

Housing Services Mid-Michigan



Opening doors for people in our communities...

Weekly Employment Guide – March 17th, 2025

*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@myemployentoptions.com Website: <http://myemployentoptions.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 [Link](#)

- Full-time
- Must have high school diploma or equivalent and 6 months of supervisory experience (or related experience/training) preferred
- Must be able to walk/stand frequently, lift up to 40 lbs, and occasionally lift up to 55 lbs
- Responsibilities include:
 - 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

□ **CHARLOTTE (48813):**

Maintenance Worker: Apartment Maintenance

- \$15/hr, Part-time 20-25 hrs/week
- Includes apartment maintenance inside and outside (yard maintenance)
- Background check required
- Contact: 517-543-7691

Several Positions: Meijer 517-541-9229

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

Multiple Positions: Dunham's Athleisure Corporation [Link](#)

- Full-time, must have 2 years of retail management experience
- Benefits include: merchandise discount, health, dental, and vision coverage, prescription plan, life, STD, and LTD insurance, vacation and personal days, and 401k savings plan
- Responsibilities include:
 - Leading and training a staff in providing exceptional customer service
 - Store opening and closing responsibilities
 - Driving sales through customer service and report analysis

Shift Manager: Pizza Hut [Link](#)

- Full-time, flexible scheduling
- Must be able to pass a background check, available to work weekdays and weekends

Delivery Driver: AutoZone [Link](#)

- Full-time, Part-time
- Must be 18 years of age or older and possess a valid driver's license
- Benefits include: 401k, dental, health, and vision insurance, and store discount
- Responsibilities include:
 - 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
 - Handle cash and charge transactions per company policy
 - Maintain product knowledge and current promotions

Sales Floor Associate: Dollar Tree [Link](#)

- Full time
- Must have general math skills to allow for cash counting
- Responsibilities include:
 - Handle sales transactions while operating cash register
 - Maintain security of all cash
 - Assist with unloading trucks

Shift Leader: Hungry Howie's Pizza [Link](#)

- Full-time or Part-time, experienced preferred but not necessary
- Responsibilities include:
 - Opening store for business
 - Fulfilling orders and daily prep work
 - Supervising other team members
 - Making sure customers receive great service

Closing Team Member: Culver's [Link](#)

- Full-time and Part-time available, **no education required!**
- Benefits include: 401k, employee discount, flexible schedule, and paid training
- Responsibilities include:
 - Provide excellent guest service and hospitality
 - Help prepare and/or serve great food
 - Support great dining and meal experiences for guests

Restaurant Crew Member: Love's Travel Stops [Link](#)

- Benefits include: tuition assistance program, paid time off, flexible scheduling, 401k, and competitive pay
- Must have ability to move and lift 25 lbs and work in various temperatures
- Responsibilities include:
 - Taking customer food orders, answering questions about menu offerings and addressing customer needs
 - Balancing a cash register and offering additional sales opportunities to customers
 - Preparing customer orders within the kitchen which can include sandwich making, a grill station, or other station depending on the restaurant type

Sandwich Artist: Subway [Link](#)

- Full-time, must have some high school or equivalent, no previous experience required
- Benefits include brand partnership discounts, scholarship opportunities, and opportunity to earn University course credits
- Responsibilities include:
 - Recommend meal options and fulfill orders from start to finish
 - Uphold food safety standards as you prepare food
 - Work with teammates to keep all areas of the restaurant clean

Team Member: KFC [Link](#)

- Benefits include dental, health, and vision insurance, paid time off and paid training, a free meal during shifts, and an opportunity to earn your GED for free, college scholarships, and free online tuition
- Must have ability to work a flexible schedule including evenings, weekends, and holidays, must have ability to lift, heavy objects and stand/walk for entire shift

Crew Member: Wendy's [Link](#)

- Must be able to stand the entire shift and lift up to 25 lbs
- Benefits include: flexible schedule, competitive pay, discounts on concerts, sporting events, cell phones, computers, and more
- Responsibilities include:
 - Use point of sale system (cash register)
 - Understand and adhere to proper food safety methods
 - Deliver fast, friendly, guest service

□ **DELTA TOWNSHIP (48917):**

Busser: Cracker Barrel Old Country Store [Link](#)

