

Housing Services Mid-Michigan



Opening doors for people in our communities...

Weekly Employment Guide – September 30th, 2024

*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)

□ **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.

Laundry Worker: Healthcare Services Group, inc.

- Full-time, Part-time.
- Collection, sorting, washing, and drying of linen, folding clean linen, recording the daily quantity of linen processed, making proper unit deliveries, and ensuring cleanliness of workspace including machines, work tables, and sorting area.
- Expected to demonstrate leadership skills and complete all responsibilities independently, while avoiding harm to yourself or others.
- Must comply with COVID-19 Vaccination Policies, according to state, local, and/or customer requirements.
- Must be able to lift/carry up to 50 pounds, push/pull up to 50 pounds, stand, sit, bend and walk for extended periods.

Cleaner/Custodian/Janitor: CSM Services

- \$14/hr, full time 3pm - 11pm Monday-Friday
- Must pass a background check and drug test.
- Responsibilities include vacuuming, mopping, dusting, cleaning restrooms, and operating floor scrubber equipment.
- Benefits include holiday pay, paid training, and opportunities for advancement.

Event Specialist: Crossmark

- Part-time, primarily weekends (shifts are approximately 6 hours in length and typically Thursday-Sunday).
- Must be able to stand for up to six hours
- Food Safety Certification (to be completed AFTER being hired)
- Must have reliable internet access
- Perform food and beverage sampling demonstrations insite of local grocery stores as Food Demonstrators/Sales Advisors
- Want someone who is willing and able to take direction

□ **CHARLOTTE (48813):**

Machine Operator: Gold Standard Staffing

- \$16.50/hr, 3pm - 11:30 pm - this is an entry-level position with room to grow.
- Must have high school diploma or equivalent.
- No sex offenders, everything else is on a case-by-case basis regarding background checks.
- Healthcare benefits, 401(k), parental leave, paid time off.
- Responsibilities include keeping production going on in your respective work cell. You will be responsible for producing a given number of parts per hour.

Machine Operator: Shapeways

- 7 am to 3:30 pm OR 3 pm to 11:30 pm - this is an entry level position with room to grow.
- High school diploma or GED required, ability to move a minimum of 25 lbs and frequently stand.
- Responsible for keeping production going on in respective work cell, will be responsible for producing a certain number of parts per hour.
- Responsibilities include cycling the machine, removing parts from the mold, remove scrap material from molded objects, and check molded parts by gauging and visual inspection as prescribed.

Bank Teller- Eaton Community Bank

- \$15.53 an hour, Full Time (40 hours a week)
- Experience (beneficial but not needed: Experience handling cash, customer service, communication skills, ability to multitask & prior banking experience.
- Day shifts, weekend shifts as needed

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

Bartender/Waitstaff: The Thirsty Bird

- Part time, Day shift, Monday-Friday, \$5.00 an hour + tips.
- Expect 8-15 hours a week.
- Must have basic customer service skills.

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.

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

Shift Lead: Taco Bell

- Full time
- Job responsibilities include but are not handling customer complaints, providing team members with feedback, and the ability to follow cash, security and inventory procedures

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.

Custodian: Apply through Indeed

- 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.

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: Apply through Indeed

- 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.

Store Leader: Speedway

- Benefits: weekly paychecks, holiday pay, paid sick/vacation time, monthly bonus, tuition reimbursement
- High school diploma or GED preferred but not required if you have 1 year of retail management experience
- Must have the ability to multitask, strenuous movement, have good communication skills, have proficient computer knowledge, ability to handle cash, and over-see other employees
- For more information, visit Indeed.com

Team Member: Pizza Hut

- Full Time, Flexible Scheduling.
- Health Insurance.
- Employee discounts!

