



# Shelby County

A proud partner of the American Job Center network

## AREA JOB POSTINGS

January 2022

Week of January 16-January 22

These area job postings were compiled by OhioMeansJobs Center of Shelby County from a sampling of job postings from [www.OhioMeansJobs.com](http://www.OhioMeansJobs.com).

The "OhioMeansJobs Shelby County AREA JOB POSTINGS" summary will be updated weekly. OhioMeansJobs Center of Shelby County also has job postings which are updated daily. To view these postings and for additional services to assist with your job search, you may visit our Jobs Center at 227 S. Ohio Ave, Sidney Ohio, Monday—Friday, 7:30 a.m.—4:00 p.m, Tuesday, 7:30a.m.-6:00p.m. or visit our website at [www.shelbycountyjfs.org](http://www.shelbycountyjfs.org).

You can also access our services by phone by calling us at 937-497-2816 or email us at [EFS-Staff@jfs.ohio.gov](mailto:EFS-Staff@jfs.ohio.gov).

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Ohiomeansjobs Shelby County



# Shelby County

A proud partner of the American Job Center network

Providing the Community with Employment and Training Services.....

The following services are provided at no charge for employers and job seekers:

- Professional, skilled, and entry level job postings
- Computer access to internet-based job banks
- Job Fairs and Hiring Events
- Resume and cover letter preparation
- Career counseling
- Training and retraining to upgrade skills
- Free job readiness workshops

No appointments are necessary to take advantage of the available programs & services.



Visit us on Facebook

View local job opportunities online at: [www.shelbycountyjfs.org](http://www.shelbycountyjfs.org)

OhioMeansJobs Shelby County is located at: 227 South Ohio Avenue, Sidney

Hours: Monday-Friday 7:30am-4:00pm; Tuesday 7:30am-6:00pm

937-498-4981 ext. 2816

## Applications Analyst

**Company:** City of Sidney

**Job Location:** Sidney, Ohio

**Address:** 201 W Poplar

**Education Requirement:** A 2-year Associate Degree in Computer Science, MIS, programming languages or a related field. Related experience in the Information Technology field may be substituted for degree requirements.

**Job Duties:** Follow written and verbal instructions and to effectively communicate with other employees. Physical ability to walk, crawl, and traverse through the basement, access tunnels, crawl spaces, and other areas of the City's building in order to install and maintain computers, cables, and peripherals. Knowledge of web services; Knowledge of mobile apps. Normal or corrected vision and hearing within limits set by the City's physical examination standards.

**To apply:** Applications will be accepted until filled. To apply: Submit an application to Receptionist, City Hall, 201 W. Poplar St. Sidney OH 45365 or email to [Receptionist@sidneyoh.com](mailto:Receptionist@sidneyoh.com)

### **Prep Cook / Dietary Staffer**

**Company:** Fair Haven

**Address:** 2901 Fair Rd. Sidney, Ohio 45365

**Qualifications Desired:** Food preparation: 1 year (Preferred); Restaurant Experience: 1 year (Preferred)

**Job Duties:** Prepare all food items as directed in a sanitary and timely manner. Follow recipes and presentation specifications. Operate standard kitchen equipment safety and efficiently. Clean and maintain station in practicing good safety and sanitation. Assist with the cleaning and organization of kitchen and equipment. Restock items as needed throughout the shift. Adhere to all sanitation and food production codes.

**Working Hours:** Full or Part time shifts available. 8 hour shift. Holidays; Overtime; Weekend availability

**To Apply:** Apply online at: [www.indeed.com](http://www.indeed.com) or at: <https://www.indeed.com/viewjob?cmp=Fair-Haven&t=Prep+Cook&jk=e15932face1809bb&vjs=3>

### **STNA (State Tested Nursing Assistant) or CNA/RCA**

**Company:** Fair Haven

**Address:** 2901 Fair Rd. Sidney, Ohio 45365

**Qualifications Desired:** Candidate must be on the State Nurse Aide Registry.' Caregiving: 1 year (Preferred) License/Certification: CPR Certification (Preferred)

**Job Duties:** As an STNA with Fair Haven, you will assist residents with all the activities of daily living such as, personal care including dressing, bathing, toileting, hair care and skin care. The culture is "person center care" with the focus on individualized care and services. FOR RCA we will pay for STNA classes and testing!

**Work Hours:** Full or Part time shifts available, day shift and second shift. 12 hour shift; 8 hour shift; Holidays; Night shift; Overtime; Weekend availability

**To Apply:** Apply online at: [www.indeed.com](http://www.indeed.com) or at: [https://www.indeed.com/viewjob?jk=c6b02c8943da69bf&q=fair+haven&l=Sidney%2C+OH&from=web&advn=1280023544434813&adid=381437798&ad=-6NYIbfn0AZiaPZyccuKjlre0e0RaBFeO48J0QExrO5hcuLctOVaKdU-GsOO2jLKne-XebW0\\_5NEOlw\\_XWVVHb6WNmQy4vjPLXgV54eGf1dL7niGzfXvRjP\\_rZOjzw5qC75X3XFWNqsRlmlzUAhloCbM6EN8mk-7LXg8YY9oxue\\_-60NTKTC1c6X9zHremkDtpRrXK-kUlpLbPZjX1Mkb6hi\\_miDGu5CyWtAQfWYfnp7JauRslpXaBU8e5WvX4M1VT5mBmY7MNIohtIUyYHtb0p81a-Ro9v0khET1PgTWMK78xyq2f0ME3zxRDCSpbf7IDiOyeZx4MmT096TjCVReiRACvgLFFXkZFA-7qfVh5aX4cypJSTPGhBXmoriLW1VhsrDHQH7k%3D&pub=4a1b367933fd867b19b072952f68dceb&vjs=3](https://www.indeed.com/viewjob?jk=c6b02c8943da69bf&q=fair+haven&l=Sidney%2C+OH&from=web&advn=1280023544434813&adid=381437798&ad=-6NYIbfn0AZiaPZyccuKjlre0e0RaBFeO48J0QExrO5hcuLctOVaKdU-GsOO2jLKne-XebW0_5NEOlw_XWVVHb6WNmQy4vjPLXgV54eGf1dL7niGzfXvRjP_rZOjzw5qC75X3XFWNqsRlmlzUAhloCbM6EN8mk-7LXg8YY9oxue_-60NTKTC1c6X9zHremkDtpRrXK-kUlpLbPZjX1Mkb6hi_miDGu5CyWtAQfWYfnp7JauRslpXaBU8e5WvX4M1VT5mBmY7MNIohtIUyYHtb0p81a-Ro9v0khET1PgTWMK78xyq2f0ME3zxRDCSpbf7IDiOyeZx4MmT096TjCVReiRACvgLFFXkZFA-7qfVh5aX4cypJSTPGhBXmoriLW1VhsrDHQH7k%3D&pub=4a1b367933fd867b19b072952f68dceb&vjs=3)

## Nurse/RN or LPN

**Company:** Fair Haven

**Address:** 2901 Fair Rd. Sidney, Ohio 45365

**Qualifications Desired:** LVN (Preferred); BLS Certification (Preferred); LPN or RN (Preferred).

**Job Duties:** Fair Haven is wonderful senior community with an excellent reputation. We are looking for either and LPN or RN to work with our residents. We offer 8 and 12-hour shifts. Any time over 8 hours is paid at time and a half. Attendance and weekend bonus apply.

**Working Hours:** Full or Part time shifts available, day shift and second shift. 12 hour shift; 8 hour shift; Holidays; Night shift; Overtime; Weekend availability

**To Apply:** Apply online at: [www.indeed.com](http://www.indeed.com) or at: <https://www.indeed.com/viewjob?>

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## **Activities Assistant**

**Company:** Fair Haven

**Address:** 2901 Fair Rd. Sidney, Ohio 45365

**Qualifications Desired:** Driver's License (Preferred)

**Education Requirement:** High school or equivalent (Preferred)

**Job Duties:** For this position, you must have good communication skills and be organized. An activities assistant works directly with other team members to provide meaningful life enhancement activities. As an employee of Fair Haven, you must maintain a supportive and caring attitude. The culture is "person centered care" with the focus on individualized care and services. Fair Haven must be respected and treated as the resident's home. As a county facility, there are excellent benefits

**Working Hours:** 8 hour shift; Holidays; Monday to Friday; Overtime; Weekend availability

**To Apply:** Apply online at: [www.indeed.com](http://www.indeed.com) or <https://www.indeed.com/viewjob?cmp=Fair-Haven&t=Activity+Assistant&jk=4fb8a07e2bcadc1a&vjs=3>

## **Cook/Prep Cook**

**Company:** Fair Haven

**Address:** 2901 Fair Rd. Sidney, Ohio 45365

**Qualifications Desired:** Long term care: 1 year (Preferred)

**Job Duties:** Fair Haven is a skilled nursing facility. As a dietary staff member, you are responsible for food preparation by following a menu and requests from residents. As a cook, your leadership for other team members is important. You need to set a positive and professional example. It will be necessary to have solid communication skills to talk with residents about preferences and to coordinate with nursing staff about any special needs or requirements. Must be able to work in a team orientated environment and follow direction. Shifts vary depending on the needs of the department; shifts can be flexible and students are welcome and encouraged to apply.

