

JOBS FOR THE WEEK OF 08/24/2015



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>

1-ANIMAL CARE

No Postings At This Time, Please Check Back Later.

2-TEMPORARY/SEASONAL

- **Relief Janitors** **Argus Janitorial** **Closes 08/25/2015**

Relief/on-call worker with **own personal reliable transportation**. “Foot in the door” opportunity and can lead to a permanent PT or FT as position as openings become available. **Must have valid drivers license, your own personal vehicle, a working cellphone or home phone number.** Expected to clean areas such as offices, halls, restrooms, lunchrooms, stairwells, elevators, bank vaults and food service areas. To apply go to: <http://www.nwcenter.org/career.php> (Posted on WorkSource Spokane).

- **Atlas Staffing** **Warehouse/Delivery Driver** **Closes 10/10/2015**

Dedicated warehouse/delivery driver for a local furniture company's distribution center. **Must have current driver’s license and 3 years clean driving record.** Be able to work 10 hours shifts and have excellent attendance. **Temp to hire position (posted on WorkSource).**

- **Cleaner** **ABM Industries** **Closes 10/27/2015**

First/day and 2nd shift(s) available. Responsible for performing deep cleaning in assigned apartments, clean restrooms, and kitchen areas. Sweep or damp mop floors. Must have ability to work with other crew members and be able to take direction from supervisor. **Must be able to work on a temporary basis, must be able to pass a criminal history report.**

Apply in person Mon-Fri 9am to 4pm at 112 N Altamont, Spokane WA 99202 or contact Paula for further details 509-232-0398. (Posted on WorkSource Spokane).

3-APPRENTICESHIPS/TRAINING

- **Spokane CC** **Aerospace (AMP)** **Continuous**
Must be 18 years old, but HS Diploma/**GED is NOT required.** Aerospace Manufacturing Preparation (AMP) Program prepares you for entry level careers in aerospace manufacturing or entry into an aerospace program with SCC with an 11 week course for only \$25.00. Contact Margaret Smith at (509) 279-6213 or margaret.smith@scc.spokane.edu.
- **Carpenter Apprentice** **Tradesman International** **None Posted**
In this entry level construction role you will work directly under the supervision of a qualified Journeyman Carpenter and construct, erect, install, and repair structures and fixtures of wood, plywood, metal studs, and drywall using carpenter's hand tools and power tools, while conforming to local building codes. Visit website for specific duties, benefits, and to apply. <https://jobs-tradesmen.icims.com> 0 (Posted on Indeed Spokane).
- **Electrician Trainee Residential** **DEI INCORPORATED** **Closes 9/4/2015**
Will train with a crew of electricians on new apartment complexes in Spokane. **Must be the hard working, self-motivated, high production type, and have reliable transportation.** Looking for individuals who want to become residential journeymen. Send resume indicating the **Employer Job Number: Spokane Trainee** to DEI INCORPORATED: PO Box 2105 Hayden, ID 83835-2105/ Fax: (208) 493-3295/ or email Channele Bligh at chanelle@deielectric.com (Posted on WorkSource Spokane).
- **Painters(Trainee)** **ACI Coatings LLC** **Closes10/26/15**
Get trained to be a painter. Must have a valid driver's license, be able to pass an initial drug screening and periodically throughout employment. Capable of climbing ladders and perform other physical duties. Send your resume to ACI Coatings at frontdesk@acicoatings.com (Posted on WorkSource Spokane).

4-HIRING/RECRUITING EVENTS

No Postings At This Time, Please Check Back Later.

5-CLERICAL

- **Hilton Garden Inn** **Front Desk Agent** **Closes 09/01/2015**
Looking for someone who loves working with people. Must have open availability. Will be responsible for answering phones, making reservations, and checking guests in and out.

Must have GED/HS Diploma. Send your resume to Sara Schmier at Sara.Schmier@Hilton.com (Posted on WorkSource Spokane).

