

Housing Services Mid-Michigan



Opening doors for people in our communities...

Weekly Employment Guide – September 19, 2023

*We are no longer emailing this guide; you can now find it on our website at 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 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 daycares, 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)

Employment Listings by Zip code:

➤ **BELLEVUE (49021):**

Several Positions: Dollar General

- Provide excellent customer service, greet and assist customers.
- Operate the 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.

Food Service Worker: Compass Group

- 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 the supervisor.
- Ensures compliance with company service standards and inventory and cash control procedures.
- Assures compliance with all sanitation and safety requirements.

Home Health Aide: Loving Hands Homecare Agency

- Full-time, Part-time.
- Paid Weekly.
- \$150-\$300 Sign-on Bonus.
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➤ **CHARLOTTE (48813):**

Several Positions: L. L. Johnson Lumber MFG

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

Sewing Machine Operator: Peckham

- Apply online at <https://nlx.jobsyn.org/b7bf500e3d85483b87ab9ba0d8ddcc34151>

Several Positions: Meijer

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

Several Positions: The Shyft Group

- Call for more information on all available positions and their responsibilities and physical requirements.
- Apply online at: <http://ipc.us/t/4BC02A2576504249>

Cashier: Walmart

- 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.

Crew Member/Cashier: Wendy's

- \$12-\$15 an hour, Part-time and Full-time needed.
- 50% Discount (Wendy's, Applebee's, MOD Pizza, Del Taco, and Olga's Kitchen
- Instant Pay and Paid Time Off.

Several Positions: AutoZone

- Ensures assigned store tasks are completed in a timely manner on assigned shifts.
- Operates cash registers and follows established cash handling procedures.
- Follows company policies and loss prevention procedures.
- Maintains store appearance and merchandising standards as directed.
- Ensures that merchandise is restocked and placed in their respective areas.
- Maintains product knowledge and current promotions through AutoZone systems and information sources.
- Assists with the installation of wipers blades, batteries and light bulbs.
- Ability to diagnose automobile problems and recommend solutions.

Retail Store Associate: CVS Health Pharmacy

- Providing differentiated customer service by anticipating customer needs, demonstrating compassion and care in all interactions, and actively identifying and resolving potential service issues.
- Accurately perform cashier duties.
- Completing inventory management tasks as directed by store manager.
- Must be at least 16 years old, remaining standing for extended periods of time, and lift up to 35 pounds.

Multiple Positions: Dunham's Athleisure Corporation

- High energy and enthusiasm. Desire to give our customers a high degree of service. Ability to operate computerized Point of Sale register system.
- 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.
- Merchandise Discount

Financial Services Representative: MSUFCU

- High school Diploma or Equivalent Required.
- Use knowledge and judgment to protect members and the Credit Union from loss.
- Understand and comply with federal and other regulations relating to financial products and services as well as MSUFCU policies and procedures and regulations pertaining to the Bank Secrecy Act.
- Follow safety and security procedures regarding robbery and emergency situations, third party access to secure areas, and communicate suspicious activity to management.
- Manage time efficiently and take initiative within the branch; seek opportunities to develop or enhance knowledge.
- Actively participate in Credit Union initiatives and promotions and achieve assigned financial service goals.
- Take on risk and utilize lending and disbursement limits commensurate with level.

Merchandising Representative: Workforce Employment Specialists

- Merchandising, stocking, and maintaining product displays (Both grocery and hardlines).
- Resetting and building displays with the use of planograms and other instructional materials.
- Rotating date sensitive product on the shelf and in the backroom.
- Transporting product between the sales floor and the backroom.
- Safely using store equipment.
- Using electronic devices for communication, work instructions, and other reporting activities.
- Building relationships with teammates, store personnel, and customers.

Construction Worker/Roofer: American Metal Roofs

- Full-time, must have a valid driver's license.
- Email mortilandan@gmail.com to schedule an interview.

