



Shelby County

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AREA JOB POSTINGS

January 2022

Week of January 2-January 8

These area job postings were compiled by OhioMeansJobs Center of Shelby County from a sampling of job postings from 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.

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

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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.



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View local job opportunities online at: 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

Administrative/E-filing

Company: McCrate, DeLaet & Co, CPA's

Address: 100 South Main Avenue, Suite 203

Qualifications Desired: The e-filing is done through the tax software and reports are expected to be generated in Excel so candidate should have good computer skills and experience in Excel with entering data, sorting, and manipulating data. Candidate should also have good communication skills as they may be contacting clients with respect to e-filing as well as communicating with staff members on any e-filing issues such as rejections.

Education Requirement: Associate's Degree

Job Duties: McCrate, DeLaet & Co., an accounting firm in Sidney, Ohio, has an immediate opening for the position of administrative e-filing for the firm. Individual will be responsible for e-filing all individual and business tax returns prepared by us for our clients and preparing reports with respect to e-filing. There may be other duties as time permits including filing and scanning. This is a seasonal position that will start around first of February and will go through end of April. The hours will vary depending on the work load.

To Apply: Email resume to:

sstammen@mccrate.com

Administrative Support

Company: Continental Express

Job Location: Sidney, Ohio

Qualifications Desired: Work experience as a Receptionist, Front Office Representative or similar role is helpful but training will be provided for a motivated person. Professional attitude and appearance. Solid written and verbal communication skills. Ability to be resourceful and proactive when issues arise. Excellent organizational skills. Multitasking and time-management skills, with the ability to prioritize tasks. A CUSTOMER SERVICE ATTITUDE is a must. 2 or 4 year degree preferred.

Education Requirement: Associate's Degree

Job Duties: Continental Express Inc., an asset based, truck load carrier is currently seeking a Receptionist at its corporate office in Sidney. This person will manage our front desk on a daily basis and perform a variety of administrative and clerical tasks. As a Receptionist, you will be the first point of contact for our company. You will welcome new drivers and other guests who visit our business. To be successful in this role you should have a pleasant personality and possess the ability to multitask in a fast paced environment while being extremely detail oriented. Responsibilities: Greet and welcome guests as soon as they arrive at the office. Answer, screen and forward incoming phone calls. Assist Billing Department by sorting and processing driver paperwork. Enter, edit and update appropriate information in AS400 computer system. Assist with preparing invoices for billing. Provide basic and accurate information in-person and via phone or email. Serve as a back-up for processing company mail by using postage meter and preparing letters and packages for mailing. Perform other clerical duties such as filing, photocopying, data entry and faxing.

To apply: Email resume to mgoubeaux@ceioh.com

Welder

Company: Lecal Equipment, Inc.

Job Location: Jackson Center, Ohio

Qualifications Desired: Blueprint reading, MIG Welding

Job Duties: Looking for experienced MIG Welder.

To apply: Please submit resume to deb@lcal.com or apply in person at 901 West Pike Street, Jackson Center, OH. An application is required. If selected for an interview, you will be required to do some welding.

Sanitation Operator

Company: Cargill

Job Location: Sidney, Ohio

Qualifications Desired: Eligible to work in the United States without a visa sponsorship. Be 18 years or older. Ability to perform physical job duties which may include bending, lifting up to 25lbs, kneeling, climbing, crawling, and twisting safely, with or without a reasonable accommodation. Ability to work in varied indoor and outdoor conditions which may include heat, cold, dust, loud noise, etc., with the use of personal protective equipment (PPE). Ability to understand and communicate in English (verbal/written). Ability to work overtime including weekends, holidays, or different shifts with advance notice. Ability to work in elevated areas (4 feet and above). Must be able to operate machinery and/or industrial equipment. Basic computer skills. Preferred: Forklift Certified. Prior experience in production related work. Willingness to cross train in the QC lab as backup support.

Education Requirement: High School diploma or Equivalent.