- **Columbia Distributing** **Administrative Assistant** **Closes 09/01/2015**
Assist in completion of assigned tasks and projects as directed by Office Manager or Regional Sales Directors. Maintain administration files and filing system, ensure all documents are filed in a neat, orderly and accurate manner. Receive and distribute mail to appropriate team members. Complete all other tasks or projects as assigned. Must have a GED/ HS Equivalency. To apply visit www.americasjobexchange.com (Posted on WorkSource Spokane)
- **Aerotek** **Data Entry Specialist** **Closes 09/12/2015**
Enter data daily, analyze reports, and update system. Must be comfortable in Excel and have GED/HS Diploma. Day shift available from 6-2:30 p.m. Pay is \$10.75/hr. To apply send your resume to Mindy Caron @ mcaron@aeroteck.com (Posted on WorkSource Spokane).
- **Skils'Kin** **Receptionist** **Closes 09/20/2015**
This person will need to provide excellent customer service for all payee clients. The position greets all customers, answers multiple phone lines, transfers calls, files documents, scans documents into the paperless filing system, some data entry, and record keeping. **Must have HS Diploma or GED, Be at least 19 years of age, Highly Organized, and able to pass a background check and pre-employment drug screening.** Apply online at www.skils-kin.org or deliver your resume to 4004 East Boone Ave, Spokane, WA 99202 Attn: Human Resources. (Posted on WorkSource Spokane).
- **Pioneer Human Services** **Front Desk (PT)** **Closes 10/14/2015**
Excellent customer service skills and ability to work with diverse populations. Friday and Saturday 11:30 p.m. to 8:00 a.m, Tuesday 3:30 pm to 12:00 am. Must have HS Diploma or GED. To apply go to the WorkSource Spokane website and search the job title you want to apply for. (Posted on WorkSource Spokane).

6-JANITORIAL/HOUSEKEEPING

- **Orchard Crest Retirement Cntr** **Housekeeping** **No closing date posted**
Part-time position M-F (no weekends). Must have experience with senior citizens, background check required. Apply in person at 222 S Evergreen Rd. Spokane Valley, WA or email your resume to terrie@orchardcrestretirement.com (Posted on Craigslist).
- **Bethany/Mallon Place** **Housekeeping** **Closes 09/13/2015**
Clean resident rooms, do laundry, clean bathrooms, hallways, and all common areas. Prefer candidates who are able to work independently, reliable, trust worthy, and have open availability. Send your resume to Kim Myers at kimtaigaafi@msn.com or fax it to 509-924-2900. (Posted on WorkSource Spokane).

- **Pioneer Human Services** **Housekeeper** **Closes 10/03/2015**

Available Shift: 1st Shift, Full-Time. The housekeeper will work the posted schedule either independently or as a team to ensure residents are living in a clean and safe environment. Provide safe environment, pull dirty linen, provide clean towels daily, make beds and return washed clothing to residents rooms, conduct room cleaning including bathrooms, clean microwave, counter top and cabinet doors. View or apply for the job on WorkSource Spokane, search on the site by job listing/title. (Posted on WorkSource Spokane).

7-MANUFACTURING/LABOR

- **Huntwood Industries** **Runner/ Stacker** **Closes 08/31/2015**

Responsible for safely loading wrapped cabinets from the end of the assembly line on a dolly or hand truck and then moving them into the shipping department to store in stacked aisles. Self-motivated individual; hard worker, able to lift and stack heavy cabinets safely, able to accurately read and comprehend necessary paperwork. **Must be able to pass drug screen and background check.** Apply on the employer's website:
<http://www.huntwood.com/careers> (Posted on WorkSource Spokane)

- **Huntwood Industries** **Production Position** **Closes 08/31/2015**

Must be able to pass pre-employment drug screening, Must be able to read and understand work orders, read and calculate measurements on a tape measure, and be quality and safety conscious. Apply on line at:
<http://www.huntwood.com/careers> (Posted on WorkSource Spokane).

- **Oil Can Henry's** **Automotive Technician** **Closes 09/17/2015**

Be able to provide superior customer service through the exceptional delivery of Oil Can Henry's products and services. Will need to follow standardized operating procedures. Maintain professional demeanor, stock and maintain inventory, service vehicles, be able to handle and operate tools. Must have HS Diploma/GED. To apply go to
<https://henrysjobs.silkroad.com> (Posted on WorkSource Spokane).