➤ DELTA TOWNSHIP (48917):**Several Positions: Panera Bread**

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

Amazon Picker Packer: Amazon

- 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 directions 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)

Several Positions: Regency at Lansing West

- Certified Nurse Aids will care for residents under the direction and supervision of a Registered Nurse or a license practical nurse.
- The position requires patience, compassion and a desire to care for the residents in a gentle and empathetic manner.
- Come join our team of caring and compassionate professionals.
- Competitive wage and benefit package available.
- Required license or certification:
- Apply to lansing_hr@cienafacilities.com or in person to Regency at Lansing West, 12200 Broadbent Road, Lansing, MI 48917

Warehouse Worker: Meijer

- Responsible for complete product integrity during its stay at the distribution center.
- Work 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.
- Paid Weekly.

Delivery Driver: Peckens Trucking Inc.

- Full-time FedEx Package Delivery.
- No CDL required.
- Employer-provided vehicle provided.
- Mon-Fri or Tue-Sat: 9am-5pm.
- Weekly paychecks - \$200/day.
- Must be 21+ and have a valid driver's license.
- Must be able to manage packages up to 150 pounds.
- Must submit to a background check and drug test.
- Paid training and Paid Time Off.

General Laborer: Franchino

- Be able to perform various unskilled and semi-skilled manual work as directed by supervisor in the general shop and/or maintenance. The employee must be able to use standard equipment and hand tools particular to the area of assignment.
- Must have the ability to understand and follow oral and written instructions.
- Must have a positive attitude, good work ethic, punctuality and be willing and able to learn.
- Benefits include apprenticeship program, medical insurance, educational benefit, paid vacation and 401(k).
- You must undergo drug screening and pass a physical examination.

➤ **DIMONDALE (48821):**

Multiple positions: Dimondale Nursing Care Center

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

Team Member: Wendy's

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

Team Member: Arby's

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

Hotel Front Desk Agent: Holiday Inn Express & Suites

- Kicking off truly memorable guest experiences with the warmest of welcomes.
- Acknowledging rewards members and returning guests in person or over the phone.
- Taking, managing, and receiving payments for guest bookings.
- Making the check-in and check-out process feel swift and seamless.
- Staying one step of our guests' needs to anticipate requests and offer tailored recommendations.
- Being our guests' trusted contact – helping with everything from bill issues to restaurant recommendations.
- Communication skills - guests will need to come to you with concerns as well as compliments, so you'll be easy to talk to.
- Problem-solving skills that can turn issues into opportunities so every guest will leave with great memories.
- Fluency in the local language - extra language skills would be great, but not essential.
- Literate and tech-savvy - you'll need a good grasp of reading, writing, basic math and computer skills.

➤ **EATON RAPIDS (48827):**

Several Positions: Speedway

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

Team Member: McDonald's

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

Several Positions: SpartanNash

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

Several Positions: Dollar General

- Provide excellent customer service, greet and assist customers.
- Operate the 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.

➤ **GRAND LEDGE (48837):**

Several Positions: Meijer

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

Several Positions: Pizza Hut

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

Retail Sales Associate: AutoZone

- Ensures assigned store tasks are completed in a timely manner on assigned shifts.
- 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.
- Maintains product knowledge and current promotions through AutoZone systems and information sources.
- Assists with the installation of wipers blades, batteries and light bulbs.
- Ability to diagnose automobile problems and recommend solutions.
- Communicates with managers regarding customer concerns and employee matters.
- Provides honest and trustworthy advice to customers regarding the best products that fit the customers' expectations.

Product Demonstrator: Advantage Solutions

- Must be 18 years or older.
- Be Available to work 2-3 shifts per week.
- Be able to lift up to 20lbs.
- Can stand for 4-6 hours while distributing samples in-store.
- Able to use your smartphone or tablet to record work after each shift.

Caregiver: Haven Homecare

- Full-time, Part-time, no experience required.
- Must have High School Diploma or Equivalent.
- Must be at least 18 years old, be able to pass a criminal background check, possess a driver's license, and have reliable transportation.

➤ **NASHVILLE (49073):**

Sales Associate: Dollar General

- Provide excellent customer service, greet and assist customers.
- Operate the 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.

Personal Care Assistant: Care Watch of Michigan Home Care

- Full-time position.
- Gives clients the attention they need to succeed in their goals.
- Provides daily activities that are designed to help clients reach their physical and emotional goals.
- Provides companionship and positive interaction for the individual during their daily hours of service.
- Provides daily meals that are prepared by the individual with the assistance of their loved one.
- Assists with bathing, dressing, grooming, and hygiene as well as providing individualized attention during meals.
- Maintains client's beds, floors, and other common areas so that clients are comfortable as they go about their day.
- Performs other duties as assigned by the supervisor or manager and manager.