- Full-time, no experience necessary
- Benefits include 401k, employee assistance program, employee stock purchase plan, and health insurance
- Responsibilities include:
 - Ensuring guests receive clean dishes
 - Reset tables so that guests can be seated quickly
 - Work as a member of the back-of-house- team by keeping dishware, silverware, and cooking tools stocked

Host: Cracker Barrel Old Country Store [Link](#)

- No experience necessary
- Benefits include 401k, employee assistance program, employee stock purchase plan, and health insurance
- Responsibilities include:
 - Ensure guests feel welcomed and cared for while they wait to be seated
 - Maintain wait times and keep an eye out for open tables
 - Exhibit teamwork by helping out as needed

□ **DIMONDALE (48821):**

Team Member: Arby's [Link](#)

- \$13-\$14/hr, Part-Time and Full-Time
- Benefits include: 401(k), dental insurance, employee discount, flexible schedule, health insurance, paid time off, paid training
- Responsibilities include:
 - Greet customers warmly and assist them with their orders, ensuring a friendly atmosphere
 - Operate the Aloha POS system efficiently to process transactions accurately
 - Assist in food preparation and maintain kitchen cleanliness according to health and safety standards

Task Team Member: Lake Life Farms Inc. [Link](#)

- \$13-\$16.75/hr
- 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
- Responsibilities include:
 - Defoliating cannabis plants
 - Assist in harvesting crops, clean rooms post harvest
 - Perform bucking and sorting of product post harvest

➤ **EATON RAPIDS (48827):**

Team Member: McDonald's [Link](#)

- \$12/hr, Full-Time, Part-Time
- Benefits include: language training (if needed), opportunities for advancement, paid parental leave, paid

time off, tuition reimbursement

- Responsibilities include:
 - Connect with customers to ensure they have a positive experience
 - Help customers order their favorite McDonald's meals
 - Prepare all of McDonald's World Famous food

Service Clerk: SpartanNash [Link](#)

- Part-Time
- Check link for job description

Lead Sales Associate: Dollar General [Link](#)

- Full-Time
- Responsibilities include:
 - Operate cash register and scanner to itemize and total customer's purchase, collect payment from customers and make change, bag merchandise, and assist customers with merchandise as necessary
 - Follow company work processes to receive, open and unpack boxes, cartons, and totes of merchandise, stock merchandise, and build displays
 - Clean the store, take out trash, dust and mop store floors, clean restroom and stockroom, and help set up sidewalk displays

Cleaner: Clean Team [Link](#)

- Part-Time, Evenings
- Must be at least 18 years-old and possess a valid driver's license
- Responsibilities include:
 - Dusting, Mopping, Sweeping, Vacuuming, Trash Removal and Disposal, Disinfecting and Sanitizing

Childcare Staff: Ingham Intermediate School District [Link](#)

- 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
- Responsibilities include:
 - 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

Shift Leader: Hungry Howie's Pizza [Link](#)

- Full-time, Part-Time
- Responsibilities include:
 - Opening store for business, fulfilling orders and daily prep work, supervising other team members, and making sure customers get great service

School Bus Driver: Dean Transportation [Link](#)

- Up to \$21/hr, Part-time
- Benefits include: paid CDL training, new hire sign-on bonus up to \$750, weekly pay periods, full benefits package available the first of the month following 60 days

- Responsibilities include:
 - Use established routes and designated bus stops
 - Conduct emergency evacuation drills as required
 - Drive under varying traffic conditions and inclement weather
 - Establish favorable working relationships with other drivers, maintenance personnel, bus attendants, teachers, passengers, principals, and total or program staff

➤ **GRAND LEDGE (48837):**

Team Member: Little Caesars Pizza [Link](#)

- Part-time and Full-time needed

Several Positions: Pizza Hut [Link](#)

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

Retail Sales Associate: AutoZone [Link](#)

- Part-time
- Benefits include: competitive pay, medical, dental, and vision plans, 401k, and opportunities for growth
- Responsibilities include:
 - 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)
 - Ensures that merchandise is restocked and placed in their respective areas
 - Assists with the installation of wipers blades, batteries and light bulbs
 - Ability to diagnose automobile problems and recommend solutions

Sales Floor Associate: Dollar Tree [Link](#)

- Full time
- Must have general math skills to allow for cash accounting
- Responsibilities include:
 - Handle all sales transactions while operating the assigned cash register
 - Maintains security of all cash
 - Receives merchandise
 - Assist with unloading trucks

Service Porter: Sundance Chevrolet [Link](#)