**Work Hours:** Full or Part time shifts available. 8 hour shift; Day shift; Holidays; Night shift; Overtime Weekend availability

**To Apply:** Apply online at: [www.indeed.com](http://www.indeed.com) or at: <https://www.indeed.com/viewjob?cmp=Fair-Haven&t=Cook+Prep+Cook&jk=e0995d7a7b21432e&vjs=3>

## **Housekeeper/Laundry Attendant**

**Company:** Fair Haven

**Address:** 2901 Fair Rd. Sidney, Ohio 45365

**Qualifications Desired:** Housekeeping: 1 year (Preferred)

**Job Duties:** As an Environmental Services employee with Fair Haven, you will ensure that our resident rooms are cleaned and their personal items are handled with loving care. The cleaning process involves learning about infection control; working with nursing department to eliminate the transfer of germs. The culture is "person centered care" with the focus on individualized care and services. Your communication skills are important because you will be interacting with older adults. Fair Haven must be respected and treated as the resident's home.

**Working Hours:** Full or Part time shifts available. 8 hour shift. Holidays; Overtime; Weekend availability

**To Apply:** Apply online at: [www.indeed.com](http://www.indeed.com) or at: <https://www.indeed.com/viewjob?cmp=Fair-Haven&t=Housekeeper+Laundry+Attendant&jk=e4a6d5df13766923&vjs=3>

## **Environmental Services Supervisor**

**Company:** Fair Haven

**Address:** 2901 Fair Rd. Sidney, Ohio 45365

**Qualifications Desired:** Environmental Services: 1 year (Preferred)

**Education Requirement:** High school or equivalent (Preferred)

**Job Duties:** For this position, you must have good communication skills and be organized. The Environmental Services Supervisor will schedule staff assignments for both laundry and housekeeping, will order and stock supplies, schedule vendors to complete contractual assignments and participate in other duties that support caring for our residents and staff. The culture is "person centered care" with the focus on individualized care and services. Fair Haven must be respected and treated as the resident's home. As a county facility, there are excellent benefits.

**To Apply:** Apply online at: [www.indeed.com](http://www.indeed.com) or <https://www.indeed.com/viewjob?cmp=Fair-Haven&t=Environmental+Service+Supervisor&jk=edb5ab4f0b74b6f5&vjs=3>

### **Patient Access-Operations Center Technician-PRN**

**Company:** Wilson Health

**Job Location:** Sidney, Ohio

**Address:** 915 Michigan Street, Sidney, Ohio 45365

**Education Requirement:** High school diploma or equivalent, or one (1) year related experience and/or training; or equivalent combination of education and experience

**Job Duties:** Wilson Health's Information Communications Department is responsible for facilitating communications throughout the hospital with multiple communication tools and systems. Job Summary: The Operations Center Technician is responsible for answering the switchboard consoles, pages on the overhead and on voice and digital pagers. Types and files daily operating information. The Technician is also responsible for monitoring alarm panels and operate computer equipment in order to execute the required daily computer operations. Accurately handle volume of internal and external calls in a timely manner. Consistently transfer calls to requested phone numbers. Effectively demonstrate ability to operate communication consoles. Provide proper execution of procedures for all code panels including disaster drill, care flight, traumas, abductions, etc. Accurately maintain page answer log sheets.

**To apply:** Apply online at: [www.indeed.com](http://www.indeed.com) or <https://www.indeed.com/viewjob?jk=85e38fb7271e6d3c&from=serp&vjs=3>

### **Pharmaceutical Delivery Driver**

**Company:** Priority Dispatch, Inc.

**Job Location:** Piqua, Ohio

**Qualifications Desired:** Must be able to pass a criminal background and motor vehicle check. Ability to pass a drug screen. Dependable.

**Job Duties:** Are you looking for extra income or Full Time work? Are you interested in turning miles into money? We are looking for full-time and part-time Medical delivery drivers that drive small fuel efficient vehicles! We have work picking up in Troy OH that delivers to Cincinnati, Columbus, Cleveland and Michigan as well as locally. We also have work in the Dayton area all shifts! Guaranteed Money! This is Independent Contractor work and 1099 will be issued at the end of the year. Criteria: Reliable and fuel-efficient vehicle to make deliveries. Following documents are required for the onboarding process: Valid driver's license. Auto Insurance Declaration page for the vehicle. Local Criminal Background Check. 3-year Motor Vehicle Record.

**To apply:** Apply online at: [www.indeed.com](http://www.indeed.com) or <https://www.indeed.com/viewjob?jk=3a3503e399a66553&from=serp&vjs=3>

## **Wastewater Assistant Superintendent**

**Company:** City of Sidney

**Job Location:** Sidney, Ohio

**Address:** 201 W Poplar

**Qualifications Required:** An appropriate combination of education, training, and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. Minimum of five years' experience operating biological treatment processes. A valid State of Ohio Class III Wastewater Treatment certificate with the ability to obtain a Class IV certificate within five (5) years. Must have valid State Motor Vehicle Operator's License

**Job Duties:** The Assistant WWTP Superintendent must possess the ability to apply entry level supervisor practices to all work situations as well as perform administrative tasks for plant and IPP activities. The Assistant WWTP Superintendent must: show confidentiality with test results, projects, long range plans, and personnel actions; maintain effective working relationships with co-workers, contractors, regulators, and the general public; maintain accurate records; prepare comprehensive required reports.

**To apply:** For application and full job description go to our web site [www.sidneyoh.com](http://www.sidneyoh.com) and submit to: Receptionist at 201 W. Poplar St. Sidney, OH 45365. Application will be accepted for this position until filled. Mail to 201 W. Poplar St. Sidney OH 45365, Fax: 937- 498-8160 or email: [KHolt@sidneyoh.com](mailto:KHolt@sidneyoh.com).

## **Part-Time Programming Coordinator**

**Company:** Workforce Partnership of Shelby County

**Job Location:** Sidney, Ohio

**Qualifications Desired:** The ideal candidate will possess: Strong written and verbal communication skills. Organization and the ability to multi-task. A working knowledge of Google, Excel, Word, Power Point, and Outlook. Familiarity with social media communities and networks. Administrative and/or Education background (helpful, but not required). Dependable transportation; as local travel will be required. Physically capable of light lifting, as needed for event preparation. Candidate must be willing to flex work week schedule as needed to accommodate activities and events.

**Education Requirement:** High School

**Job Duties:** Workforce Partnership (WP) of Shelby County, a 501(c)3 not-for-profit organization, is seeking a professional and energetic Programming Coordinator to join our team. This individual will serve as a liaison between industry and school districts by providing support and coordination of workforce readiness programs. Primary responsibilities will include: Coordinating career exploration activities, Scheduling volunteers, and Data management. WP's mission is to strengthen Shelby County's emerging workforce by aligning education and skills training to meet the needs of local employers by offering programming related to workforce readiness education and exploration of local career pathways, with an end-goal to retain local talent and expand the workforce pipeline.

**To apply:** Email: [deb@workforcepartner.com](mailto:deb@workforcepartner.com)

## Production Engineer-2nd Shift

**Company:** Emerson

**Job Location:** Sidney, Ohio

**Qualifications Desired:** Strong analytical & problem-solving skills. Good organizational, presentation, and project management skills to interact within all levels of the company. Previous experience with assembly and manufacturing operations, methods, controls, and processes. Practical computing skills including Microsoft Office. Ability to manage numerous projects in a fast-paced environment. Ability to travel up to 5% for the position. Legal Authorization to work in the United States - Sponsorship will not be provided for this role. **PREFERRED EDUCATION, EXPERIENCE & SKILLS:** Four-year Mechanical Engineering or Manufacturing Engineering Technology degree plus two or more years' relevant experience. Technical support experience in high volume, fast-paced environment. Advanced manufacturing, comprehend and interface PLC/robotic programming. Experienced with CAD (such as AutoCAD or SolidWorks), Statistical Process Controls (quality controls) and Geometric Dimensioning & Tolerancing (GD&T).

**Education Requirement:** Four-year technical degree plus one year experience (co-op/intern experience may be considered) or equivalent combination of education and experience (i.e. Associate's degree plus equivalent experience in a technical role related to manufacturing)

**Job Duties:** If you are an ENGINEERING professional looking for an opportunity to grow, Emerson has an exciting opportunity for you! Based in our Sidney, Ohio location, you will work to increase plant operational efficiency by providing and maintaining robust processes. Working alongside supervisors you will improve existing and implement new manufacturing methods, and urgently resolve event-driven issues in a fast-paced high volume machining environment. Your work will include technical support for completion of plant production requirements and organizational objectives. **AS A PRODUCTION ENGINEER, YOU WILL:** Own the processes of welding and assembly equipment, assembly fixturing, tooling and programming. Create and maintain scroll machining process documentation. Provide front line technical support. Comprehend and interface PLC/Robotic programs. Develop/implement process improvements and cost reductions. Lead and participate in cost reduction teams and capital planning. Provide focus on safety, quality, minimizing downtime, manning & throughput.