Job Duties: Want to build a stronger, more sustainable future and cultivate your career? Join Cargill's global team of 155,000 employees who are committed to safe, responsible and sustainable ways to nourish the world. This position is in Cargill's food ingredients and bio-industrial business, where we anticipate trends around taste, nutrition and safety to innovate and provide solutions to manufacturers, retailers and foodservice companies. Manually scrape, shovel, broom, soap, and spray down areas in the FSO Area. Clean interior/ exterior surfaces of equipment including tops, vertical and horizontal ledges. Cleans miscellaneous surfaces such as beams, posts, walls, duct work, railings, doors, light fixtures, panel boxes, pits, vents, stairs, ladders, and premise grounds. Removes and disposes of all waste debris, per established procedures. Manage dumpster removal and supplies for the plant. (Chemicals, Cleaning utensils). Placing work orders for general plant issues. Cross train with FSO quality team. Understanding and adhering to all safety rules and regulations. Maintaining a safe and clean work environment. Other duties as assigned.

To apply: Apply online at: www.indeed.com or <https://www.indeed.com/viewjob?jk=2c3ebfc078ff9d4a&tk=1fnu1cpuju3qm800&from=serp&vjs=3>

Secretary/Aide/Technician (PRN)

Company: PT Services Rehabilitation

Job Location: Sidney, Ohio

Job Duties: Transcribing therapy notes/evaluations, filing, answering the telephone, billing, recording daily transactions, record keeping, typing, use of the computer, making patient appointments and greeting patients. The Therapy Aide/Technician is a non-licensed worker who has completed an on-the-job training program. The Aide/Technician's primary job responsibility is to perform various functions in the therapy office which includes, but is not limited to: assisting the Therapist with patient related activities, preparing the patient for therapy, preparing equipment for therapy sessions, and general cleaning.

To apply: Apply online at: www.indeed.com or <https://www.indeed.com/viewjob?cmp=PT-Services-Rehabilitation-Inc&t=Secretary+Aide+Technician&jk=d3bfa9c7c6810b90&vjs=3>

Cath Lab RN

Company: CardioSolution

Job Location: Sidney, OH

Qualifications Desired: Demonstrates clinical competence in critical care nursing, knowledge and skills. Answers telephones. Maintain patient charts. Ability to follow safety guidelines. Ensures excellent time and attendance. Ability to handle confidential information under HIPAA regulations. Ability to follow parking and dress code policies. At least one (1) year of recent Cath Lab experience is preferred, but training can be provided if needed. One (1) year of critical care experience required for all candidates.

Education Requirement: Graduate of Accredited School of Nursing (Diploma, AD). BLS and ACLS; Active nursing license in Ohio

Job Duties: CardioSolution is actively seeking Cardiac Cath Lab RNs for permanent placement in Bellefontaine, Ohio. We are looking for local candidates within 30 minutes of our partner hospital or those who are willing to relocate to the area. Manages individualized, goal-directed nursing care through the use of the nursing process and the principles of primary nursing in accordance with departmental and hospital policies and procedures.

To apply: www.indeed.com or [Cath Lab RN Jobs, Employment in Sidney, OH | Indeed.com](#)

Screen Maker-1st Shift

Company: American Trim

Job Location: Sidney, OH

Address: 1501 Michigan St

Qualifications Desired: Receive work order, photo positives and positioning requirements from art department. Touch-up style masters when necessary. Select, clean and prepare frame. Select proper mesh type, place in stretching device, stretch to proper tension and adhere. Degrease and operate automatic emulsion coater. Layout or position art. Expose, develop pattern. Check screen for pinholes on light table, touch-up where necessary and block out perimeter of screen. Cataloging of screens in inventory. Reclaiming salvageable screens. Screen inspection after Screen Librarian washes screens. Ensure screen inventory is production ready. Communicate with PDS Technician locations of screen storage. Posting of screen locations. Screen revision level accuracy. General maintenance of equipment

Education Requirement: High school diploma or equivalent preferred, plus strong math and calculating skills

Job Duties: Work overtime as needed. Bending, lifting and carrying awkward and heavy (up to 60 lbs.) items on a non-repetitive basis. Work on other shifts and/or days not normally scheduled to cover for vacations, illness, and/or as needed. Work with deadlines and stringent schedules. Frequent contact with other departments, vendors and customers. Perform position requirements while wearing eye, ear, foot and/or other protective devices as required. Work over light table in bent position for extended periods of time. Working in UV safe lights. Working with solvents and chemicals

To apply: www.indeed.com or [Screen Maker Jobs, Employment in Sidney, OH | Indeed.com](#)

Sales Associate

Company: Chow Hound

Job Location: Sidney, OH

Qualifications Desired: Ensures that all animals in our care are being taken care of properly up to including being fed, watered, clean enclosures and staying in compliance with our company standards. Provides exceptional customer service to all customers in the store up to and including demonstrating knowledge of store products, services and promotions. Knows how to efficiently operate the cash register which involves accurately entering sales information, receiving payments for products, and processing credit card transactions or making correct change. Demonstrates good merchandising skills to make the store appear as neat and well-presentable as possible. Helps with store resets, building and changing endcaps, putting out stock from trucks or the warehouse onto the sales floor shelves, rotation of perishable goods and maintains an overall clean and safe work environment. This position requires working in both the internal and external environment. This position requires working in both hot and cold temperatures. Must be able to lift up to 50 lbs. It's preferable to be able to do home deliveries.