- **Accent Stove and Spa** **Installation Helper** **Closes 09/19/2015**

Full time-position to help install fireplaces and stoves. Heavy lifting required, some warehouse work preferred, and forklift experience a plus. Must provide excellent customer service. Hand deliver your resume to our store or email it to admin@accentspokane.org
Contact Eric Stone at 509-325-8800 or at eric@accentspokane.com with questions. (Posted on WorkSource Spokane).

- **Univar USA Inc. Material Handler Closes 10/23/2015**
Specific Duties and Responsibilities include: Preform manual warehouse duties, load and unload, ship and receive, place hazardous materials or waste into appropriate containers. Must be able to read, write, count, understands and speaks English. Apply on the employer's website. (Posted on WorkSource Spokane).

8-HEALTHCARE

- **Kaler House INC. Support Staff Closes 08/26/2015**
24 hour support to adults and adolescents with developmental disabilities. 2 full time grave yard staff in the adult program. Provide support to our clients by helping with activities of daily living, community activities, cooking. Must have clean CPD record high school diploma or GED. Must be over 21 to work in the adolescent program. Must have a reliable vehicle, current and continuing vehicle insurance and valid driver's license.
Send resume to the employer Contact Cody Blackmon 509-536-1030 or email him at codyatkaler@aol.com THE KALER HOUSE INC PO Box 31087 Spokane, WA 99223-3018. (Posted on WorkSource Spokane).
- **Direct Support Professionals Embassy Management Closes 9/27/2015**
The Supported Living division of SL Start provides in-home and community care to an amazing group of individuals with developmental disabilities. Some job duties are Assist persons in learning basic living skills, Assist persons in areas of personal care, home management, meal planning. **Must be 18 years of age, high school diploma or equivalent, pass a background check, valid driver's license, insurance and reliable transportation.** Please apply online at: <http://spider.slstart.com/job-postings/jobListings.php>. Or email your resume to Megan Hammond. Email at mhammond@embassyllc.com. (Posted on WorkSource Spokane).

9-CASHIER/TELLER

- **Rite Aid Cashier/Overnight Closes 09/19/2015**
Provide excellent customer service to shoppers. Will be responsible for handling money, reconciling your cash register at the end of a shift, answer questions, resolving complaints, stock shelves and end caps, housekeeping tasks, follow directions, put up signs. **No Educational Requirements.** To apply or view full job posting visit <https://jobs-riteaid.icims.com> (Posted on WorkSource Spokane).
- **Maverik Cashier Closes 09/20/2015**
Responsible for customer service, monitoring fuel dispensers, cash control, and operation of cash register. There will also be some preparation of bakery items, cleaning, stocking, and other duties as assigned. Must be prompt, efficient, courteous, and able to maintain

cleanliness and organization of the store. To apply visit <http://www.maverik.com/careers>
(Posted on WorkSource Spokane).

- **Spokane Discount** **Retail Cashier** **Closes 10/12/2015**
Must have money handling experience, must be able to hang clothes and stock shelves during slow periods. We will pay 9.60-\$11.40 per hour depending on your speed and accuracy. 28-40 hrs per week. If you are interested in this position please apply in person ask for Steve or Aaron. 11A.M.-3P.M. at Spokane Discount 523 S. Dishman Mica Rd. Spokane valley, Wa 99206 (509)-487-3386 (Posted on Worksource Spokane).

10-MERCHANDISING/STOCKING

- **Host International** **Storeroom Stock Clerk** **Closes 10/21/2015**
Storeroom Stock Clerk is responsible for physical and clerical tasks associated with shipment and reception of supplies and finished products. Duties include verifying shipping records and correct packaging and labeling; unpacking received goods, checking for damage and accuracy of shipment, and working with materials transport companies; performing all other responsibilities. Minimum qualifications include the ability to speak, read and write as well as the ability to interact with the public and coworkers in a friendly, enthusiastic manner. Ability to bend, twist and stand to perform normal job functions. Apply on the WorkSource Spokane website and search the job title to view the full listing. (Posted on WorkSource Spokane).
- **Burlington Coat Factory** **Linens Associate** **Closes 09/02/2015**
This person will assist in the execution of merchandising and operational functions to company standards, provide outstanding customer service, and will be responsible for providing a friendly environment; which includes greeting and acknowledging every customer. Some cash handling will be required. **No educational requirement.** To apply visit the WorkSource Spokane website or apply on-line at <http://burlington.hodesiq.com>
- **Host International, Inc.** **Storeroom Stock Clerk** **Closes 11/4/2015**
Storeroom Stock Clerk is responsible for physical and clerical tasks. Some duties include verifying shipping records and correct packaging and labeling and receiving products and checking them for damage and accuracy of shipments. Identifies damaged or expired products. **May require a valid driver's license and good driving record as demonstrated by the DMV printout. Employer Job Number:** 13530901. View job or apply at WorkSource Spokane, search job title.