**To apply:** Please visit [www.emerson.com/en-us/careers](http://www.emerson.com/en-us/careers) and search job number 21017073. Or you may send your resume to Allison Sudhoff at [Allison.Sudhoff@emerson.com](mailto:Allison.Sudhoff@emerson.com). See the entire job description at <https://www.emerson.com/en-us/careers>. Search for job number 21013073.



## Dental Assistant

**Company:** Village Green Dental Professionals

**Job Location:** Sidney, Ohio

**Qualifications Desired:** Dental assisting: 1 year (Preferred). Proven experience as dental assistant. Knowledge of dental instruments and sterilization methods. Understanding of health & safety regulations. Good computer skills. Excellent communication and people skills. Attention to detail. Well-organized and reliable.

**Education Requirement:** High school diploma; graduating from dental assistant school is preferred. Additional certification or training is an asset (e.g. EFDA, dental radiography).

**Job Duties:** We are looking for a competent dental assistant who will make the dentist's office more efficient and pleasant for patients. You'll ensure excellent customer service in a team oriented atmosphere. Dental assistants should be well-organized with great attention to detail. You should be able to follow instructions and respect dental office regulations. We want you to be skilled in providing direct or indirect patient care and able to make office procedures as smooth as possible. Responsibilities: Welcome customers in the dental office. Prepare customers for treatments or checkups ensuring their comfort. Select and set up instruments, equipment and material needed. Sterilize instruments according to regulations. Assist the dentist through 4-handed dentistry. Undertake lab tasks as instructed. Provide oral hygiene and post-operative care instructions. Keep the dental room clean and well-stocked. Schedule appointments. Maintain accurate patient records and assist with payment procedures.

**To apply:** Apply online at: [www.indeed.com](http://www.indeed.com) or [https://www.indeed.com/viewjob?jk=d9b9eb960787719c&l=Sidney%2C+OH&from=web&advn=3503047512177739&adid=381853354&ad=6NYIbfkN0D3D0rSFNO84kGavH9jDbOb-qse1kljluXQGb5Inj-3TeO6Y\\_5SmAsqVH\\_812yas36ZlBOKZcZsjRrUDODfz3hEFDF9cy7vVzoRSh0OqbzICuH8tdnnxGmY8QkuwekyasXaBOMhYtwQRb0itkP6iBhcCnkAGg\\_a-cyVag7nNIKZCyEq\\_-T0pJ\\_FioSTs1vsB3cQRqGRX8FP46SqMKDHYLgjD1jTh19dc7TIhkUNT5zBjSvi4Vv9qZqJNxGBNLe5ysu\\_Co4j6jQX1h\\_xfVPfStcTtJaugYAvrV\\_wq6cGKYnqSoVJKdqeHI9loFpHC3pxvR9uF8h5HCGCrMM7lcvAFIuPQzSDIX7AmKPIbHJceBUM8\\_Wq3llzo9GJ&pub=4a1b367933fd867b19b072952f68dceb&vjs=3](https://www.indeed.com/viewjob?jk=d9b9eb960787719c&l=Sidney%2C+OH&from=web&advn=3503047512177739&adid=381853354&ad=6NYIbfkN0D3D0rSFNO84kGavH9jDbOb-qse1kljluXQGb5Inj-3TeO6Y_5SmAsqVH_812yas36ZlBOKZcZsjRrUDODfz3hEFDF9cy7vVzoRSh0OqbzICuH8tdnnxGmY8QkuwekyasXaBOMhYtwQRb0itkP6iBhcCnkAGg_a-cyVag7nNIKZCyEq_-T0pJ_FioSTs1vsB3cQRqGRX8FP46SqMKDHYLgjD1jTh19dc7TIhkUNT5zBjSvi4Vv9qZqJNxGBNLe5ysu_Co4j6jQX1h_xfVPfStcTtJaugYAvrV_wq6cGKYnqSoVJKdqeHI9loFpHC3pxvR9uF8h5HCGCrMM7lcvAFIuPQzSDIX7AmKPIbHJceBUM8_Wq3llzo9GJ&pub=4a1b367933fd867b19b072952f68dceb&vjs=3)

## **FOH Team Member**

**Company:** Clancy's Inc.

**Job Location:** Sidney, Ohio

**Address:** 1250 Wapakoneta Ave., Sidney, Ohio 45365

**Qualifications Desired:** Experience in a guest facing role in a restaurant preferred, but not necessary. Basic understanding of POS System. Ability to walk or stand for long periods of time.

**Education Requirement:** Not listed

**Job Duties:** The Team Member FOH is a tipped position that will work in collaboration with the Manager and GM. The Team Member FOH will work closely with the FOH management team to drive service each day and inspire team members to work together and hold one another accountable to the standards set. The Team Member FOH will display warmth, and hospitality as they perform the Front of House duties and responsibilities expertly and efficiently. This role could also include administrative work, opening or closing duties, or stepping in to needed roles in the restaurant as business demands. The Team Member FOH can support the full scope of stations capable of rotating in the same shift. Key Responsibilities: Maintain efficiency and grace with a sense of urgency throughout service. Use strong communication and listening skills to effectively deliver accurate messaging to both guests and all teammates. Requirement to complete multiple FOH stations, roles, responsibilities and tasks. Have full understanding of all menu items and how each is properly served and/or packaged. Acknowledge and positively engage all guests at the expediting counter while managing guest expectations. Demonstrate an understanding of enlightened salesmanship and seek opportunities to inform guests about additional offerings (burgers, shakes, hot dogs, chicken sandwiches). Have a general understanding of Department of Health (DOH) food safety standards. Carry yourself with a warm, welcoming demeanor when interacting with guests and coworkers. Derive pleasure from providing hospitality and exhibit excellent emotional self-awareness under pressure while maintaining a warm presence.

**To apply:** Apply online at: [www.indeed.com](http://www.indeed.com) or <https://www.indeed.com/viewjob?jk=750688496a30f83a&tk=1fp507rivu1hc800&from=serp&vjs=3>

## **Electrical Technician**

**Company:** Lincoln Electric

**Job Location:** Ft Loramie, Ohio

**Qualifications Desired:** 5 plus years of experience or equivalent preferred; Operate forklift; Commitment to company values. Educational, training, and experience requirements may be modified at the Managements Team's discretion. Shop Math

**Education Requirement:** Minimum High School Diploma or GED or Equivalent experience

**Job Duties:** Read and interpret developmental blueprints, wiring diagrams. Assemble electrical panels, including using basic hand and power tools. Solve problems independently and as a member of a team. Coordinate and manage projects of varying scope and complexity; Work well with suppliers and customers as required to successfully complete projects. Work well with helpers, Engineers, Management, and support functions

**To apply:** Apply online at <https://jobs.lincolnelectric.com>

## **Assistant Store Manager**

**Company:** Family Dollar

**Address:** 512 E Main St. Anna, Ohio 45302

**Qualifications Desired:** Prefer store management experience in retail, grocery, or drug store environments. Physical Requirements: Ability to regularly lift up to 40 lbs. (and occasionally, up to 55 lbs.) from floor level to above shoulder height; must be able to meet demands of frequent walking, standing, stooping, kneeling, climbing, pushing, pulling, and repetitive lifting, with or without reasonable accommodation. Availability: Ability to work flexible, full-time schedule to include days, evenings, weekends and holidays.

**Education Requirement:** Prefer completion of high school or equivalent. Ability to read, interpret and explain to other's operational directives (e.g., merchandise schematics, etc).

**Job Duties:** As a Family Dollar Assistant Store Manager you will responsible for providing exceptional service to our customers. A key priority includes assisting the Store Manager in the daily operation of the store. Under the direction of the Store Manager, you will also be responsible for maintaining inventories, store appearance and completing daily paperwork. Principal Duties & Responsibilities: Greets and assists customers in a positive, approachable manner. Answers questions and resolves customer inquiries and concerns. Maintains a presence in the store by providing excellent customer service. Ensures a clean, well-stocked store for customers. At the direction of the Store Manager, supervises, trains, and develops Store Associates on Family Dollar operating practices and procedures. Assists in unloading all merchandise from delivery truck, organizes merchandise, and transfers merchandise from stockroom to store. Assists Store Manager in ordering merchandise and record keeping to include payroll, scheduling and cash register deposits and receipts. Supports Store Manager in loss prevention efforts. Assumes certain management responsibilities in absence of Store Manager. Follows all Company policies and procedures.

**To Apply:** Apply online at: [www.familydollar.com/careers](http://www.familydollar.com/careers)

## **Extension Educator 4-H Youth Development**

**Company:** The Ohio State University

**Job Location:** Shelby County

**Address:** 810 Fair Road, Sidney, Ohio 45365

**Job Duties:** Providing guidance and/or leadership for 4-H Youth Development programming targeted to local and area needs. Implement and support a comprehensive volunteer system through identification, selection, orientation, training, utilization, recognition, and evaluation of adult and youth volunteers to support local 4-H programming. Utilize appropriate methods, both formal and informal, of community assessment to identify educational needs and opportunities of local community. Design, implement and teach educational programming, based on these needs, to groups and individuals comprised of adults and/or youth. Work with and/or lead committees and volunteers, and establish and maintain partnerships within the community that support the achievement of program goals. May also convene and facilitate community coalitions focused on those needs. Work with the county junior and senior fair boards in supporting the county fair. The Educator may be required to replicate and adhere to existing programs, including STEM school enrichment programming, that meets the needs of their local community. The Educator will develop promotional material, work with and/or lead committees and volunteers, and establish and maintain partnerships within the community that support the achievement of the program goals. The Educator evaluates educational programs and dissemination methods, as well as, utilizes existing evaluation instruments to evaluate the teaching effectiveness, program quality and results of local programs. Participate in discussions with county representatives concerning program funding and may be responsible for the management of the county budget. May also be responsible for securing external funds to support local programming. Participate as a member of county, multi-county, and/or state Extension teams to further the overall mission, vision and values of both Ohio State University Extension and 4-H Youth Development.