Job Duties: Here at Chow Hound our mission is quite simple - to offer the best pet products possible, to help pet parents with any questions they may have, and to give back to the communities we serve. We hope that you can be a part of that goal as a member of our team! As a sales associate here, you can have the satisfaction of helping a pet parent find the perfect pet food for their furry pal, help a kid learn about how to take care of their new hamster, or find a solution for a pet parent who's dog needs some training. Don't worry about not knowing anything about pet care - with our employee training programs you'll be recommending products in no time! We expect all our customers to receive the best customer experience possible and all our team members are there to make that happen. From greeting customers, checking customers out at the register, restocking shelves, giving pet care advice, merchandising - we all do it all.

To apply: www.indeed.com or Chow Hound Jobs, Employment in Sidney, OH | Indeed.com

Press Operator

Company: Progress Tool & Stamping

Address: P.O. Box 53 - 207 Southgate Dr. Minster, Ohio 45865

Qualifications Desired: Experience preferred, but will train.

Education Requirement: High School

Job Duties: We are looking for an individual wanting a first shift job that is flexible. There is no experience necessary. We will train you on the operations of running mechanical presses, instrument reading, setup and various other jobs. We have a great benefit package and great atmosphere. We have been in business for over 50 years.

To apply: Call 419-628-2384 or email: brianw@progresstoolandstamping.com

Office Assistant

Company: CompuNet Clinical Laboratories

Job Location: Piqua, Ohio

Address: 304 W. High Street, Piqua, Ohio 45356

Qualifications Desired: Patient Service Center employees must have reliable transportation, valid driver's license, and clean driving record. Must maintain auto liability insurance in accordance with state law as well as meet and maintain CompuNet's corporate insurance carrier's auto liability standards.

Education Requirement: Must be a high school graduate or equivalent

Job Duties: Promotes and practices prompt and courteous customer service at all times. Collects and enters patient information into appropriate electronic ordering system. Collects drug screens according to department procedure. Processes specimens according to Patient Service Center (PSC) procedure for transport to testing facility. Duties: Greet all visitors, clients, and patients in a welcoming and efficient manner, addressing service issues promptly. Answers telephone inquiries in the same welcoming manner. Coordinates patient workflow with the on-site phlebotomy team. Collect patient demographics information, client and billing information, completing requisitions per department standards. Log requisitions into computer systems when applicable. Follow proper procedures for patient identification and labeling of specimens while assisting with preparing specimens for transport. Operate departmental equipment, including but not limited to: paging system, pneumatic tube system, centrifuges and printers.

To apply: Apply online at: www.indeed.com or <https://www.indeed.com/viewjob?jk=ee1fd95402f2cc84&tk=1fo330632s7no801&from=serp&vjs=3>

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 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).

Maintenance Technician

Company: Emerson

Job Location: Sidney, OH

Qualifications Desired: Follow engineering laboratory test instructions to performance test compressors. Set-up and install compressors and supporting compressor electronics for test purposes. Operate laboratory test equipment including calorimeters, mass flow stands, data acquisition systems, and other measuring equipment used to acquire compressor performance characteristics. Fabricate supporting test fixtures and controls required for non-standard tests. Review test data for compliance with applicable test data standards. Perform various tasks related to the upkeep of the lab.

Education Requirement: Associates Degree plus three (3) years of experience or equivalent combination of education and work experience.

Job Duties: If you are a Mechanical Technician looking for an opportunity to grow, Emerson has an exciting opportunity for you! Based in our Sidney, OH location, you will work in conjunction with product and research engineers to design, develop, and qualify compressors for residential and commercial air conditioning systems. To maintain our role as a global leader of compression solutions we continually seek talented and ambitious technicians to work in our newly renovated engineering laboratories. We are seeking a second shift laboratory technician to contribute to our growth and continued innovation. You act with a clear sense of ownership. You identify and seize new opportunities. You attentively listen to others. You step up to conflicts, seeing them as opportunities. You reject low-impact or fad technologies. You recognize when a solution can be sustainable.

