

JOBS FOR THE WEEK OF 11/14/2016



The graphic features a dark blue passport cover on the left with the text 'PASSPORT' and 'United States of America'. To its right, the text 'Your PASSPORT to Career Success' is displayed in a mix of blue and black fonts. On the far right is a circular logo for 'Next Generation Zone' with 'NEXT GENERATION ZONE' written around the perimeter and 'NEXT GENERATION ZONE' in the center.

Created by the Spokane Area Workforce Development Council, *Your Passport To Success* is YOUR tool to planning your career and your success.

Free and available online

<http://www.nextgenzone.org/passport-to-success>

**See a job you like? Want to know more about the position? Want to apply?
Here is how:**

1. Go to <http://www.wa.gov/esd/spokane/>
2. On the left hand side click the “Job Seeker” tab
3. At the top of the page where it says Find Job in: Click Washington
4. At the top of the page, enter Spokane in the “Where” field and search using the Job # or title of the position you are interested.

1-Volunteer Opportunities

- **Spokane Regional Health Districts – “Safe Routes to School Program”**

In need of volunteers for our Walking School Buses- located at local elementary schools. Walking School Buses is when groups of children walk to school together along an organized route with pairs of trained background checked adults. Minimum commitment is one hour a week for 5-9 weeks and maximum commitment is 5-6 hours a week. If you are interested, please contact Mariah McKay at 509-324-1537.

2-SEASONAL/TEMPORARY EMPLOYMENT

None at the moment

Staffing and Temporary Work Agencies

- Express Employment Professionals
- Atlas Staffing, INC
- Kelly Services, INC
- Manpower
- Humanix
- Labor Systems
- Personnel Source
- Aerotek

3-APPRENTICESHIPS/TRAINING

- **YouthBuild** **Construction and Medical Training** **Now Recruiting**
Recruitment has started for our next YouthBuild team! If you are working with, or your agency serves 18-24 year olds who want to be **paid** while being a part of an awesome **team**, while earning their **GED or HS Diploma**, and while gaining invaluable skills in **healthcare or construction**, then please don't let them miss out on this unique opportunity. Help us spread the word! I have also attached recruitment materials that might prove useful. The first step towards enrollment is to attend an Information session. **All Info Sessions are @ 1:30 on September 7th, September 13th, and September 20th and are located at 2424 E Riverside.** You must attend an information session prior to Mental Toughness on September 26th, 2016. Contact Sean Thayer for more information @ (509) 789-3706.

4-SALES REP NO EXP NEEDED

Join one of the fastest growing industries in the U.S.! Begin a new career path in just 3 weeks as a Truck Driver for Swift Transportation, North America's Largest Full Truckload Carrier. Earn Great Pay, Excellent Benefits, a Work/Life Balance, and more! Swift can help you get the education, the training, and the experience you need to break into the trucking and transportation industry today! No experience is necessary – Swift trains you!

At Swift Transportation, we have had success in welcoming members from various industries and lifestyles join our Family as Truck Drivers. In just 3 weeks, you can transition from your current job in Construction, Maintenance, Manufacturing, Security, Transportation, Logistics, Operations, Warehouse, Electrical, Forklift Operator, Supply Chain, Oil and Gas and start a new career as a Truck Driver. Swift can help you get the education, the training, and the experience you need to break into the trucking and transportation industry today! **No experience is necessary** – Swift trains you! The Swift Driving Academy will teach you the knowledge you need to gain your Class a Commercial Driver's License (CDL) and get your career moving. Enroll at the Swift Driving Academy, and we will teach you and train you with all the necessary skills to prepare you for your Class a Commercial Driver's License exam. (Most trainees earn their CDL-A License in just 3 weeks). If you are ready to start your career in the world of trucking,

Click Apply or Call 888-720-9763 to speak to a Swift Recruiter - and Transition to trucking now!

6-JANITORIAL/HOUSEKEEPING

Spokane Cleaning

Graveyard Janitor

Closes 12/25/2016

Spokane Cleaning Service is in search of prime candidates to interview! Do you consider yourself a driven individual? A person who takes pride in their work? Please apply!

Must have valid, WA driver's license, reliable vehicle, and auto insurance. Pre-employment Drug Screening. No Criminal record for the past 7 yrs. Previous experience preferred. Any experience in industrial kitchen cleaning is a plus. We are also in search of candidates with floor care experience. Submit a cover letter with updated resume and contact information.

