutions. Communicates with managers regarding customer concerns and employee matters. Actively engaged in developing more effective customer service skills. Provides honest and trustworthy advice to customers regarding the best products that fit the customers' expectations

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

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

**Several Positions: TruGreen**

**6.21.22**

Call this employer for more information about available positions and their responsibilities and requirements.

**Several Positions: Panera Bread**

**6.21.22**

Call this employer for more information about available positions and their responsibilities and requirements.

**Amazon Picker Packer: Amazon**

**6.21.22**

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 49 pounds. Stand, walk, push, pull, squat, bend, and reach during shifts. Use carts, dollies, hand trucks, and other gear to move items around. Go up and down stairs (where applicable). Work at a height of up to 40 feet on a mezzanine (where applicable)

**Cashier: Burlington**

**6.21.22**

Deliver excellent customer service with a positive, professional attitude. Accurately and efficiently ring on register. Process layaways, returns, and exchanges

**Warehouse Worker: Meijer**

**6.21.22**

-Responsible for complete product integrity during its stay at the distribution center. -Works with truck drivers and unloaders while performing receiving and shipping processes for Fresh and Frozen foods, ensuring quality and temperature standards for all products are maintained during a safe transfer and storage process. -Follows established inventory control practices to ensure all Meijer standards are met.

-Accurately completes receiving-order-shipping processes. -Ensures building sanitation standards are consistently maintained. -Completes other duties as assigned.

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

### **DIMONDALE (48821):**

**CNA: Dimondale Nursing Care Center**

**6.21.22**

Call this employer for the list of responsibilities and physical requirements necessary to do this job.

**Teller: Union Bank**

**6.21.22**

Union Bank is seeking a friendly, out-going, sales-oriented individual to join our customer-focused team as a Teller. Qualified candidates will have a minimum of 6 months of previous cash handling, banking and/or customer service experience.

**Team Member: Wendys**

**6.21.22**

Call this employer for the list of responsibilities and physical requirements necessary to do this job.

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

### **EATON RAPIDS (48827):**

**Several Positions: TruGreen**

**6.21.22**

Call for more information on all available positions and their responsibilities and physical requirements.

**Several Positions: SpartanNash**

**6.21.22**

Call for more information on all available positions and their responsibilities and physical requirements.

**Sales Associate: Dollar General**

**6.21.22**

Provide excellent customer service, greet and assist customers. Operate cash register and scanner to itemize and total customer's purchase, collect payment from customers and make change, bag merchandise, and assist customers with merchandise as necessary. Follow company merchandise processes; unpack, stock, restock, and rotate merchandise on shelves and build merchandise displays. Clean the store, take out trash, dust and mop store floors, clean restroom and receiving room, and help set up sidewalk displays. Frequent and proper lifting of up to 40 pounds; occasional lifting of up to 55 pounds

**House Cleaner: Keepin It Clean LLC**

**6.21.22**

Dusting. Vacuuming. Mopping. Cleaning bathrooms. Cleaning Kitchens. Some drive time. Must have DL and reliable transportation. Background check.

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: TruGreen**

**6.21.22**

Call for more information on all available positions and their responsibilities and physical requirements.

**Several Positions: Meijer**

**6.21.22**

Call this employer to find out what the positions are, their daily responsibilities, requirements, and physical demands.

**Several Positions: Pizza Hut**

**6.21.22**

Call this employer for the specific job responsibilities, physical demands, and requirements.