To apply: www.indeed.com or [Emerson Jobs. Employment in Sidney, OH | Indeed.com](http://EmersonJobs.EmploymentinSidney.OH|Indeed.com)

KFC Assistant Manager

Company: KFC

Job Location: Sidney, Ohio

Address: 55 S. Vandemark, Sidney, Ohio 45365

Qualifications Desired: Lift, carry, stack, push or pull heavy objects up to 50 pounds. Stand and walk constantly for entire shifts. Maneuver through compact spaces safely and operate restaurant equipment. Ability to effectively communicate and follow direction. Maintain a valid driver's license and carry a minimum of \$100,000 in liability insurance coverage.

Job Duties: As an Assistant Manager, you have the keys to a \$1 million+ business (literally!). And when you grow your team and the business by making our customers' day, you get rewarded in a big way. The good news is that your training will teach you everything you need to know to succeed on the job. But there are a few skills you should have from the get-go: A natural leader, you want to be co-captain because you can help bring together a winning team. You're all about creating a great place to work for the team. You want to make your customer's day and it shows in the way you are maniacal about serving great-tasting chicken with a great big smile. We have a GREAT culture and look for GREAT people to add to our family. You know who you are-honest, energetic, motivational, and fun. You set high standards for yourself and for the team. You're up for a challenge. You love the excitement of the restaurant business and know every day is different. And, you're at least 18 years old with a valid driver's license, reliable transportation (not public transportation - you may need to drive to make deposits for the restaurant sometimes) and a true desire to learn and grow.

To apply: Apply online at: www.indeed.com or <https://www.indeed.com/viewjob?jk=98a4bb65dc52abf7&tk=1fo33o632s7no801&from=serp&vjs=3>

Production Set-Up Technician

Company: Ply Gem Siding

Job Location: Sidney, Ohio

Address: 2405 Campbell Road, Sidney, Ohio 45365

Qualifications Desired: US work authorization (Preferred)

Education Requirement: High school or equivalent (Preferred)

Job Duties: Roll Form Associates are responsible for all aspects of roll-formed accessory production, including tooling setup, machine operation, part inspection, product packaging, and material handling activities. Roll Form associates are expected to work in a safe, productive, and cooperative manner in accordance with Ply Gem policies and procedures. ESSENTIAL FUNCTIONS: Complete all tasks as assigned by production department leadership. Read, understand, and follow the steps outlined in SOPs for each task being performed. Deviations from established procedures are permitted only with supervisor approval. Take prompt corrective action to eliminate safety hazards, minimize equipment downtime, reduce scrap generation, and correct deviations from quality standards. Complete required documentation including production records, quality checks, product labels, and manifest transactions in a complete, legible, and accurate manner. Operate equipment to produce cartons in the amounts specified by MTO ticket, Kanban card, or product delay card, as appropriate. Perform established quality checks on parts at required intervals to ensure all product specifications are being met. Assemble cartons, pack pieces, and load sealed cartons onto dollies for transport to the warehouse. Properly manage all wastes generated, including segregation of recyclable materials and segregation of hazardous wastes by type. Take steps to minimize the amount of waste generated. Maintain a clean and organized work environment to ensure safe and efficient operations.

To apply: Apply online at: www.indeed.com or https://www.indeed.com/viewjob?jk=0fa9a7e2d9833bfe&l=Sidney%2C+OH&tk=1fo33o632s7no801&from=web&advn=4390152857566057&adid=381254584&ad=-6NYIbfn0DfCP119eetCY5g9ebU_cjQoN9LRKX5q7ZX-ihisXBLyvmjQmKjAqofwpLAcAxAyde_pE8swlqrlJ81Ua2Azsa6GLYwK_Y2EGR8I7IFkxePyb0ANLj0UtmJyE7-sa9v1RTi7XftsLYXQ3VBn-N1BBuGSLUe5vP60qwyYusu7NHOyv_waeXkcklzRNGLSkGyJfCsnAD7JglpSb3HdH7HiRsHHgPouyHtW-WJaOA2qrQlqqighRMdX8m1N1xlgXYXmFnpzQi-2Lugc7Ro1rIWme5JUHKSihvaopsNFSI9YyUJdphaRoOlyUZ-NeGmCab3nbCtg_mE2jrZrwlvVHhmxBqNBumKFdyCL1u4R8Dlv1tLQIILJpLO444A5&pub=4a1b367933fd867b19b072952f68dceb&vjs=3