11-LOSS PREVENTION/SECURITY

No Postings At This Time, Please Check Back Later.

12-MECHANICAL/AUTO

No Postings At This Time, Please Check Back Later.

13-LANDSCAPING

No Postings At This Time, Please Check Back Later.

14-FOOD SERVICE

- **Orchard Crest Retirement Ctr. Dining Room Server** **None posted**
Must be hard working, dependable, and be able to flexible with your shifts. Apply in person at 222 S Evergreen Rd, Spokane Valley or email your resume to terrie@orchardcrestretirement.com. (Posted on Craigslist).
- **Costa Vida** **Prep Team Runner** **Closes 09/09/2015**
Prep of simple recipes like sauces, pico de gallo, desserts ,etc. Will also maintain proper food levels in the front of the dining room and assist in customer service. Prefer open availability, and **Must be able to pass a background check and drug screening**. Send your resume to Jennifer Poll at hr@cazierinc.com (Posted on WorkSource Spokane).
- **Double Tree by Hilton** **Specialty Line Cook(P/T)** **Closes 09/19/2015**
Prepare food items in accordance with recipes and company standards. Need to be neat and able to maintain a clean kitchen and workspace. Visually inspect all foods sent from the kitchen to make sure plates are appealing and appetizing. To apply visit <http://hiltonworldwide.com/careers> (Posted on WorkSource Spokane).
- **Maverik** **Prep Cook** **Closes 09/20/2015**
Responsible for preparing food, stocking display items, and filling orders. Some money handling and operation of the cash register expected. To apply, view full posting, and for more details visit <http://www.maverik.com/careers/> (Posted on WorkSource Spokane).
- **Barista** **Host International, Inc.** **Closes 10/4/2015**
Starbucks at the Spokane Airport is hiring. Barista's are responsible for fulfilling orders and completing sales transactions. Greets customers and takes food order, provide information about products and looks for opportunity to "up-sell" products. Accurately counts and provides change to customers as provided. Maintain Starbucks products. **Must have some customer service and cash handling experiences**. View or apply on WorkSource Spokane, search "Barista." (Posted on WorkSource Spokane).
- **Pioneer Human Services** **Food Service Specialist** **Closes 10/19/2015**
Primary responsibility is to cook and serve food for the residents and staff of PHS Residential Facilities, in accordance with all Health and Safety regulations. Duties will include dish washing, serving, cooking, and stocking inventory. Must be able to pass a

Washington State DSHS background check. To apply go to WorkSource (Posted on WorkSource Spokane)

- **Franklin Hills** **Culinary Assistant** **Closes 11/5/2015**
Assists with preparing and serving meals, Serves meals that are palatable, Serves food in accordance with established portion control procedures, Serves food from steam table and/or transports food delivery carts to the resident areas, Honors resident/patient food likes/dislikes per diet card. Most of all just follow the rules. **Employer job number: 13549228.** Apply at WorkSource Spokane and search job title of interest. (Posted on WorkSource Spokane).

15-NORTHERN QUEST

- **Frequently Hiring for Multiple Positions:** View postings and apply at:
<http://northernquest.com/inquiries/careers>

16-DRIVERS/SERVICE PORTERS

No Postings At This Time, Please Check Back Later.

17-TECHNOLOGY

No Postings At This Time, Please Check Back Later.