Shuttle Driver: Autoport Limited

- Full time beginning at 5pm, \$16.31-\$18.12/hr

- Responsible for relocating new vehicles from one location to another, driving and handling vehicles responsibly, inspect cars for damage
- Qualifications include being able to work through different weather conditions, have a high school diploma or equivalent, and have a valid driver's license with a satisfactory driving record
- Link to application: <https://bit.ly/3LhmnyA>

Delivery Driver: AutoZone

- Full time, Part time. Must be 18 years of age or older. Must possess a Valid Driver's License.
- Picks up returns, cores and parts from nearby stores or outside vendors.
- Maintains a safe driving and working environment, including PPE (Personal Protective Equipment).
- Assist customers in the store between deliveries.
- Follows all company policies, procedures, dress code and management direction, including all fleet and safety policies.
- Handle cash and charge transactions per company policy.
- Maintain product knowledge and current promotions through AutoZone systems and information resources.
- Ability to lift load and deliver merchandise.
- Ability to work a flexible schedule including holidays, weekends, and evenings.
- Excellent communication and decision-making skills.

Sales Floor Associate: Dollar Tree

- Full time.
- Responsible for assisting with the complete operations of the assigned store, in conjunction with assigned tasks and duties.
- Assist in the merchandising of the store.
- Fully cross-trained to assist with cash register operations, customer service and stock replenishment.
- Handle all sales transactions while operating the 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.
- Works in a safe manner.

Entry Level Manager: Culver's

- \$17-\$19/hr, Full time
- Must be able to work nights, weekends and holidays.
- Build and lead great shifts, empower team members, and help maintain a positive attitude throughout the restaurant.
- Run shifts effectively to provide great food and excellent customer service.
- Demonstrate positive and effective role modeling for team members.

Entry Level Sales Representative: Blue Raven Solar

- \$30-60/hr, Full time
- No experience needed, must have ability to work on your feet and reliable form of transportation.
- Flexible schedule, work anytime between 8 am and 8 pm.
- Identifying and engaging potential customers through canvassing
- Engage with homeowners to generate interest in solar solutions
- Schedule appointments for sales representatives to further discuss offerings

Certified Nursing Assistant: Eaton County Health and Rehabilitation Services

- \$18-\$22 Full time, no experience needed
- Assist with tasks of daily living such as bathing, feeding, toileting, dressing, transferring, positioning, checking weights, and vitals and reports to changes in condition to the charge nurse.

Cashier: Murphy USA

- Full time and Part time opportunities
- No experience required.
- Daily pay (easy access to a portion of earned wages after completed shifts).
- Assisting customers with purchases and fuel transactions.
- Operating cash register.
- Restocking merchandise.

Shift Leader: Hungry Howie's Pizza

- Full time
- Experienced preferred but not necessary
- Opening store for business
- Fulfilling orders and daily prep work
- Supervising other team members
- Making sure customers receive great service

Event Specialist: Crossmark

- Part time, primarily weekends (shifts are approximately 6 hours in length and typically Thursday-Sunday)
- Must be able to stand for up to 6 hours.
- Food Safety Certification (to be completed AFTER being hired).
- Must have reliable internet access and high school diploma/GED.
- Perform food and beverage sampling demonstrations inside of local retail grocery stores as Food Demonstrators/Sales Advisors.

Server: Applebee's

- Full-time and Part-time
- Must be 18 years old, 1+ year of cook/kitchen/prep preferred but not required.
- Flexible schedule and 50% discount on their other brands.
- This is a tipped role and you will make base pay plus tips.
- Serve food, drinks, and accommodate guests' needs in a courteous and timely manner following Applebee's Basic Service Steps.

Dishwasher: Applebee's

- \$12-\$15/hr, Full-time and Part-time
- Must be 18 years old, 1+ year of cook/kitchen/prep preferred but not required.
- Flexible schedule and 50% discount on their other brands.
- Work with Kitchen Team Members in food preparation procedures.
- Primary responsibility will be to maintain kitchen work areas, equipment, plateware and utensils in a clean, sanitary, and orderly condition.

Cleaner: Clean Team

- Part-time 5-10 PM, hiring immediately
- Responsible for dusting, mopping, sweeping, vacuuming, trash, restrooms, breakrooms, and offices.
- Clean and supply designated facility areas within the allotted time.
- Inspect and review inventory supplies during each shift.

Store Driver: Advance Stores Company Inc.