**Retail Sales Associate: AutoZone**

**6.21.22**

Provides WOW! Customer Service. Ensures assigned store tasks are completed in a timely manner on assigned shift. Operates cash registers and follows established cash handling procedures. Follows company policies and loss prevention procedures. Maintains a safe working environment including PPE (Personal Protective Equipment). Maintains store appearance and merchandising standards as directed. Ensures that merchandise is restocked and placed in their respective areas. Utilizes ZNET to help customers locate merchandise or find suitable alternatives. Maintains product knowledge and current promotions through AutoZone systems and

information sources. Practices GOTTCChA and assists with the installation of wipers blades, batteries and light bulbs. Utilizes OBDII to read codes from customer's automobiles. Ability to diagnose automobile problems and recommend solutions. Communicates with managers regarding customer concerns and employee matters. Actively engaged in developing more effective customer service skills. Provides honest and trustworthy advice to customers regarding the best products that fit the customers' expectations

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

### **NASHVILLE (49073):**

#### **Sales Associate: Dollar General**

**6.21.22**

Provide excellent customer service, greet and assist customers. Operate cash register and scanner to itemize and total customer's purchase, collect payment from customers and make change, bag merchandise, and assist customers with merchandise as necessary. Follow company merchandise processes; unpack, stock, restock, and rotate merchandise on shelves and build merchandise displays. Clean the store, take out trash, dust and mop store floors, clean restroom and receiving room, and help set up sidewalk displays. Frequent and proper lifting of up to 40 pounds; occasional lifting of up to 55 pounds

#### **PT Teller: Highpoint Community Bank**

**6.21.22**

Greets or acknowledges customers entering our facilities. Provides friendly, efficient, positive service and assistance to customers by serving as a paying and receiving teller, and accepting cash/non-cash transactions. Balances the transactions each business day and provides for the security of assigned cash. Recognizes customers' needs and makes appropriate referrals. Serves organization's customers with care and accuracy in processing a variety of transactions. Receives and processes deposits/withdrawals to and from checking/savings accounts, cashes checks, and makes change for customers. Answers inquiries about customers' depository accounts. Issues negotiable items and accepts coupon payments. Balances assigned cash daily and maintains strict adherence to security procedures and assigned cash limits. Recommends and suggests bank products and services based on customers' needs.

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

### **OLIVET (49076)**

#### **Sales Associate: Dollar General**

**6.21.22**

Provide excellent customer service, greet and assist customers. Operate cash register and scanner to itemize and total customer's purchase, collect payment from customers and make change, bag merchandise, and assist customers with merchandise as necessary. Follow company merchandise processes; unpack, stock, restock, and rotate merchandise on shelves and build merchandise displays. Clean the store, take out trash, dust and mop store floors, clean restroom and receiving room, and help set up sidewalk displays. Frequent and proper lifting of up to 40 pounds; occasional lifting of up to 55 pounds

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

### **POTTERVILLE (48876):**

#### **Several Positions: TruGreen**

**6.21.22**

Call for more information on all available positions and their responsibilities and physical requirements.

#### **Sales Associate: Dollar General**

**6.21.22**

Provide excellent customer service, greet and assist customers. Operate cash register and scanner to itemize and total customer's purchase, collect payment from customers and make change, bag merchandise, and assist customers with merchandise as necessary. Follow company merchandise processes; unpack, stock, restock, and rotate merchandise on shelves and build merchandise displays. Clean the store, take out trash, dust and mop store floors, clean restroom and receiving room, and help set up sidewalk displays. Frequent and proper lifting of up to 40 pounds; occasional lifting of up to 55 pounds

#### **Warehouse: FHI Works**

**6.21.22**

Call for more information on all available positions and their responsibilities and physical requirements.

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

**SUNFIELD (48890):**

**Material Handler: EJ**

**6.21.22**

Read work orders and follow oral instructions to ascertain materials or containers to be moved. Load and Unload materials onto or from pallets and trucks by hand and forklift. Installs strapping, bracing or padding to prevent shifting or damage in transit. Lifts heavy objects by hand or with power hoist and cleans work area, machines and equipment.

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

**VERMONTVILLE (49096):**

**Food Service Worker: Compass Group**

**6.21.22**

Performs prep work such as washing, peeling, cutting and seeding fruits and vegetables. Weigh and measure 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.

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