Sandwich Artist: Subway

- Full-time, Part-time.
- 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.
- Dress appropriately for work in a clean uniform.

➤ **OLIVET (49076):**

Sales Associate: Dollar General

- Provide excellent customer service, greet and assist customers.
- Operate the cash register and scanner to itemize and total customer's purchases, 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

Caregiver: HomeCare Transitions

- Part-time, must have a Valid Driver's License.
- Provide direct care to resident in accordance with their individual care plans.
- Assist residents with activities of daily living, including bathing, dressing, grooming, and toileting.
- Administer medications to residents as prescribed by a nurse.
- Monitor and document changes in residents' physical and emotional well-being.
- Assist with meal preparation and feeding.
- Engage residents in social activities and provide companionship.
- Maintain a clean and safe environment for residents.
- Follow resident rights and HIPAA guidelines.

Housekeeper: Olivet College

- Selects and transports materials and supplies from supply area to work areas.
- Sweeps, mops, re-washes and buffs floors.
- Uses dust cloths and vacuum cleaner to vacuum and/or damp dust ceilings, vents, drapery rods, cubicle tracks, blinds, sprinkle heads, windowsills, floors, furniture, lights, televisions, ledges, wall mounted fixtures, etc.
- Scours and polishes sinks, tubs, showers, mirrors and similar equipment; replenishes supplies of soap, towels and other dispensable items. Notifies supervisors when supplies are low.
- Empties, cleans and relines wastebaskets.
- Arranges furniture and equipment in an orderly fashion.
- Spot washes walls, ceilings and windows by hand using water and cleaning solutions and equipment.
- Cleans lighting fixtures, tops of windows and other high places using a ladder when necessary.
- Provides thorough cleaning of each room; scrubs mattress, dusts, disinfects, cleans, bathroom, etc.
- Collects and transports trash to collection points.
- Assists in cleaning emergency spills as requested.
- Maintains clean work area and secures equipment repairs as necessary. Observes all safety rules.
- Collaborates with fellow housekeepers to recommend supply and equipment purchases and changes in cleaning techniques to improve efficiency.

➤ **POTTERVILLE (48876):**

Sales Associate: Dollar General

- Provide excellent customer service, greet and assist customers.
- Operate the cash register and scanner to itemize and total customer's purchases, 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

Team Member: McDonald's

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

Delivery Driver: Shipt

- Be at least 18 years old.
- Have access to reliable transportation (car year of 1997 or newer) and car insurance coverage.
- Have a current U.S. driver's license.
- Be able to lift 50+ pounds.
- Be familiar with using an Android or iPhone.
- Build your own schedule.

➤ **SUNFIELD (48890):**

Material Handler: EJ

- 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 hoists and cleans work areas, machines and equipment.

Distribution Clerk: Manpower

- Full-Time, Second Shift.
- High school diploma or equivalent required.
- 1-2 years of experience in a similar role preferred.
- Strong computer proficiency with ability to learn new systems easily.
- Operate a PC based shipping scale.
- Keep an accurate log of daily traffic transactions.
- Verify weights of product/scrap received and shipped.

➤ **VERMONTVILLE (49096):**

Food Service Worker: Compass Group

- 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.
- 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 the supervisor.
- Ensures compliance with company service standards and inventory and cash control procedures.
- Assures compliance with all sanitation and safety requirements.

Outside Laborer: West Milling Company

- Full-Time, Valid Driver's License Required.
- Work with customers and other employees in a professional manner.
- Operate various hand and power tools.
- Clean and maintain work area, grain bins, and tanks.
- Perform all duties in a safe manner. Follow all safety rules and regulations.
- Must be able to lift up to 50 pounds unassisted.
- Must be able to stand on feet for 8 hours a day. Ability to work in a fast-paced environment.
- Must be able to follow verbal and written instructions.

FOR AN UPDATED LIST OF AVAILABLE JOBS IN EATON COUNTY PLEASE CHECK: www.mitalent.org