**To apply:** Apply online at: [www.indeed.com](http://www.indeed.com) or <https://www.indeed.com/viewjob?jk=79309f4cc43f5006&tk=1fp4v6mrot4hb800&from=serp&vjs=3> or [https://osu.wd1.myworkdayjobs.com/en-US/OSUCareers/job/Satellite-Campus/Extension-Educator-4-H-Youth-Development--Shelby-County\\_R37007-1](https://osu.wd1.myworkdayjobs.com/en-US/OSUCareers/job/Satellite-Campus/Extension-Educator-4-H-Youth-Development--Shelby-County_R37007-1)

## **Production**

**Company:** Creative Plastics International, Inc.

**Job Location:** Jackson Center, Ohio

**Address:** 18163 Snider Road, Jackson Center, Ohio 45334

**Qualifications Desired:** 18 years of age. Will provide on the job training. Prior machine operator experience a plus, but not necessary. On the job training provided. Applicants must be 18 years of age.

**Education Requirement:** HS Diploma or GED preferred

**Job Duties:** Trained by lead personnel. Functions including: loading of extruded plastic sheet & unloading finished molded plastic parts - machine operation, packaging, light assembly using small hand tools. Follows lead personnel direction to manufacturer particular quantity of a certain part. Uses part drawing, current pattern and/or check fixture to assure item is being produced to customer part specification. Inspect product during production. Labels part and shipment per instruction. Packages product appropriately for transport to customer. Completes production run in timely manner and documents production time. Notifies lead personnel when item(s) are complete. Responsible for maintaining clean work area. Cross trained to perform other company functions as needed.

**To apply:** Applications for full-time, 1st shift Production Associates now being accepted at Creative Plastics International (CPI). No experience, no problem. \*\* Applicants may apply in person at our main office located at 18163 Snider Road, Jackson Center, OH 45334 between the hours of 8:00a - 3:00p Monday thru Friday OR Applicants may follow instructions found at [http://www.creativeplastics-thermoforming.com/job\\_seekers](http://www.creativeplastics-thermoforming.com/job_seekers) to download, complete and email completed application. Note: Anyone who is interviewed and subsequently offered a position is based on minimum passing requirements of a 9 panel drug screen plus oxy, math industry test (9th grade level), and stayability test (predicts likelihood that employee will stick with us at least two years).

## **Branch Office Administrator**

**Company:** Edward Jones

**Job Location:** Sidney, Ohio

**Qualifications Desired:** Ability to deepen and broaden client relationships. Comfortable in your ability to identify opportunities to create efficiency. Strong ability to work independently. Ability to manage multiple priorities in a deadline driven environment. Proficient in current and new office technology. Willingness to learn how financial services/markets work.

**Job Duties:** At Edward Jones, we help clients achieve their serious, long-term financial goals by understanding their needs and implementing tailored solutions. To ensure a personal client experience, we have located our 15,000+ branch offices where our more than 7 million clients live and work. A typical branch office has one financial advisor who meets with clients face-to-face and one branch office administrator who enhances the team's ability to build deep relationships with clients. Headquarters associates in St. Louis, MO, Tempe, AZ and Mississauga, Canada provide support and expertise to help U.S. and Canada branch teams deliver an ideal client experience. Edward Jones currently has more branch offices than any other financial services firm, and we continue to grow to meet the needs of long-term individual investors. If you find yourself looking for a fulfilling career, the Branch Office Administrator (BOA) role may be the right opportunity for you. BOAs team up with financial advisors to help clients achieve their long-term financial goals. We're proud to have more offices in the U.S. and Canada than any other investment firm, serving over seven million clients. Our Branch Office Administrators are a valued part of the client team, and we credit much of our success to their unique experiences and professional backgrounds. We value different viewpoints to help achieve results.

**To apply:** Apply online at: [Branch Office Administrator job in Sidney, OH. \(trabajo.org\)](https://www.trabajo.org/jobs/branch-office-administrator-sidney-oh)

## **Customer Experience Manager/Parts**

**Company:** Hobart Service

**Job Location:** Piqua, Ohio

**Address:** 8515 Industry Park Drive, Piqua, Ohio

**Qualifications Desired:** Certifications may include Certified Call Center Manager, Certified Workforce Management Professional, or Certified Contact Center Supervisor are preferred but not required.

**Education Requirement:** Bachelor's degree in marketing, business, communications, or any other relevant field and a minimum 5 years of experience in customer service or a high-volume distribution environment with at least 2 years in a supervisory role.

**Job Duties:** The Customer Care Manager – Parts is responsible for managing and coordinating the operations of the parts customer service team to ensure a positive customer service experience for all Hobart Parts Customers. Responsibilities include administering and balancing inbound call center operations. Develop and monitor the application of operating systems including policies and procedures, operating structure, and information flow. Ensure the volume of work produced meets product/service standards and exceeds quality standards. Develop and implement customer service indicators to assure excellence in customer service. The Customer Care Manager – Parts is responsible for staff recruiting, performance evaluation, training, and development. Develops and monitors quotas for service volume and timeliness. The Customer Care Manager – Parts will be required to ensure the team is performing at its best and producing results. He or she will also be required to make budget plans, analyze performances and report to management on the happenings of the team. The Customer Care Manager's contribution will make an impact on the kind of service we provide and keep our customers satisfied. Provides input to strategic decisions that affect the functional area of responsibility. Capable of resolving escalated issues arising from both internal (OTT) and external (OTC) customers that may require coordination with other departments.

**To apply:** Apply online at: [Customer Care Manager - Parts at Illinois Tool Works Inc. \(itw.com\)](https://www.itw.com)

## Storeroom Attendant

**Company:** Soenpar

**Job Location:** Sidney, Ohio

**Qualifications Desired:** Relevant experience and/or aptitude should include: Loading, unloading, picking, packing or moving goods in a warehouse environment; forklift / cherry picker experience preferred. Demonstrated ability to read and interpret documents such as safety rules, work orders, operating and maintenance instructions, and procedure manuals. Basic computer knowledge and proficiency and/or a demonstrated technical aptitude to learn; preferred technical skills to include but not limited to MS-Office products, Vista, Control, SX.e, Prophet 21. Demonstration of basic mathematical skills (add, subtract, multiply and divide in all units to measure, using whole numbers, common fractions, and decimals); ability to compute rate, ratio, and percent preferred. Strong communication and customer service skills. Ability to work in a team environment and be self-motivated to accomplish assigned tasks and goals. Demonstration of attention to detail and is safety minded.

**Education Requirement:** High school diploma or equivalent coupled with 3+ months relevant experience and/or training.

**Job Duties:** Vallen's Storeroom Crib Attendant is an individual contributor positioned within a customer's location to fulfill daily receiving, stocking, issuing, and cycle counting of customer and/or Vallen inventory. They are responsible for maintaining a professional, clean and organized work environment. Essential Job Duties and Responsibilities: Unloads, receives and puts away incoming product, goods, tools and/or equipment; un-packs bales, crates, and other containers; checks for damage and for discrepancies between goods and invoices. Accurately sorts, labels, moves and stores items; places material or items on racks, shelves, or in bins according to predetermined sequence such as size, style, or product codes; arranges storage to optimize crib space. Issues product, goods, tools and/or equipment to site employees; documents and maintains accurate records for issued and returned items. Enters data into a database or other computerized system to maintain up-to-date stock records; retrieves stored information to respond to inquiries (e.g., inventory levels or delivery schedules.); documents discrepancies on an error log and seeks management advice on appropriate corrective action. Requests requisitions to replenish inventory. Assists with inventory level maintenance; performs cycle counts and prepares report results. Inspects and measures tools/equipment for defects, wear and tear and reports damage or wear to supervisors. Prepares periodic inventory or maintains perpetual inventory of supplies and equipment. Delivers tools or equipment to associate work locations. Investigates and locates lost or misplaced equipment or safety supplies. May repairs, services and lubricates tools and equipment as required. Performs other related duties as requested.

**To apply:** Apply online at: [https://careers.sonepar-us.com/us/en/job/SONEUS13447/Storeroom-Attendant?utm\\_source=careerbuilder&utm\\_medium=phenom-feeds](https://careers.sonepar-us.com/us/en/job/SONEUS13447/Storeroom-Attendant?utm_source=careerbuilder&utm_medium=phenom-feeds)



## **Director of Material Management**

**Company:** Joint Township District Memorial Hospital

**Job Location:** St. Marys, Ohio

**Qualifications Desired:** Minimum 5 years related work experience. Strong knowledge of Supply Chain Management and Procurement. Prior management experience leading a team. Excellent communication and customer service skills. Strong organizational planning, critical thinking, and problem-solving skills. Proficient computer skills including Microsoft Suite.

