

# Housing Services Mid-Michigan



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

## Weekly Employment Guide – April 15th, 2024

\*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 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)**

□ **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.

□ **CHARLOTTE (48813):**

**Domino's Pizza Delivery Driver**

- Full-Time and Part-Time positions, \$12+ an hour
- Must have valid drivers license
- Meet background check requirements
- Must have reliable vehicle
- No experience needed
- Day and night shifts preferred

**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>

**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.

**Multiple Positions: Dunham's Athleisure Corporation**

- High energy and enthusiasm. Desire to give our customers a high degree of service. Ability to operate a 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

**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 products 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/Roofers: American Metal Roofs**

- Full-time, must have a valid driver's license.
- Email [mortilandan@gmail.com](mailto:mortilandan@gmail.com) to schedule an interview.

**Caregiver: Hope Landing**

- Part-time, Full-time \$13-\$20/hr, High School Diploma or Equivalent Required.
- Driver's License Required, and CPR certification.
- Assists residents with activities of daily living. They consist of ambulating, dressing, eating, hygiene, and toileting.
- Provides care as outlined in the Resident Service Plan.
- Provides adequate nutrition and hydration of residents. Pass water and assist with feeding as indicated.
- Pays strict attention to universal precautions on the infection control protocol.
- Provides assistance with Housekeeping and Laundry for residents.
- Ensure safety and wellbeing of each resident.
- Accurately completes documentation to reflect care rendered.
- Reports changes in resident condition to the Care Team Coordinator/Director of Resident Care immediately.
- Participate / attend staff meetings and training sessions as directed.
- Perform daily household duties. Responsible for the general cleanliness of the facility and resident rooms.
- Perform other duties as directed by the employer.
- Read and comply with all policies found in the personnel policies handbook

**Custodian**

- Part-Time, \$14 /per hour, Monday-Friday 2pm to 11pm (some weekends)
- Sanitizing surfaces to ensure a healthy germ-free environment
- In depth cleaning of common areas and restrooms
- Provide regular floor care
- Ensuring proper care of equipment pre/post use
- Ensure windows have a streak-free sparkling shine
- Removing Garbage (Lifting 40-50 lbs)
- Ensuring restrooms are sanitized and well stocked with necessary products
- Ensuring all tasks are completed in allotted amount of time, and exceeds expectations

**Crew Member: Little Caesars**

- Part-Time, Full-Time, \$11-\$13/per hour
- Practice and establish procedures and use proper tools associated with taking and preparing customer orders

**Newspaper Delivery**

- Part-Time, \$500-\$560/ per week, Must be 18+ and have a valid driver's license
- Approximately 6 days a week 1:00 am - 7:00 am
- Those with a criminal record are encouraged to apply

**□ DELTA TOWNSHIP (48917):****Professional House Cleaner: Molly Maid**

- Full-Time
- Legally authorized to work in the United States
- Complete a background check

- Physical ability to mop, vacuum, dust, work overhead, and complete housekeeping tasks
- You are available to work Monday through Friday during the day, 7am to 4pm
- Bilingual preferred, must be able to communicate with clients
- Makeup to \$20.00 an hour, depending on your experience, quality of the work you do, and the speed at which you work as a professional house cleaner.

**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 Aides will care for residents under the direction and supervision of a Registered Nurse or a licensed 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](mailto: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 the 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 programs, medical insurance, educational benefits, 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**

- \$13-\$13.50 an hour, Part-Time
- 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.

**General Office Assistant- MTH Management**

- \$12.00 - \$15.00 an hour, Full-Time
- 32-40 hours a week with benefits
- Perform general clerical duties, including photocopying, scanning, processing court paperwork and inputting and updating files
- Assist with scanning documents and inputting new information
- Coordinate projects and ensure deadlines are met
- Manage office supplies and inventory
- Answer phone calls and direct inquiries to the appropriate person
- Provide administrative support to the team as needed
- Maintain a clean and organized office environment

**> 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**

- 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.

**Cleaner: Clean Team**

- Part-Time, Evenings
- Must be at least 18 years-old and possess a valid driver's license.
- Duties include: Dusting, Mopping, Sweeping, Vacuuming, Trash Removal and Disposal, Disinfecting and Sanitizing.
- Apply online @ [www.cleanteamclean.com](http://www.cleanteamclean.com)

**Control Room Operator: Raise**

- \$17.61 an hour, 6-months Contract
- High school Diploma or Equivalent required.
- Assists with facilities tasks such as general plant activities such as cleanup, painting, warehouse support (Shipping/receiving) etc.
- Supports the control room operator.
- Is able to perform start-up, shutdown and operation of activities under the supervision of intermediate or senior control room operators.
- Executes various safety functions (lockout/tag out, confined space, active controller), maintenance and operation activities in compliance with applicable procedures and guidelines under general direction.
- Assists in facilities tasks such as general housekeeping, painting and warehouse support (Shipping/receiving) etc.

- Maintains equipment logs and other reports as required.
- Performs other duties as required.