- Part-time
- Must have valid driver's license and be fleet safety certified.
- Entry level position, responsibilities include safely deliver parts to customers, pick and stage parts, pick up returns and cores, drop off weekly/monthly sales flyer, and daily collection of credit accounts.
- Will be frequently standing/walking and must be able to move up to 50 lbs. and occasionally 100 lbs.

□ **DELTA TOWNSHIP (48917):**

Caregiver: Hope Landing

- Night Shift 7pm-7:30a, Full time and Part time, \$13.00-\$20.00/hour.
- Must have a high school diploma or equivalent.
- Assists residents in completing every day activities, providing assistance with housekeeping and laundry.
- Ensure the safety and wellbeing of residents.
- Must be able to lift up to 50 lbs.

House Cleaner: Dazzle Cleaning Service

- Full time, Monday through Friday (day time hours).
- Paid weekly up to \$22.00/hour. No weekends or holidays.
- Must be 21 years old with a valid driver's license and a good driving record and have transportation with insurance.

Professional House Cleaner: Molly Maid

- Full-Time, up-to \$20.00/hr.
- 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.

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.
- Competitive wage and benefit package available.
- Required license or certifications.
- 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.

FedEx Delivery Driver

- \$150-\$170 day, Part time and Full time
- Must have valid driver's license and 21 years of age or older.
- Military encouraged to apply.
- Must be willing to submit a background check.
- Able to manage packages up to 100 lbs.
- Drivers must be able to pass a drug test and DOT physical exam (PAID BY EMPLOYER).
- Arrive at FedEx terminal on time to pick up vehicle and packages.
- Conduct pre/post trip vehicle inspections.
- Handle and maneuver packages of varying sizes and weights without damage to the packages, vehicle, or yourself.
- Scanning and logging packages.

Janitorial/Commercial Cleaning Staff: Boling Janitorial Service Inc.

- \$14-\$16/hr, Full time and Part time
- Immediate openings are full time 6-8 hours per evening Monday through Friday 5pm - 11pm.
- Must have own vehicle and pass a background check.
- Shoulder a backpack vacuum.
- Cleaning bathrooms, counter tops, vertical/horizontal surfaces.
- Detailing entryways, workspaces and common areas.
- Other janitorial duties as requested by the management team.

□ 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.
- Problem-solving skills that can turn issues into opportunities so every guest will leave with great memories.

Sandwich Artist/Sales Associate: Kelly Fuels

- \$11.50-\$13.00/hr.
- 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.

Task Team Member: Lake Life Farms Inc.

- Physical requirements: must be able to work on your feet for 8-10 hours a day. Work in a crouched position for long periods of time and bend, lift, carry 25+ lbs frequently throughout the day. Lift and carry up to 50lbs. 80-90% of the time will be physical labor.
- Defoliating cannabis plants.
- Assist in harvesting crops, clean rooms post harvest.
- Perform bucking and sorting of product post harvest.

➤ **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

Team Member: Little Caesars

- Full-time & Part-time positions, \$11-\$13/hr.
- Should be able to lift up to 55 pounds, ability to take inventory of store products, and effectively communicate with both customers and other team members.
- Must be able to correctly take orders from customers and follow all safety procedures.

Weekend Dispatcher: Michigan Plumbing

- Part-time, \$16.00/hr+, High School Diploma or equivalent required. Sat & Sun 7am-3pm.
- Must be able to work independently.
- Must be polite, courteous and have proper phone etiquette.
- Light data entry.

- Light knowledge of excel.
- Multitasking.
- Multi-line phones.
- Take direction.

Lawn Care Members: R&D Landscape

- Full-time, \$18.00-\$22.00/hr
- At least 2 years operating gas powered equipment (zero turn, weed whacker, backpack blower, etc)
- Attention to detail
- Able to follow verbal and written instructions
- Efficient with time management
- Driver's License (Preferred)
- Chauffeur's Permit (Preferred)
- The lawn mowing crew members will also be an integral part of the R&D Landscape snow and ice management system in the winter.

Custodian: Key Cleaning Services

- Part-time, \$13.00/hr+
- Perform general custodial duties such as sweeping, mopping, dusting, and vacuuming.
- Clean and sanitize restrooms, break rooms, and other common areas.
- Empty trash receptacles and replace liners.
- Maintain inventory of cleaning supplies and notify the supervisor when restocking is necessary.
- Follow established safety protocols and use personal protective equipment when necessary.