**Education Requirement:** Bachelor's Degree in Supply Chain, Business Administration, or related field.

**Job Duties:** Plans, directs, organizes, evaluates material management functions. Also oversees distribution activities.

**To apply:** Apply online at: [https://www.appone.com/MainInfoReq.asp?](https://www.appone.com/MainInfoReq.asp?R_ID=4265094&B_ID=83&fid=1&Adid=0&ssbgcolor=FFFFFF&SearchScreenID=16865&CountryID=3&LanguageID=2)

[R\\_ID=4265094&B\\_ID=83&fid=1&Adid=0&ssbgcolor=FFFFFF&SearchScreenID=16865&CountryID=3&LanguageID=2](https://www.appone.com/MainInfoReq.asp?R_ID=4265094&B_ID=83&fid=1&Adid=0&ssbgcolor=FFFFFF&SearchScreenID=16865&CountryID=3&LanguageID=2)

## **Intervention Specialist**

**Company:** The Midwest Regional ESC

**Job Location:** Sidney, Ohio

**Education Requirement:** Must hold, or have the ability to obtain, a valid ODE Intervention Specialist Teaching license. Location is Opportunity School and JaVA at Sidney City High School

**To apply:** If you have questions regarding the position and/or building assignment, please contact Sybil Truster, Director of Administrative Services at: [struster@mresc.org](mailto:struster@mresc.org). Step #1 – Download an employment application from our website by clicking the application link: [KM\\_C454e\\_H9444-20161101094257 \(mresc.org\)](https://www.mresc.org/KM_C454e_H9444-20161101094257) MRESOC Application; Step #2 – Submit your completed application to: Midwest Regional ESC, Attn: Jana Barhorst, 129 East Court St., Sidney, Ohio 45365 Or you may email the completed application to: [jbarhorst@mresc.org](mailto:jbarhorst@mresc.org)

## **Planner**

**Company:** City of Sidney

**Job Location:** Sidney, Ohio

**Address:** 201 W Poplar

**Education Requirement:** Bachelor's Degree in Urban Planning or related field; Master's degree preferred.

**Job Duties:** Coordinates current planning and zoning administration activities of the department including site plan permitting and development applications. Provides professional planning assistance to applicants and members of the community on a variety of land use projects. Analyzes and prepares staff reports on issues including re-zonings, variances, annexations, conditional uses and subdivisions. Assist with complex projects that pose unique, unusual or significant impacts on the project site, or on adjacent properties, or the community. Maintains a thorough knowledge of the Zoning Code, and competence in communicating code information to the public; reviews site plans and building permit applications for compliance with zoning regulations. Attends evening meetings with Planning Commission, City Council, and other groups as necessary to present staff reports, speak on an agenda item, etc. and provide follow-up. Conducts GIS analysis, map creation, and prepare graphic material for public presentations. Formulates Zoning Code ordinance amendments and prepare reports recommending action. Explains ordinances to the public and elected officials. Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans. For full job description, go to [www.sidneyoh.com](http://www.sidneyoh.com)

**To apply:** Applications will be accepted until January 26, 2022 at 4:00 PM. To apply: Submit an application to Receptionist, City Hall, 201 W. Poplar St. Sidney OH 45365 or email to [Receptionist@sidneyoh.com](mailto:Receptionist@sidneyoh.com) .

## **FT/PT Transit Driver**

**Company:** City of Sidney

**Job Location:** Sidney, Ohio

**Address:** 201 W Poplar

**Qualifications Desired:** Demonstrate the ability to work well with people; Have an outgoing service-oriented personality; Demonstrate sound organizational skills; Clear and concise verbal communication skills; Ability to interact with co-workers in cooperative manner; Have working home (or cell) phone; Basic math skills, including counting money accurately; Write legibly; Possess a valid Ohio Drivers License; No DUI violations within the past three years; Be drug free and able to pass FTA mandated drug and alcohol testing requirements; Subject to a BCII Criminal Background Check to prevent certain criminal offenders from being employed transporting children, elderly and disabled clients; Ability to pass DOT driver physical as defined in 49 CFR 391.41 - Physical Qualifications for Drivers.

**Job Duties:** Assure vehicle is operational by doing pre-trip inspections before each shift and reporting mechanical problems or damage as they occur; Refuel vehicle at end of each shift; Maintain cleanliness of interior and exterior of vehicle, which includes, but is not limited to, cleaning out all trash, sweeping or mopping, and cleaning rear window and entry door windows as needed at the end of each shift; Load/unload wheel-chaired passengers using mechanical lift; secure wheelchair using approved four-way tie-down procedure; Assist passengers to board/disembark and assist with packages when needed; Assist passengers to and from their door when needed or requested; Be tolerant and patient with passengers, displaying sensitivity to passengers with special needs; for full job description go to [www.sidneyoh.com](http://www.sidneyoh.com)

**To apply:** Applications will be accepted until the position is filled. Please complete and submit the Application in person or by mail at 201 W. Poplar St. Sidney Oh 45365, email to: [lshuster@sidneyoh.com](mailto:lshuster@sidneyoh.com) or fax to 937-498-8160. You may also include a resume with the application and any other information regarding your qualifications. EOE

## Seasonal Jobs

**Company:** City of Sidney

**Job Location:** Sidney, Ohio

**Address:** 201 W Poplar

**Qualifications Desired:** See job descriptions

**Education Requirement:** Not listed

**Job Duties:** PT Seasonal Street Maintenance – Report to the Foreman 1 of the street Department. Main duties include weed spraying, asphalt repair, pothole patching, tree trimming and helping out where needed in the Street/Traffic Division.

PT Seasonal Street Sweeper Operator – Report to Foreman 1 of the Street Department. Main duties will be operating street sweeper. Must have a Class B CDL.

PT Seasonal Food Clinic & Programs – Reports to the Recreation Specialist for duties pertaining to the operation and safety of children at the City parks he/she is assigned to. This position is also responsible for delivering food to two sites when needed and maintaining grant paperwork for food program.

PT Seasonal Concession Stand – Responsibilities include but are not limited to enforcing policies and procedures, which ensure efficient and effective operations of Concession Stand facilities including personnel management and training. This employee should have excellent organizational, communication, and public relation skills. This position requires weekdays, weekend and holiday work and filling in on rotation when necessary.

PT Seasonal Laborer - Responsible for park & cemetery maintenance. Considerable emphasis is placed on safety procedures, working in a team oriented environment, and operating equipment ranging from small hand tools up to weed eater (weedies), hedge trimmers, and push mowers, small riding mowers, and utility vehicles.

PT Seasonal Maintenance - Responsible for park & cemetery maintenance and repairs. Considerable emphasis is placed on safety procedures, working in a team oriented environment, and operating equipment ranging from small hand tools up to riding mowers

**To apply:** Go to [www.sidneyoh.com](http://www.sidneyoh.com) for application and full description; may drop off or mail application at 201 W Poplar Ave, Sidney, OH 45365

### **Communications Technician (Dispatcher)**

**Company:** City of Sidney

**Job Location:** Sidney, Ohio

**Address:** 201 W Poplar Sidney, Ohio 45365

**Qualifications Desired:** Make important decisions quickly and remain calm in emergency situations. Ability to learn the proper use of departmental equipment including the 911 System, CAD System, NCIC/LEADS. Terminal, various telephone equipment, Police/Fire Department radio system, monitoring and securing systems, computers and other equipment located in the Communications Center.

**Education Requirement:** High School Diploma or equivalent

**Job Duties:** Monitor the communications console for long periods of time while simultaneously monitoring several telephone lines, radio frequencies, computer screens, alarms and security monitors. Remain calm in stressful situations and use good judgement in handling complaints from individuals who may be upset, excited, afraid, injured, etc. Work with and establish effective communication with city emergency service personnel.

**To apply:** Go to [www.sidneyoh.com](http://www.sidneyoh.com) for application and full job description

### **Part-Time Host/Food Runner**

**Company:** Crown Equipment Corporation

**Job Location:** New Bremen, Ohio

**Qualifications Desired:** Must be at least 16 years of age. Ability to work variable hours that may include day-time, evenings, weekends (no Sundays), and holidays. Good organizational, communication, teamwork, and customer service skills as well as good personal hygiene. Ability to work at a consistent and steady pace for extended time periods, and ability to closely follow established procedures. Ability to bend, stoop, lift, carry up to 25 pounds on a regular basis, stand for long periods of time, and move from area to area. Ability to handle exposure to wet floors, temperature extremes, and loud noises.

**Job Duties:** Follow all health and safety regulations. Promote positive and friendly dining experience. Greet and seat guests. Follow-up with guests to confirm expectations are being met. Review and respond to call reservations. Ensure all tables are properly set with clean linens. Maintain restaurant cleanliness. Clear empty tables, sweep, vacuum, and restock items as needed. Assist with drink refills. Perform other duties as assigned.