**Direct Care worker/Caregiver: Residential Options, Inc.**

- Part-Time, Full-Time, \$14.04-\$14.54/hour
- Hiring Multiple Candidates. Must be 18 years-old.
- Must possess a Valid Driver's License.
- High School Diploma or Equivalent Required.
- Provide daily assistance with activities of daily living (ADL's), including personal care and hygiene, household support, independent living skills, and all activities outlined in the consumer's individual treatment plan
- Document all trainings and daily data, as required by your supervisor
- Administer any required medications, treatments, and therapy programs as instructed by clinicians
- Complete documentation in accordance with Community Mental Health policies and procedures
- Attend mandatory staff meetings and training sessions as required by ROI Specific Duties
- Assist consumers with personal hygiene. This may include, but is not limited to, toileting, bathing, dressing, shaving, dental care, etc.
- Implement each consumer's individual treatment plan and complete all required documentation in a timely manner
- Encourage consumers to be involved in community activities and outings, and assist them when necessary
- Transport consumers to day programs, medical appointments, community activities, etc.as required. This may be done in ROI vehicles or the employee's personal vehicles
- Complete required training(s) specific to your site placement in a timely manner

➤ **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**

- Part-Time, \$21/hour
- 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 a 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.

**Production Operators: Autokiniton**

- Part-time, Second Shift, \$18.25/hour or Full-Time, 1<sup>st</sup> Shift, \$17.25/hour
- Operators a variety of production machines (stamping and welding).
- Follows written instructions to determine production requirements and part specifications as displayed on scheduling boards and work standard sheets.
- Secondary sources of information include, but are not limited to, oral instructions from supervisors and/or other employees.
- Manually loads parts or blanks into machine and place parts into inventory baskets

**Server/Wait-Staff: Independence Village**

- Part-time, up to \$12/ per hour
- Must be friendly, display a positive attitude and work well with other team members
- Serve meals in a professional manner, demonstrating a genuine concern to please residents and guests
- Follow safe food handling and sanitation practices
- Perform all side work and setup/breakdown duties as assigned
- Ensure that residents and guests receive high quality food in a timely manner
- Maintain a positive attitude, demonstrate professional behavior, and practice good personal hygiene
- Wait on tables and assist other staff as needed

**➤ 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.

**Shipping Helper: Quality Aluminum Products**

- From \$16.80 an hour, Full-Time
- As an Entry-level Shipping Helper / Warehouse Worker, you actively prepare shipments to get them out the door and to our customers in a timely manner.
- Choose applicable items, move materials around the facility, load products, and utilize power tools to assist when needed.
- Locate and retrieve products and verify quantity, quality, and labeling.
- Build pallets to the required size and manually load, pack, and organize shipments on trucks based on established shipping logistics.
- With attention to detail, complete all required paperwork, as well as maintain warehouse organization and cleanliness.
- Follow established safety and security procedures, report potentially unsafe conditions as needed.

**Personal Care Assistant: Care Watch of Michigan Home Care**

- 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**

- Starting at \$16 an Hour, Part-Time, Full-Time
- Part-time, must have a Valid Driver's License.
- Provide direct care to residents 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 disposable 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.

**Home Health Care Aide: Aiding Hearts LLC**

- \$14.35-\$15.00 an hour, Full-Time, Part-Time
- Assistance with daily activities including dressing, grooming, meal preparations and light housekeeping
- Personal care including bathing, mobility, incontinence care, feeding and other services
- Provides companionship
- Email resume to [admin@aidinghearts.org](mailto:admin@aidinghearts.org) or call 517-515-5299 to set up an interview.

**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.

**Cleaner: Clean Team**

- Part-Time, Evenings
- Must be at least 18 years-old and possess a valid driver's license.
- Duties include: Dusting, Mopping, Sweeping, Vacuuming, Trash Removal and Disposal, Disinfecting and Sanitizing.
- Apply online @ [www.cleanteamclean.com](http://www.cleanteamclean.com)

**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.

**☐ 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 is 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.

**Caregiver: Haven Home Care**

- \$12-\$15 an hour, Full-Time, Part-Time
- At Least 18 Years-Old
- Pass a criminal background check
- Reliable transportation
- Meal prep, light house cleaning, personal care, appointments, grocery shopping. *\*As client needs/requests*

**Machine Operator: Sabersmith Inc**

- \$14-\$18 an hour, Full-Time
- Machine operator in the machining department, running our Bridgeport mills.
- Depending on experience level, they may also help with one of our VMCs.
- Prior experience in other areas of manufacturing or the ability and willingness to learn is important, as there are other steps in the process that our operator will help out with when caught up on their primary tasks.

**☐ 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 the 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.

**Sales Associate: Kelly Fuels Inc**

- \$12.50 an hour, Full-Time, Part-Time
- Kelly Fuels is seeking eager and hardworking individuals to work as customer service associates staff in various Kelly Express Mart locations.
- Candidates should be dependable and have a steady work history.
- Responsibilities include but are not limited to, prep duties, customer service, cleaning duties, and maintaining proper store sanitation. Experience is not required but preferred.
- Compensation is competitive and based on experience.
- 

**Operations Lead: Star of the West Milling Co**

- Full-Time, \$19-\$24/hour
- Lead and work in conjunction with Plant Food and Elevator, at the discretion of the Plant Manager.
- Safely and effectively apply plant food and crop protection products using a variety of application methods to the agricultural community.
- Receive, deliver, and maintain facilities and equipment associated with the job.
- Operate & maintain grain elevator equipment, bean or flour equipment, or any other assigned task at the location.

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