Childcare Staff: Ingham Intermediate School District

- High school diploma or equivalent required, Minimum of 1 year of experience working in a childcare setting.
- Must be at least 18 years of age, CPR and First Aid certification required (or willingness to obtain), Ability to pass a background check and TB test.
- Excellent communication skills, both written and verbal.
- Provide a safe and nurturing environment for children in our care.
- Plan and implement age-appropriate activities and programs for children.
- Maintain a clean and organized classroom environment.
- Communicate regularly with parents and guardians regarding their child's progress and development.
- Assist with meal preparation and feeding of children.
- Administer first aid and medication as needed.
- Attend staff meetings and professional development training as required.

Shift Leader: Hungry Howie's Pizza

- Full-time
- Responsibilities include opening store for business, fulfilling orders and daily prep work, supervising other team members, and making sure customers get great service.
- Link to application:
https://www.ziprecruiter.com/jobs-search?search=entry+level&location=Eaton+Rapids%2C+MI&refine_by_location_type=no_remote&radius=10&days=&refine_by_employment=employment_type%3Aall&refine_by_salary=&refine_by_salary_ceil=&lvk=9YZZb5LtbI-OZcglUXkfJO.--NWKpoLoYJ

➤ **GRAND LEDGE (48837):**

Pizza Delivery Expert: Domino's

- Part-time, Full-time, Must be 18 years of age or older and Must possess a Valid Driver's License.

- Apply Online:
https://jobs.smartrecruiters.com/oneclick-ui/company/Dominos/publication/2a3d7543-6eb0-42f8-a9f0-2040303f4d24?dcr_ci=Dominos

Team Member: Little Caesars Pizza

- Part-time and Full-time needed.
- Apply Online:
https://www.seasoned.co/job/team-member-little-caesars-pizza-grand-ledge-mi_c332cb32-9e09-4624-840d-f104e7b43413?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

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.
- 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.

Product Demonstrator: Advantage Solutions

- Part-Time, \$17/hour
- Must be 18 years or older and have Driver's License.
- Be Available to work 2-3 shifts per week.
- Be able to lift up to 50lbs.
- Can stand for 4-6 hours while distributing samples in-store.

Server/Wait-Staff: Independence Village

- 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.

Production Operator: Autokiniton

- \$17.50/hr, Full-time, 1st Shift (6a-2p).
- Operates 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 load parts or blanks into the machine and place parts into inventory baskets.

Customer Service Associate: Walgreens

- Full-time.
- Provides customers with courteous, friendly, fast, and efficient service.
- Recommends items for sale to customers and recommends trade-up and/or companion items.
- Registers customer purchases on an assigned cash register, collects cash and distributes change as requested; processes voids, returns, rain checks, refunds, and exchanges as needed.
- Keeps counters and shelves clean and well merchandised, takes inventory, and maintains records.
- Checks in and prices merchandise as required or as directed by store manager or communicated by the shift leader.
- Implements Company asset protection procedures to identify and minimize profit loss.
- Ensures compliance with state and local laws regarding regulated products (e.g., alcoholic beverages and tobacco products).
- Constructs and maintains displays, including promotional, seasonal, super structures, and sale merchandise.

Sales Floor Associate: Dollar Tree

- Full time.
- Responsible for assisting with the complete operations of the assigned store, in conjunction with assigned tasks and duties.
- Assist in the merchandising of the store.
- Fully cross-trained to assist with cash register operations, customer service and stock replenishment.
- Handle all sales transactions while operating the assigned cash register.
- Maintains security of all cash.
- Maintains a pleasant, friendly, cooperative attitude with customers, co-workers and supervisors.
- Receives merchandise.
- Assist with unloading trucks.
- Works in a safe manner.