Skills Desired: Janitorial experience / experience with auto scrubbing machines and other industrial cleaning equipment / time management / team player / attention to detail / excellent attendance history

Job ID: 167130889

- **Catholic Charities**

P/T (St. Anne's)

Posted 11/08/2016

01/07/2017

This position is responsible for the overall appearance, cleanliness and maintenance of the building and grounds, providing a clean and acceptable curb appeal at all times **Job**

Duties/Responsibilities: Performs all tasks related to maintaining the property to include; daily cleaning and maintenance of the classrooms, common areas and grounds, maintenance or repair duties as assigned. Creates and performs against daily, monthly and yearly cleaning and grounds maintenance plan. Maintains inventory of cleaning supplies, submitting purchase orders and picking up supplies as necessary. **Job Qualifications:** High School Diploma or a General Education Degree; or an equivalent combination of education and experience. Pass a background check and register in MERIT system. An individual must have a valid Driver's License and insurability in order to drive for work purposes. Must be 18 years of age

Washington State University Spokane

Custodian

Posted 11/08/2016

11/27/2016

Perform custodial tasks to maintain the appearance, cleanliness, and care of facilities within an assigned area. The shift for this position is 10:00pm – 6:30am, Sunday/Monday to Thursday/Friday. Requires: Physical ability to perform the duties of the job; must be 18 years of age and must be able to pass a background check Preferred: Demonstrated ability to communicate effectively. Demonstrated attention to detail and proven ability to read and write in English. Six months of custodial experience. Deadline is November 27, 2016. Salary \$2,027 - \$2,602/month. For a complete position description and to apply visit www.wsujobs.com.

7-WAREHOUSE /LABOR

- **Spokane Produce Inc.**

Warehouse Worker

Posted 11/09/2016

01/08/2017

These are full-time, year-round positions with advancement opportunities. Work 4-10s! Shifts start at 4:00pm. Successful candidates will be able to work in a cold environment year-round, and lift up to 75 pounds of product (from floor to overhead, and vice versa) for 10 hour periods

on a daily. Successful candidates will be able to work in a cold environment year-round, and lift up to 75 pounds of product (from floor to overhead, and vice versa) for 10 hour periods on a daily basis. Forklift certification a plus, but not required. Must be able to read and write in the English language.

Must have reliable transportation, be able to pass a pre-employment criminal background check and drug screen, and continue to satisfy our drug testing policy if offered employment. We are a Federal Contractor and drug free workplace, which includes a prohibition on marijuana use for all employees. We offer a competitive compensation and benefits package: Medical, Dental, Vision and Life Insurance offered after 60 days of employment. After 1 year, you are eligible for paid time off and 401k with employer match. Apply in person Monday-Friday at 1905 S. Geiger Blvd between the hours of 7:30am-3:00pm!!

Personnel Source, Inc

Manufacturing, Heavy Labor

**Posted 11/01/2016
01/08/2017**

Job Description: The primary responsibility will be to produce and manufacture self-enclosed metal buildings for the farming industry. The primary purpose of these buildings is crop storage. These structures will vary in size, shape and function. This position requires an individual familiar with all aspects of construction involved in the manufacturing of steel buildings and concrete enclosures. Ideal candidates would have a high attention to detail, be able to think critically to resolve problems and ensure quality of product. **Minimum Qualifications:** HS diploma or GED Plumbing experience for water circulation systems, electrical wiring knowledge, ability to stand for an entire shift Ability to lift 55+lbs, work above shoulder level for extended periods of time **Desired Qualifications:** Knowledge of various pumps, water filtration and re-circulation processes Ability to read blueprints and design experience Heavy labor experience, Basic math skills Forklift and Overhead crane experience is a plus, must be able to pass a pre-employment drug screen and a nationwide criminal background check
Wage compensation: \$12.00/hour please apply online at www.work4psi.com

8- HEALTHCARE

U.S Health work

Receptionist

Closes 11/30/2016

Duties: Greet patients and visitors in a prompt, courteous and helpful manner. Answer telephone, screen and direct calls, takes messages and provides information. Determine patient has needs and processes according to type of case. Complete computer system intake at time of arrival. Clock in status and insure proper authorization **Qualifications:** Excellent telephone manners and etiquette. Typing or word processing skills. Excellent interpersonal skills. Detail-orientated, organized and self-motivated. Ability to pleasantly interact with patients, clients, payer's and co-workers, High school diploma or equivalent, Prefer one year experience in a medical office position, preferably related to Workers' Compensation. Knowledge of medical terminology desirable. Computer and word processing experience

9-CASHIER/TELLER

Spokane Community College Cashier PT/Hourly

Closes 11/11/2016

DUTIES AND RESPONSIBILITIES:

Process students' registrations, tuition and fee payments using a computerized cashiering system. Post payments to general ledger accounts and student account records. Reconcile daily transactions posted to computer system to the actual cash, checks, and credit cards. Identify and correct discrepancies. Maintain student account records, enter changes and issue periodic accounting reports. Disburse student loans and process financial aid transactions as directed by the financial aid office. Sell and distribute campus parking permits, catalogs, and bus passes. Distribute payroll checks, financial aid checks, travel documents and advances. Reconcile monthly sales transactions of bus passes, parking permits, welding cards, and other inventory items on hand. Perform related duties as required. **Minimum Qualifications** Fiscally related work such as bank teller or retail

10-MERCHANDISING/STOCKING

Spokane Discount

General Merchandise Processor

Closes 12/17/2016

Duties: will include repackaging damage case or packaged merchandise into a saleable condition such as repackaging bottled water cases and cases of toilet paper and dog food bags that have been ripped and stocking. We specialize in display models, overstock, damaged goods, and customer returns. Food, household items, electronics, clothing, furniture, etc. are some of the things you will be handling. **Lead type position 730-430 Mon, thru, sat.** This is a 40-48 hour per week position. Pay 10-11.00hr. If you are interested in this position, please come by and pick up an application. We are open from 10am to 6:30pm Monday thru Saturday **Special Skills:** Fast moving. Quick Learner. (509) 487-3386 Work Source Job Number: WS453718447

11-LOSS PREVENTION/SECURITY.

None at the moment

12-FOOD SERVICE

Spokane community college

Food Service Worker

Closes 11/11/2016

DUTIES AND RESPONSIBILITIES

- Assist in cooking and preparing foods according to the menu under the direction of the cook.
- Prepare classroom carts; serve meals and snacks.
- Assure that meals and snacks are served according to schedule.
- Operate cooking and kitchen equipment; clean kitchen and equipment; maintain safety and sanitation in the kitchen and classroom.

(Minimum Qualifications)

- Possess or obtain (within one week of employment) a current Spokane County Food Handler Permit.

- Acceptance of the responsibility to promote the welfare and best interests of students at all times.
- A demonstrable understanding and acceptance of the mission, values, goals and objectives of CCS.
- Work schedule will be determined by the supervisor. Position is not eligible for benefits. Part time hourly jobs are not intended to exceed 1050 hours of work within any 12 month period from the original date of hire.
- **Job ID # 166778976**

13-DRIVERS/SERVICE PORTERS

14-RETAIL/CUSTOMER SERVICE

Schwans Consumer Brands Inc Customer Service Rep Closes 11/26/2016

The Customer Sales Representative (Single Route) sells and delivers Schwan's products to retail stores on an assigned route according to the national customer service standards. The incumbent is further responsible for delivering against designated revenue/volume targets and driving superior in-store execution. Achieves maximum retail sales by selling and delivering products to existing customers on assigned routes. Maximizes in-store opportunities through incremental sales activity and increases product display space in retail stores. **Qualifications:**

Education: High school diploma or equivalent Years of Related Experience: One or more years of related experience **Knowledge/Skills/Abilities:** Must meet Federal Department of Transportation driver eligibility and medical certification requirements and must possess a valid Commercial Drivers License (CDL) from state of residence; Must have a mobile device with voice and text capabilities; Must be willing and able to work weekends and overnight hours as needed; Basic math and language skills; Ability to operate and maintain company equipment including handhelds computers etc; Effective oral and written communication skills; Strong time management skills; In certain geographical locations other languages may be preferred .

Retail Reset Merchandiser Part Time Closes 11/18/2016

Looking for individuals with a strong attention to detail to apply to our part time Retail Reset Merchandiser job. Retail Reset Merchandisers are responsible for showcasing products at our client's retail locations by building and maintaining attractive displays. The ideal candidate will be able to increase sales and maintain strong client relationships. Bring your skills to Advantage Solutions, the largest sales and marketing agency in North America, where you receive top-tier training and competitive pay rates. **Responsibilities:** Reset Activity, Shelf Conditions and Schematics Completion. Implement customer approved schematics/Plan-O-Grams/MODs with all items tagged and approved by store management. Must be able to take direction regarding tagging, rotating and placing products on shelf. Administration/Reporting: Will complete (web based) accurate and timely reporting, recaps, timesheets, expense reports, etc. **Qualifications:**

- High School Diploma or equivalent.
- Previous retail experience (preferred).
- Strong self-management skills.
- Ability to complete daily procedures and responsibilities without direct supervision.
- Ability to communicate effectively both internally to ASM management and externally with Customers.
- Must demonstrate good judgment and show respect for others.
- Focused on the general reset of Consumer Package Goods (CPG) at various locations where CPG goods are sold, such as grocery and convenience stores.
- Responsible for merchandising products at retail accounts within an assigned territory.