**To Apply:** Apply online at: <https://us-careers.crown.com/17West/job/New-Bremen-Host-Food-Runner-%28Part-Time%29-OH-45869/830728400/>

## **Service Technician**

**Company:** Lincoln Electric

**Job Location:** Ft Loramie, Ohio

**Qualifications Desired:** 5-10 years electrical programming and troubleshooting experience preferred; Ability to read and interpret electrical and mechanical prints; Machine Programming (PLC/HMI) experience - Rockwell, Siemens, Mitsubishi, Omron, or Bosch preferred. Safety System, Network, and Fieldbus Programming and Trouble Shooting experience preferred. Robot Programming experience - Motoman, Fanuc, OTC, Nachi, or ABB preferred. Experience in robotic welding (MIG, TIG, Laser, or Spot) preferred. Hydraulic/Pneumatic/Lubrication system troubleshooting experience preferred. Experience with in-field installation and start-up of manufacturing equipment.

**Education Requirement:** Technical Degree in electrical engineering field or equivalent experience is preferred.

**Job Duties:** Provide technical support, solve problems, maintain systems, and deliver a consistent, positive, and exceptional customer service experience. Provide support and work independently programming, debugging, integrating, testing, and installations. Industrial troubleshooting in electrical, wiring, PLC, HMI, Robot logic / path programming, networks, and Fieldbus. Take initiative to meet challenging project timelines and budgets. Ability to travel as required (install, start-up, or field support) to successfully complete projects. Communicate effectively with others while on assignment to provide detailed reports and updates. Assist in-house Customer Service support (Phone, email, social media, training, etc.). Ensure all documentation is thoroughly completed in a timely manner per ISO requirements ; Work well with Customers, Project Engineers, Assembly Technicians, Electrical Technicians, Management, Electrical Designers, and support functions. Actively investigate and provide opportunities for preventative maintenance, training, and service support with customers.

**To apply:** Apply online at <https://jobs.lincolnelectric.com>

## **Shelter Supervisor**

**Company:** The Mercy Mission House

**Address:** 950 Childrens Home Rd. Sidney, Ohio 45365

**Qualifications Desired:** • Experience working with a diverse population, with sensitivity to differences in culture, religion, sexual orientation, race, age, and physical and mental illness • Experience with Microsoft Programs including use of Windows Office, Microsoft Word, Microsoft Excel with the ability to easily navigate through software programs. • Valid Ohio driver's license and be insurable • Dependable means of transportation daily • Empathetic and effective communication skills, both orally and in written form • Good organizational skills • Commitment to embrace cultural diversity and gain cultural competence • Knowledge of and sensitivity to the needs of low-income, elderly, and minority residents • Human relations skills to deal effectively with visitors/customers in person or on the telephone • Ability to maintain clear personal and professional boundaries • Ability to work effectively in constantly changing and sometimes demanding or chaotic environment • Ability to remain alert and on duty throughout shifts • Ability to respond responsibly in emergency and crisis situations.

**Education Requirement:** Associates degree in a related field

**Job Duties:** • Maintain our supportive Trauma Informed environment within the shelter • Guide and assist clients with shelter routines and coordinate resource management • Support clients in following all shelter procedures • Monitor our renovated facility for overall safety of clients and shelter space. Help clients work through conflict with others living in the shelter • Keep shelter clean, restocked, and up to standard based on state regulations and compliance. • Communicate observations and interactions with clients to case managers and intake specialist • Intervene in client crises under the direction of shelter management • Remain up to date with all grants received including regulations, policies and procedures • Participate in program, department, agency meetings and relevant trainings as required, as well as inter-agency groups that aid or advocate • Complete monthly reports as advised by Director • Adhere to agency policy, procedures and professional code of ethics while leading by example • Support shelter mission in various ways as needs arise.

**Working Hours:** Part-time 6pm-11pm

**Starting Wage:** \$15 /hour

**To Apply:** Apply at: [https://www.facebook.com/jobs/job-opening/486942072832618/?source=post\\_timeline](https://www.facebook.com/jobs/job-opening/486942072832618/?source=post_timeline)

### **Criminal Assignment Commissioner/Bailiff**

**Company:** Shelby County Common Pleas Court

**Address:** P.O. Box 947 Sidney, Ohio 45365

**Qualifications Desired:** This position requires skills in the area of organization, communication, knowledge of the criminal justice system, and proficiency in computer skills. Experience in the legal field or law enforcement preferred.

**Working Hours:** Full-time(32.5 hrs. weekly)

**Starting Wage:** \$33,800 per year

**Job Duties:** Responsibilities include scheduling of criminal caseload, maintaining schedule and organization of courtroom, preparing bond forms and administering oaths. Experience in the legal field or law enforcement preferred.

**To Apply:** Interested applicants can apply via email or mail:  
[imoore@shelbycountycommonpleas.com](mailto:imoore@shelbycountycommonpleas.com)

Court Administrator

Shelby County Common Pleas Court

P.O. Box 947

Sidney, OH 45365

### **Sales Floor Associate-Sidney**

**Company:** Dollar Tree

**Job Location:** Sidney, Ohio

**Address:** 2250 Michigan Avenue, Sidney, Ohio 45365

**Qualifications Desired:** General math skills to allow for cash accounting. Strong verbal communication skills to allow for proper interaction with customers. High level of integrity and honesty; will be responsible for handling cash. Our teams are working tirelessly to provide a clean and safe environment for our Associates and customers. We continue to enhance and modify our protocols, as appropriate. This includes: Plexiglass guards at cash registers. Associates conduct home health screenings two hours prior to their shift. Managers conduct in-store health screenings of each associate prior to shift. Cleaning protocols that include hand sanitizer and supplies to clean throughout the day. Social Distancing by maintaining at least six feet between yourself and shoppers. Face masks and gloves for Associates to wear during their shifts.

**Job Duties:** Responsible for assisting with the complete operations of 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. Principal Duties and Responsibilities: Handle all sales transactions while operating 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. Adheres to and upholds policies and procedures.

**To apply:** Apply online at: [https://www.eyworkforceservices.com/job-posting.cfm?CBO\\_ID=6258&CLIENT\\_ID=18&JOB\\_ID=2417862](https://www.eyworkforceservices.com/job-posting.cfm?CBO_ID=6258&CLIENT_ID=18&JOB_ID=2417862)



## **Charge Nurse-LPN**

**Company:** Ohio Living Dorothy Love

**Address:** 3003 West Cisco Road Sidney, Ohio 45365

**Qualifications Desired:** One year of clinical experience in a hospital, long term care facility, or other related health care facility preferred. Supervisory experience in a long-term care, hospital, or other related healthcare setting preferred. Must be able to read, write, speak, and understand the English language. Proficiency with electronic medical records (EMR) preferred.

**Education Requirement:** Current unencumbered license for the state of Ohio to practice as a Licensed Practical Nurse (LPN).

**Benefits Offered:** Access to the campus wellness center, indoor track, library, video nook, and walking trails throughout our 294 acres of beautiful countryside. Depending on an employee's full-time, part-time or PRN status, they may benefit from: competitive wages; affordable medical, dental, and vision insurance; 403b retirement savings; paid time off including your birthday; training, continuing education, and education assistance; pay advances up to \$500; free meals/meal allowance; the latest technology; unlimited career opportunities and much more!

**Job Duties:** The Charge Nurse - LPN supervises the day-to-day nursing activities of the State Tested Nursing Assistants (STNA) in accordance with company standards and federal, state, and local standards, guidelines, and regulations to ensure that the highest degree of quality care is maintained at all times. • Ensures that nursing procedures are followed by nursing service personnel, and that they reflect the day-to-day nursing care procedures used by the facility. • Participates in the maintenance and implementation of the facility's quality assurance program. • Ensures the procedures for the administration, storage and control of medications and supplies are being followed by nursing staff. • Ensures that resident rooms, treatment areas, work areas and equipment are maintained in a clean, sanitary, and safe manner. Weekend shift positions and Afternoon positions currently available.

**To Apply:** Apply online: <https://www.ohioliving.org/>

## **PRN-RN Field Staff**

**Company:** Ohio Living Dorothy Love

**Address:** 3003 West Cisco Road Sidney, Ohio 45365

**Qualifications Desired:** One year experience in acute care or medical-surgical nursing required. Experience in a Medicare-certified home health agency preferred. Proficiency with Windows, Microsoft Office (Word, Excel, PowerPoint), and the internet required. Proficiency with electronic medical records (EMR) preferred. Other Requirements- Must be able to read, write, speak, and understand the English language. Must possess a valid driver's license and acceptable driving record. Must be insurable under professional liability and crime coverage policies as specified by insurance carrier underwriting standards.

**Education Requirement:** Current unencumbered license for the state of Ohio to practice as a Registered Nurse (RN) required.

**Benefits Offered:** Our residents and employees have access to the campus wellness center, indoor track, library, video nook, and walking trails throughout our 294 acres of beautiful countryside. Depending on an employee's full-time, part-time or PRN status, they may benefit from: competitive wages; affordable medical, dental, and vision insurance; 403b retirement savings; paid time off including your birthday; training, continuing education, and education assistance; pay advances up to \$500; free meals/meal allowance; the latest technology; unlimited career opportunities and much more!