Server: Arms and Embers

- Full time, Part-time, \$15.00-\$25.00/hr.
- Take orders and deliver food and beverages in a prompt and efficient manner.
- Maintain a clean and organized dining environment.
- Provide exceptional guest services, addressing any needs or concerns.
- Manage tables and prioritize tasks to ensure a smooth service.
- Assist with bussing tables and maintaining the cleanliness of the dining area.
- Help with expediting food from the kitchen.
- Maintain a thorough understanding of the restaurant's menu and drink offerings.
- Provide accurate and timely information to guests.
- Handle cash and credit transactions accurately.
- Work effectively in a fast-paced environment with a high level of energy and attention to detail.

Team Member/Cashier: A&W Restaurants

- Full time, Part-time, \$10.33-\$13.00/hr.
- Handle transactions accurately and efficiently while providing excellent customer service.
- Operate the cash register and handle cash transactions with customers.
- Collect payments.
- Issue receipts, refunds, change, or tickets.
- Redeem coupons.
- Resolve customer complaints, guide them, and provide relevant information.
- Greet customers when entering or leaving the store.

Driver: Sundance Chevrolet

- Part-time, must have a driver's license.
- Required to drive vehicles to and from auctions, businesses, and misc. errands.
- Pay frequency: weekly

Entry Level Vehicle Service Specialist

- \$14.75/hr, Full-time
- No auto experience required, paid on-the-job training for the responsibilities listed below.
- Responsibilities include changing oil, checking and refilling fluids, rotating tires, testing and replacing batteries, and perform an 18-point safety check.
- Flexible work schedule, no late evenings or holidays.
- Paid time off and holiday pay, tuition and certification assistance and access to a FREE online university.
- 50% discount on Valvoline Instant Oil Change automotive services.

Store Crew/Associate: Speedway

- \$13/hr, Full-time or Part-time
- Responsibilities include cash handling, fuel transactions, ensuring food preparation (includes making coffee), cleaning, and stocking.
- Must be able to multitask, perform repeated bending, standing, and reaching, and occasionally lifting up to 50 lbs.

Shift Leader: Hungry Howie's Pizza

- \$12.50-\$15/hr, Full-time or Part-time, experience preferred but not necessary.
- Responsibilities include opening a store for business, fulfilling orders and daily prep work, supervising other team members, and making sure customers get great service.

Dishwasher: Vriedaschap Village Senior Living

- 8am - 2pm OR 4pm - 8pm
- Experience preferred but not required.
- Stock soap, towels, and paper products throughout the kitchen.
- Perform daily or scheduled cleaning duties in accordance with established policies and procedures.
- May be required to scrub and mop floors, clean and sanitize equipment and work areas.

Restaurant Team Member: Loves Travel Stops

- \$11-\$14/hr
- Take customer food orders, balance a cash register, and safely prepare customer orders from various preparation points within the kitchen.
- Benefits include paid time off, flexible scheduling, 401k, and medical/dental/vision insurance after 30 days.

Janitorial Cleaner: Road Runr Maintenance

- \$12/hr, Full-time: Fridays, Saturdays, and Sundays 6am - 8pm (other days/shifts available on an as-needed basis)
- Must have the ability to carry objects weighing from 15 to 25 pounds.
- Emptying trash containers, taking trash outside to dumpster areas.
- Dusting, spot cleaning, vacuuming, mopping floors, cleaning windows, polishing surfaces.
- Cleaning and restocking restrooms, cleaning toilets, sinks, floors.
- Snow and ice removal from sidewalks - will be using snow blowers, shovels, salt, and other snow tools.
- Weeding and watering flower beds.
- Picking up litter on the property.

Guest Services Leader: Pilot Company

- \$13.65-\$19.78/hr, Full-time
- Previous experience or working knowledge of retail operations required.
- Utilize customer service skills to respond to the needs of customers.
- Ready to assist managers with any tasks that need to be executed.
- Benefits include: fuel discount, nation-wide medical plan/dental/vision, tuition reimbursement, flexible schedule, and weekly pay.
- https://jobs.smartrecruiters.com/oneclick-ui/company/PilotCompany/publication/92d712d7-b8f0-4eb2-bed5-699c7632b737?dcr_ci=PilotCompany&ccuid=57025225511-21415&sid=85c9b940-7a83-4b02-a8ba-f08f68214b65

➤ 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

- \$13.55-\$15.00/hr, Full-Time
- 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.

- 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.