- \$12-\$15/hr, Full-time
- Must have a valid drivers license
- Benefits include: 401k, dental insurance, employee discount, flexible schedule, and health insurance
- Responsibilities include:
 - Moving cars between the dealership's display area, workshop, storage facility, and the pick-up point
 - Driving off-site to run dealership errands when required
 - Performing basic maintenance tasks, such as changing batteries and filling up on gas/oil

Multiple Positions: Hungry Howie's Pizza [Link](#)

- Crew member, delivery driver, shift leader, and manager positions available

Restaurant Crew Member: Love's Travel Stops [Link](#)

- Benefits include: tuition assistance program, paid time off, flexible scheduling, 401k, and competitive

pay

- Must have ability to move and lift 25 lbs and work in various temperatures
- Responsibilities include:
 - Taking customer food orders, answering questions about menu offerings and addressing customer needs
 - Balancing a cash register and offering additional sales opportunities to customers
 - Preparing customer orders within the kitchen which can include sandwich making, a grill station, or other station depending on the restaurant type

Front of House Staff - Bakery [Link](#)

- \$14-\$16/hr, Full-time or Part-time
- Benefits include 401k, employee discount, and paid time off
- Must have 1 year of experience in handling a cash register
- Responsibilities include:
 - Customer service
 - Operating a cash register
 - Maintaining a clean and organized lobby

➤ NASHVILLE (49073):

Sales Associate: Dollar General [Link](#)

- Must be able to frequently walk/stand and lift up to 40 lbs
- Responsibilities include:
 - 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

Customer Service Representative: Family Dollar [Link](#)

- Full-time, includes days, evenings, weekends and holidays
- Must have high school diploma or GED and ability to lift up to 40 lbs
- Responsibilities include:
 - 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

Sandwich Artist: Subway [Link](#)

- Full-time or Part-time, no previous experience or high school diploma required
- Benefits include brand partnership discounts, scholarship opportunities, and opportunity to earn University course credits
- Responsibilities include:
 - Recommend meal options and fulfill orders from start to finish
 - Uphold food safety standards as you prepare food
 - Work with teammates to keep all areas of the restaurant clean

Assistant Infant Teacher: Busy Bee's Preschool & Childcare [Link](#)

- \$11-\$14/hr, Full-time, must have high school diploma or GED

- Benefits include employee discount and retirement plan
- Responsibilities include:
 - Monitoring and supervising children
 - Preparing and serving meals and snacks
 - Assisting the childcare teacher and providing support

□ **OLIVET (49076):**

School Bus Driver: Dean Transportation [Link](#)

- Part-time, up to \$21/hr
- Benefits include: new hire sign-on bonus up to \$750, full benefits package after 60 days, flexible training schedule, paid training leading to a CDL, weekly pay periods
- Responsibilities include:
 - Conduct pre-trip and post-trip inspections of your assigned vehicle
 - Use established routes and designated bus stops
 - Conduct emergency evacuation drills as required

Sales Associate: Dollar General [Link](#)

- Part-time
- Must have high school diploma or GED
- Responsibilities include:
 - 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

Customer Service Representative: Family Dollar [Link](#)

- Full-time
- Must be able to lift up to 40 lbs
- Responsibilities include:
 - 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

Sandwich Artist: Subway [Link](#)

- Full-time or Part-time, no previous experience or high school diploma required
- Benefits include brand partnership discounts, scholarship opportunities, and opportunity to earn University course credits
- Responsibilities include:
 - Recommend meal options and fulfill orders from start to finish
 - Uphold food safety standards as you prepare food
 - Work with teammates to keep all areas of the restaurant clean

□ **POTTERVILLE (48876):**

Sales Associate: Dollar General [Link](#)

- Part-time, must have high school diploma or GED

- Frequent walking/standing, must be able to lift up to 40 lbs
- Responsibilities include:
 - 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

□ **SUNFIELD (48890):**

Lead Sales Associate: Dollar General [Link](#)

- Part-time, must have high school diploma or GED
- Responsibilities include:
 - 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

Sales Associate: Dollar General [Link](#)

- Part-time, must have high school diploma or GED
- Responsibilities include:
 - Unload trucks
 - Build merchandise displays
 - Operate cash register and flatbed scanner to itemize and total customer's purchase, bag merchandise
 - Take out trash, dust and mop floors, clean restroom and stockroom

□ **VERMONTVILLE (49096):**

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