**Job Duties:** The RN Field Staff is responsible for the planning, coordination and delivery of quality home health and hospice care and services, ensuring compliance in accordance with company standards and federal, state, and local standards, guidelines, and regulations. **RESPONSIBILITIES:** Care Management and Service Delivery- Provides ongoing assessment and nursing care to patient in homes and health care facilities. Ensures an accurate evaluation of patient needs, develops and implements a comprehensive care plan that addresses current needs. For home health, identifies when patients need or qualify for additional services and notifies appropriate team member or team leader. Follows current nursing professional standards of practice and agency approved protocols for home health and hospice. Provides quality plan and symptom management for the comfort of patients. Communicates with other health care providers about changes in condition and patient needs. Assesses patient and caregiver needs and provides education when necessary. Commitment to high quality customer service for internal and external customers. Oversees the implementation of the patient's plan of care. Evaluates the effectiveness of the plan on an ongoing basis. Prepares for IDG by reviewing Care Plan, reconciling medications and projecting patient/family needs, if applicable. Quality and Compliance Management- Audits and maintains current and accurate patient records through use of laptop computers and paper/chart documentation in accordance with policies, federal, state, and local guidelines. Participates in quality improvement projects as needed. Maintains knowledge of requirements of regulatory agencies, accrediting bodies, and third party payers. People Management and Development- Coaches and influences the work of LPN Field Staff and Home Health Aides regarding the performance expectations of their position. Fosters a positive work environment that attracts, retains, and motivates employees. Interviews, selects, and orients new employees. Defines, establishes, and promotes performance expectations so staff understands and demonstrates excellence through high quality and consistent performance. Evaluates job performance of staff in accordance with the company policy and procedure and provides developmental guidance to staff for improved performance and growth. Monitors accountability with organization requirements prescribed by the Employee Handbook. Participates in the development, planning, scheduling, conducting, and monitoring of in-service training programs, on-the-job training, and orientation programs for departmental staff. May assist to ensure that there is a reasonable and sufficient plan for staffing should a direct report be absent or a position be vacant. Responds timely and thoughtfully to questions, requests, and work product from departmental staff that has been provided for review and approval. All other duties as assigned.

**To Apply:** Apply online: <https://www.ohioliving.org/>

## **STNA**

**Company:** Ohio Living Dorothy Love

**Address:** 3003 West Cisco Road Sidney, Ohio 45365

**Qualifications Desired:** No experience required; on-the-job training provided. Must be able to read, write, speak, and understand the English language.

**Education Requirement:** High school diploma or equivalent required. State Tested Nursing Assistant (STNA) in good standing on the Ohio Department of Health Nurse Aide Registry required.

**Benefits Offered:** Our residents and employees have access to the campus wellness center, indoor track, library, video nook, and walking trails throughout our 294 acres of beautiful countryside. Depending on an employee's full-time, part-time or PRN status, they may benefit from: competitive wages; affordable medical, dental, and vision insurance; 403b retirement savings; paid time off including your birthday; training, continuing education, and education assistance; pay advances up to \$500; free meals/meal allowance; the latest technology; unlimited career opportunities and much more!

**Job Duties:** The State Tested Nursing Assistant (STNA) provides residents and patients with the highest level of quality routine daily nursing care in accordance with company standards and federal, state, and local standards, guidelines, and regulations. Care Management and Service Delivery: Provides daily resident and patient care in accordance with the nursing procedures and as instructed by the Charge Nurse. Ensures that the Plan of Care is maintained for the resident or patient. Provides for assigned resident and patient Activities of Daily Living (ADL) including personal hygiene, elimination, comfort and safety, ambulation, lifting, skin care, nutrition, and hydration. Assists with the care of the dying resident and provides post-mortem care. Observes and reports the presence of pressure areas and skin breakdown. Assists with the application of nursing treatments as required. Provides daily rehabilitative/restorative procedures as required. Creates and maintains an atmosphere of warmth and personal interest, as well as a calm environment throughout the unit. Answers resident calls promptly. Operations Management: Checks rooms for all medications and unauthorized food items, reporting findings to the Charge Nurse. Maintains resident and patient rooms, work areas/equipment in a clean, sanitary and safe manner and follows established infection control/standard precautions, reporting all hazardous conditions to the Charge Nurse immediately. Attends care conferences as directed by Charge Nurse. Attends all-employee and departmental meetings and in-service training as scheduled or as directed. Willingly and consistently shares observations and insights of departmental operations that may improve quality and efficiencies of department. Administration and Reporting: Measures and records all entries, such as ADL coding, intake/output, temperatures, weight, etc. in the electronic medical record (EMR) or as directed by the Charge Nurse. Reports all changes in resident's or patient's condition to the Charge Nurse as soon as practical. Reports all concerns and complaints voiced or shared by residents, patients, or family members. All other duties as assigned. Full Time; 2nd shift. 2nd shift = \$1.50/per hour shift differential; \$1,000 sign-on bonus.

**To Apply:** Apply online at: <https://www.ohioliving.org/>

## **Housekeeping/Floor Care Associate**

**Company:** Ohio Living Dorothy Love

**Address:** 3003 West Cisco Road Sidney, Ohio 45365

**Qualifications Desired:** • One year experience in housekeeping preferred. • Knowledge with care of various types of floors and the respective appropriate cleaning materials and equipment to use preferred. Must be able to read, write, speak, and understand the English language.

**Education Requirement:** High school diploma or equivalent required.

**Benefits Offered:** Our residents and employees have access to the campus wellness center, indoor track, library, video nook, and walking trails throughout our 294 acres of beautiful countryside. Depending on an employee's full-time, part-time or PRN status, they may benefit from: competitive wages; affordable medical, dental, and vision insurance; 403b retirement savings; paid time off including your birthday; training, continuing education, and education assistance; pay advances up to \$500; free meals/meal allowance; the latest technology; unlimited career opportunities and much more!

**Job Duties:** The Floor Care Associate performs the day-to-day activities of the Housekeeping Department in accordance with company standards and current federal, state, and local standards, guidelines, and regulations to ensure that the retirement community is maintained in a clean, safe, and comfortable manner. • Reports any damage or repairs to facilities, supplies, or equipment needing done to the supervisor. • Willingly and consistently shares observations and insights of departmental operations that may improve quality and efficiencies of department. • Attends all-employee and departmental meetings and in-service training as scheduled or as directed. • Listens and responds to resident, client, and staff member needs. • Honors resident personal and property rights when performing housekeeping duties. • Maintains current and accurate records through use of computers and/or other documentation in accordance with company standards and federal, state, and local standards, guidelines, and regulations. Working hours: 7a-3p or 5a-1p or 6a-2p.

**To Apply:** Apply online at: <https://www.ohioliving.org/>

## **Cook I**

**Company:** Ohio Living Dorothy Love

**Address:** 3003 West Cisco Road Sidney, Ohio 45365

**Qualifications Desired:** One year quantity and/or restaurant-style cooking experience required. Knowledge of cooking methods and food and catering trends with focus on quality, production, sanitation, and presentation required. Experience in food cost and operational control preferred. Proficiency with Point of Sale (POS) and diet management software preferred. Must be able to read, write, speak, and understand the English language.

**Education Requirement:** High school diploma or equivalent required.

**Benefits Offered:** Access to the campus wellness center, indoor track, library, video nook, and walking trails throughout our 294 acres of beautiful countryside. Depending on an employee's full-time, part-time or PRN status, they may benefit from: competitive wages; affordable medical, dental, and vision insurance; 403b retirement savings; paid time off including your birthday; training, continuing education, and education assistance; pay advances up to \$500; free meals/meal allowance; the latest technology; unlimited career opportunities and much more!

**Job Duties:** Prepares food in accordance with company standards and federal, state, and local standards, guidelines, and regulations to ensure that quality nutritional services are provided on a daily basis and that the culinary services are maintained in a clean, safe, and sanitary manner. Responsibilities: Operations Management- Prepares and serves all products and meals so they are palatable and appetizing in appearance by following planned menus and using the recipe cards. Ensures timely and efficient meal service by preparing food in accordance with quality standards, sanitary regulations, and established policies and procedures. Stocks and maintains sufficient levels of food products at line stations to ensure a smooth service period. Portions food products prior to cooking according to standard portion sizes, recipe specifications, and portion control procedures. Reviews production for raw quantities to prepare and estimate required portions. Informs supervisor immediately of product shortages. Communicates inventory of leftover foods to supervisor for integrating into weekly menu. Handles, stores, and rotates all products properly. Assists in maintaining department work areas and equipment in a clean and safe manner by participating in cleaning duties, following sanitation schedule, and disposing of food and waste properly for tables, shelves, walls, grills, broilers, fryers, pasta cookers, sauté burners, convection oven, flat top range, and refrigeration equipment. Refers to daily prep list and opening checklist at the start of each shift and the closing checklist for the end of each shift for assigned duties to complete. Assists with executing catering needs and special events. Assists departmental leadership in development of cooking staff with training and coaching as directed. In the absence of supervisor, assumes the responsibility of food production operations. Quality, Compliance, and Risk Management- Ensures food production of consistently high quality food, always delivering and presenting a quality plate every time. Ensures that the resident's individual needs are met by following special diet orders and serving food in accordance with established portion control procedures. Ensures that culinary services work areas and equipment are maintained in a clean and sanitary manner. Ensures that established quality assurance, infection control, and universal precaution practices are maintained when performing dietary procedures.