18- WAREHOUSE/PRODUCTION

- **Western States** **Parts Associate** **None Posted**
Responsible for maintaining the parts warehouse by receiving and storing parts and for filling customer orders. Must have valid driver's license and acceptable driving record plus proof of GED/HS Diploma. Apply on line and view full posting at https://rn12.ultipro.com/WES1008/JobBoard/JobDetails.aspx?__ID=*01B5871FC3E7E175 (Posted on Indeed Spokane)
- **Accra-Fab Inc** **Production Workers** **Closes 09/20/2015**
Looking for a hardworking, enthusiastic, and dependable individuals to fill entry level production positions. Must have GED/HS Diploma, able to work any shift, pay starts at \$9.50/hour plus .25 shift differential for swing shift. Please send resume to Accra-Fab: PO Box 641 Liberty Lake, WA 99019-0641. Include Job # WS450158956. (Posted on WorkSource Spokane).
- **Warehouse Staff** **Atlas Staffing** **Closes 09/10/2015**
Candidate must have the desire to work in a warehouse setting. Will be responsible for shipping and receiving, picking and packaging, and shipping product. Looking for individuals with excellent attendance and positive attitude. Must apply through the Atlas Staffing website www.atlasstaffing.net/candidates or send your resume to Matt at matt@atlassearch.net (Posted on WorkSource Spokane).

- Genuine Parts Company Stocker Order Filler Packer Closes 09/17/2015**
 NAPA Auto Parts is seeking a skilled and energetic Warehouse Associate. Will be responsible for receiving, stocking, pulling, staging, loading and shipping merchandise. Must be able to work efficiently and quickly. Will need to be able to lift up to 60 lbs on your own. Must be 18 years of age and pass a background and drug screening. To apply visit <http://www.responhr.com/42122494> (Posted on WorkSource Spokane).
- Gottcha Covered Welder Shop Person Closes 09/18/2015**
 Must be able to weld Galvanized steel, use raw saws, read a tape measure, and operate a drill press. Must keep work area clean. Heat tolerant, must be dependable and on time ready to work. GED/HS Equivalency required. To apply send your resume to gottchacoveredllc@yahoo.com OR contact Bonnier at 509-385-1120. (Posted on WorkSource Spokane).
- Material Handler NCI Group, INC Closes 11/11/2015**
 Will be responsible for stacking parts and preparing material bundles for production. You will also need to check labels, and tags, and keep plant and work area clean. Must be able to take a pre-hire assessment and complete a satisfactory background and drug screening. **Starting pay is \$13.13/ hr with eligibility for production hours after 90 days.** Apply on line at WorkSource Spokane and search listing by using job # 13647021

20-RETAIL/CUSTOMER SERVICE

- Customer Service Cashier Burlington Coat Factory Closes 09/02/2015**
 The Customer Service Associate/ Lay-a-ways and returns is responsible for maintain outstanding customer service. Process Lay-a-ways, returns and sales quickly, accurately and efficiently, handling cash register operations and safeguarding company assets. Apply online at: <http://burlington.hodesiq.com> (Posted on WorkSource Spokane).
- Sales associate Sherwin Williams Closes 09/05/2015**
Must be 18 years of age, a GED/HS Diploma, and have a valid driver's license. This person must be able to retrieve materials from shelves and floor stacks, lift and carry up to 50 lbs, operate a computer and communicate via the telephone. View or apply for the job on the employer's Web site:
<https://sherwin.taleo.net/careersection/10/jobdetail.ftl?lang=en&job=15000bff>.
 Contact name: Loretta West (Posted on WorkSource Spokane).
- Sales Coordinator Sherwin Williams Closes 10/07/2015**
 Responsible for supporting the sales efforts at a Sherwin Williams commercial paint store. Servicing wholesale customers. Assist customers in person and over phone by determining needs and presenting appropriate products and services. **Must be 18 years of age. Must have a valid driver's license. Must be able to operate material handling equipment. And have a high school diploma or comparable certification (e.g. GED).** Contact name:

Loretta West. View or apply at:

<https://sherwin.taleo.net/careersection/10/jobdetail.ftl?lang=en&job=15000BL1>

- **Coats Associate** **Burlington Coat Factory** **Closes 10/8/2015**
Must provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard company assets. Self-motivated team player. Contact Name:
Loretta West. View or apply at: <http://burlington.hodesiq.com> (Posted on WorkSource
Spokane).