Customer Service Representative: Family Dollar

- Full-time.
- Provides customer engagement in a positive and approachable manner.
- Assists in maintaining a clean, well-stocked store for customers during their shopping experience.
- Helps in the unloading of merchandise from delivery trucks, organizes merchandise, and transports merchandise from the stockroom to the sales floor.
- Independently stocks shelves and recovers merchandise in the store.
- Accurately handles customer funds and processes transactions using the POS system.
- Remains constantly aware of customer activity to ensure a safe and secure shopping environment.
- Performs all other duties as assigned in order to maintain an effective and profitable store operation.

Resident Caregiver: HCAOA

- Full-time, \$13.55-\$14.00/hr. Must possess a Valid Driver's License.
- Assist residents with activities of daily living, including bathing, dressing, and grooming.
- Provide companionship and emotional support to residents.
- Administer medication and assist with medical appointments as needed.
- Assist with meal preparation and light housekeeping tasks.

□ OLIVET (49076):

Sandwich Artist: Subway

- Part-time & Full time, evening and day shifts
- Be able to work with customers and recommend meals, uphold food safety standards, work well with others
- No experience needed, some school experience required (High school/GED)
- Be able to lift up to 30 lbs.
- Employee discount!!

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.
- Maintains clean work area and secures equipment repairs as necessary. Observes all safety rules.

Customer Service Representative: Family Dollar

- Full-time.
- Provides customer engagement in a positive and approachable manner.
- Assists in maintaining a clean, well-stocked store for customers during their shopping experience.
- Helps in the unloading of merchandise from delivery trucks, organizes merchandise, and transports merchandise from the stockroom to the sales floor.
- Independently stocks shelves and recovers merchandise in the store.
- Accurately handles customer funds and processes transactions using the POS system.
- Remains constantly aware of customer activity to ensure a safe and secure shopping environment.
- Performs all other duties as assigned in order to maintain an effective and profitable store operation.

□ 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.

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

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.

Custodian: Perfection Commercial Services Inc.

- \$14.25/hr Part-time, weekly pay.
- 18 years or older, able to lift 50 lbs.
- Monday - Friday 7am - 11am.
- Sweeping, dusting, mopping and vacuuming.
- Restroom cleaning, trash removal, disinfecting and touch point cleaning.

Janitorial Cleaner: Road Runr Service

- \$12/hr, Full-time (Fridays, Saturdays, and Sundays from 6AM - 8PM, other days/shifts available on an as-needed basis)
- Previous experience in janitorial or related fields preferred but willing to train the right individual.
- Must be able to stand/walk for the entire length of shift.
- Ability to carry objects weighing from 15 to 25 lbs. Occasionally push and pull wheeled carts loaded with products up to 50 lbs.
- Regular bending, lifting, stretching and reaching both below the waist and above the head.
- Key responsibilities include emptying trash containers, dusting, spot cleaning, vacuuming, mopping floors, cleaning windows, cleaning restrooms.
- Snow and ice removal from sidewalks - will be using snow blowers, shovels, salt, and other snow tools.
- Weeding and watering flower beds.
- Picking up litter on the property.

□ **SUNFIELD (48890):**

Caregiver: Haven Home Care

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

Lead Sales Associate: Dollar General

- Function as a Cashier and/or Stocker and act in a lead capacity in the absence of the Store Manager or Assistant Store Manager.
- Assist in setting and maintaining plan-o-grams and programs, provide exemplary customer service.
- Perform other duties as necessary to maximize profitability, customer satisfaction, and teamwork, while protecting company assets and reducing losses.
- Unload trucks according to the prescribed process for the store.
- Follow company work processes to receive, open and unpack cartons and totes.

□ **VERMONTVILLE (49096):**

Sales Associate: Kelly Fuels Inc,

- Full-Time, Part-Time
- \$12.50 an hour
- 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.

Food Service Worker: Compass Group Careers

- \$13/hr, Part-time, no previous experience required.
- Performs prep work such as washing, peeling, cutting and seeding fruits and vegetables.
- Weighs and measures designated ingredients.
- Cleans work areas, equipment and utensils.
- Serves customers in a friendly, efficient manner following the outlined steps of service.

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