**To Apply:** Apply online at: <https://www.ohioliving.org/>

## **Die Casting Operator**

**Company:** Apex Die Casting Co. Inc.

**Job Location:** Piqua, Ohio

**Address:** 8877 Sherry Drive, Piqua, Ohio 45356

**Qualifications Desired:** Support the Apex Mission and Vision Statements by ensuring to cast and trim parts in a timely manner while observing all quality and safety procedures. Position requires to stand for long periods of time, capable of performing visual inspections, hearing instructions and communicating effectively. Other requirements are walking, bending, arm extension, and lifting up to 75lbs repetitively for 8-hour shift. Must be productive while on company time.

**Education Requirement:** High School Graduate/GED

**Job Duties:** Operating DCM by: Spraying die mold, closing die cast machine door, pushing and holding both Cycle Start buttons to close and lock die. Activating machine to inject molten aluminum into die mold. Retrieve part after process has been completed. Inspect part for defects, place on table for additional inspection and trimmer. Must maintain minimum 65% monthly operator rating. Operating the Trim Die by: Loading die cast part in trim die, trimming to work instruction specifications. Removing trim parts as assigned. Packing parts into a box or tote according to work instructions making sure WIP tag is on the box or tote. Must perform at or above the parts trimmed per hour set by CPT. Other duties as directed.

**To apply:** Please send your resume to Erin at Apex Aluminum Die Casting. [HRA@apexdiecasting.com](mailto:HRA@apexdiecasting.com)

## **CNC Machine Operators**

**Company:** Apex Die Casting Co. Inc.

**Job Location:** Piqua, Ohio

**Address:** 8877 Sherry Drive, Piqua, Ohio 45356

**Qualifications Desired:** Dedicated, hard worker who has reliable attendance and experienced Mill or Lathe operator. Must be able to stand for long periods of time, capable of performing visual inspections, hearing instructions and communicating effectively. Able to reach and use Mic's.

**Education Requirement:** High School Graduate/GED

**Job Duties:** Operate CNC Machines, Vertical and Horizontal Mills and Lathes in a timely manner while observing all safety procedures. Operating manual and automated machines. Moving and packing parts. Proper handling of parts per the router. Perform regular quality checks. Complete all related paperwork accurately and timely. Maintain a clean work area. Other duties assigned.

**To apply:** Please send your resume to Erin at Apex Aluminum Die Casting. [HRA@apexdiecasting.com](mailto:HRA@apexdiecasting.com)

## **Project Manager/Estimator**

**Company:** Sollmann Electric Company

**Job Location:** Sidney, OH

**Address:** 310 East Russell Road Sidney, OH 45365

**Qualifications Desired:** Computer literacy is required and CAD experience is preferred.

**Education Requirement:** Educational and experience requirements include: 4-year degree in electrical technology or electrical engineering; or completion of a qualified electrician apprenticeship program; or equivalent training and/or experience (5-10 years). Ability to coordinate and supervise a group work effort.

**Job Duties:** A Project Manager/Estimator will: Prepare and complete estimates for assigned project(s) ranging in size and complexity from small to large. Review proposal specifications, drawings, attend pre-bid meetings, etc. to determine scope of work and required contents of estimate. Coordinate the identification of items and information needed for bid preparation. Utilize computerized estimation software and follow the company's "Estimate Procedures Checklist". Follow awarded contracts as assigned potentially estimating extra work items, change orders, credits, procuring material, etc., and overall management direction for field projects. Review and analyze task code reports of actual cost vs. estimated cost and assume additional responsibilities per supervisor direction. The ideal candidate will be a business-oriented person with superior communication and interpersonal skills (tact, diplomacy, influence, etc.) and an interest and ability to estimate all types of projects/contracts.

**To Apply:** Apply online at: <https://sollmannelectric.com/apply-online/> or in person at Sollmann Electric Co., 310 E. Russell Road, Sidney, OH 45365, Monday-Friday, 8:00 am-4:00 pm. You may call for additional information at 937-492-0346

## **Electricians**

**Company:** Sollmann Electric

**Address:** 310 East Russell Road, Sidney, Ohio 45365

**Qualifications Desired:** No experience needed, we will provide training!

**To Apply:** Apply online at: <https://sollmannelectric.com/apply-online/> or in person at Sollmann Electric Co., 310 E. Russell Road, Sidney, OH 45365, Monday-Friday, 8:00 am-4:00 pm. You may call for additional information at 937-492-0346. **Go to** <https://sollmannelectric.com/careers/> and **watch the videos** to learn more about becoming an Electrician at Sollmann Electric.

**Temporary Employment Agencies Serving Shelby County**

**Adecco- Sidney - 937- 498-4458**

**Associate Staffing LLC– Piqua – 937-451-5063**

**Barry Staff– Piqua – 937-381-0058**

**Custom Staffing- Sidney - 937-492-9225**

**Express Pros -Sidney—937-538-4250**

**First Diversity—419-722-0577**

**HR Associates- Piqua – 937-778-8563**

**Surge Staffing—Sidney—937-453-9010**

**Manpower –Troy — 937-335-5485**

**Patrick Staffing—Piqua — 937-778-8445**

**Pete DeLuke—Sidney — 937-497-1515**

**Spherion—St. Marys \*\*- 419-394-6179**

**Staffmark—Sidney — 937-498-4131**

**Hunter International Recruiting-Avon-440-389-3441 (\*has positions in Sidney)**

**\*\* NOTE: Agency has work placement in Shelby County**





## Shelby County

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AREA JOB POSTINGS

January 2022

Week of January 16-January 22

### Shelby County Department of Job and Family Services

227 S. Ohio Ave  
Sidney, Ohio 45365  
937-498-4981

### Access Our Website at [www.shelbycountyjfs.org](http://www.shelbycountyjfs.org)

Find information about Public Assistance, [OhioMeansJobs Shelby County](http://OhioMeansJobsShelbyCounty.org), Children & Adult Protective Services, and Child Support programs.

### Unemployment Benefits

To register for the State of Ohio's Unemployment Benefits, apply on-line at <https://unemployment.ohio.gov> or call 1-877-644-6562.

### Cash, Food, & Medicaid Assistance

Clients are asked to submit all applications and verifications for cash, food, and Medicaid in one of the following ways: in-person at the front desk, on-line at <https://SSP.Benefits.Ohio.gov>; by mail to 227 S. Ohio Ave., Sidney, OH 45365; fax 937.498.7396; or via the agency drop box. Verification documents may be emailed to [FMS-Staff@jfs.ohio.gov](mailto:FMS-Staff@jfs.ohio.gov).

### Adult & Children Services

To make a report of suspected child or adult maltreatment call 937-498-4981. If you believe a child or adult is in immediate danger of serious harm call 911. Child and Adult Protective Services can be accessed for emergencies, after regular business hours, by calling the Shelby County Sheriff's Department at 937-498-1111 and asking for the on-call Children Services worker to be paged.

### Child Support

Payments for child support can be mailed to Ohio CSPC, PO Box 182372, Columbus, OH 43218-2394. Please include name, SETS number, order number, social security number (optional), and amount applied to each case (if multiple); or by credit/debit card payment with no additional fee at: [www.Ohio.smartchildsupport.com](http://www.Ohio.smartchildsupport.com) or by calling 937-498-4981 option 4. You may print payment histories and communicate with your case-worker by registering at [www.jfs.ohio.gov/ocs](http://www.jfs.ohio.gov/ocs).

### OhioMeansJobs Shelby County Services

Visit us Monday —Friday, 7:30 AM - 4:00 PM, and until 6:00 p.m. on Tuesdays. You can also access Job Center services by calling 937-497-2816, or go to our Facebook page, [OhioMeansJobs Shelby County](https://www.facebook.com/OhioMeansJobsShelbyCounty), or our website, [www.shelbycountyjfs.org](http://www.shelbycountyjfs.org).

## **Unemployment Contacts**

**Initial Claim Filing:**

**(877) 644-6562**

**[www.unemployment.ohio.gov](http://www.unemployment.ohio.gov)**

**PIN Reset Line:**

**(866) 962-4064**

**Workforce Information Hotline:**

**(888) 296-7541**

**Unemployment Fax Number:**

**(614) 466-7449**

## **How to Apply for Unemployment Benefits**

**To register for Unemployment Benefits, claim weeks and obtain general information you can apply online at:**

**<https://unemployment.Ohio.gov>**

**or call**

**1-877-644-6562**

**It is suggested that you apply online as wait times on the phone are extremely high.**

**When filing an application, you will need to have the following available:**

- Social Security Number, Driver's License, or State ID**
- Name, address, telephone number, and dates of employment for each employer you worked for in the last 18 months.**
- Your dependents name(s) and social security number(s)**
- If interested in Direct Deposit, your bank account number and routing number.**
- Your child support court order or SETS number (OH only) if applicable.**



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- Networking

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