

JOBS FOR THE WEEK OF 11/21/2016



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 large, bold, blue and black letters. On the far right is a circular logo for 'Next Generation Zone' with a rainbow arc and the words 'NEXT GENERATION ZONE' inside.

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

CHS Inc.

Driver Seasonal

Posted 11/13/2016

01/12/2017

Driver Seasonal Job Posting

CHS has an exciting opportunity in our Country Operations Division. We are looking for a Driver to transport grass seed. You must have a high energy level, exhibit personal integrity, have an excellent driving record and be committed to safety, customer service, and solving problems creatively. You must have a good work ethic with professional communications skills.

You will: Transport product between warehouses in a safe, timely, and professional manner, ensuring the truck is operated in a safe manner at all times.

Follow all guidelines and regulations for hauling grass seed.

Maintain logs with each shipment, completing daily invoices and reports.

Perform visual inspection of truck before leaving premises and complete maintenance report on all deficiencies. Report all accidents, traffic violations, and damage to vehicles.

Complete daily maintenance report and notify supervisor of any needed repairs.

Manage all aspects of the load on your truck and be responsible for all shortages and damages unless visual observation of loading is not possible. Must pass a DOT required physical and drug screen must meet DOT and Company requirements

Ability to read, write, and communicate in English

Ability to work additional hours, Saturdays and Sundays during months of June-August, to meet business demands. Ability to lift/carry up to 80lbs, walk, stand, sit, bend, and kneel

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.

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

10-MERCHANDISING/STOCKING

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 now

12-FOOD SERVICE

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 .