Maintenance Manager (CNC)

Company: Emerson

Job Location: Sidney, Ohio

Education Requirement: Associates or Technical Degree in related field plus three (3) years of relevant experience, or equal combination of education and experience. **PREFERRED EDUCATION, EXPERIENCE & SKILLS:** Bachelor's Degree in Engineering, Industrial Management, Manufacturing, Production Operations Management, plus five (5) years of maintenance or service supervisory work experience

Job Duties: If you are a Supervisor looking for an opportunity to grow, Emerson has an exciting opportunity for you! Based in our Sidney, OH location, you will be responsible for ensuring the maintenance team is actively engaged to meet daily customer demand and production schedules by providing the highest levels of equipment availability, performance, and reliability in a high volume and automated manufacturing machining environment. You will ensure an effective training plan is in place for the maintenance team, and that safety and quality standards are maintained at all times. **REQUIRED EDUCATION, EXPERIENCE & SKILLS:** Five (5) years of experience maintaining, troubleshooting, and repairing CNC equipment. Strong interpersonal skills in communication with the ability to properly handle employee relation issues. Working knowledge of PLCs and robotic systems. Experience with computer-based maintenance management software systems. Experience implementing Lean / 6S projects in a high-speed production environment. Highly effective multi-tasker; resourceful with a "get-it-done, can-do" attitude. Proficiency in Microsoft Office. Legal authorization to work in the United States - Sponsorship will not be provided for this role. **PREFERRED EXPERIENCE & SKILLS:** Deep understanding and experience with TPM best practices. Familiar with Maintenance KPIs such as; Overall Equipment Effectiveness (O.E.E.), MTBF, and MTTR. Maintenance management of spare parts inventory.

To apply: Apply online at: www.indeed.com or <https://www.indeed.com/viewjob?jk=b9b68da82f5ec73e&tk=1fo33o632s7no801&from=serp&vjs=3>

County Program Technician

Company: Department of Agriculture

Job Location: Sidney, Ohio

Qualifications Desired: You must be a US Citizen or US National. Males born after 12/31/1959 must be Selective Service Registered or Exempt. Subject to satisfactory adjudication of background investigation and/or fingerprint check. Successful completion of one year probationary period, unless previously served. Direct Deposit - Per Public Law 104-134 all Federal employees are required to have federal payments made by direct deposit to their financial institution. Successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit <https://www.e-verify.gov/>. Must be 18 years of age, or 17 years of age for high school graduates. USDA employees must be fully vaccinated against COVID-19 regardless of their duty station. If selected, you will be required to submit documentation of COVID-19 vaccination by November 22, 2021 or before appointment, if after November 22, 2021. The agency will provide additional information regarding what COVID-19 vaccination information or documentation will be needed and how you can request of the agency a legally required exception from this requirement.

Education Requirement: Must be a high school graduate, or have a GED.

Job Duties: Carrying out office activities and functions pertaining to one or more of the program areas administered in the county. Interpreting and explaining procedures, program regulations and forms to producers and other agency personnel. Utilizing various web-based software applications to maintain producer data and processing automated forms. Using a high degree of initiative and judgment in planning and carrying out assigned tasks and resolving problems encountered.

To apply: Please read the entire announcement and all instructions before you begin. You must complete this application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. Applying online is highly encouraged. We are available to assist you during business hours (normally 8:00 a.m. - 4:00 p.m., Monday - Friday). If applying online poses a hardship, contact us at candace.fette@usda.gov well before the closing date for an alternate method. All hardship application packages must be complete and submitted no later than noon ET on the closing date of the announcement to be entered into the system prior to its closing. This agency provides reasonable accommodation to applicants with disabilities on a case-by-case basis; contact the Agency Contact to request this. To begin, click "Apply Online" and follow the instructions to complete the Assessment Questionnaire and attach your resume and all required documents. http://federalgovernmentjobs.us/jobs/County-Program-Technician-628471400.html?id=f4507174-1434-4f77-bf7e-7870cc92580e&utm_source=fgj&utm_medium=email&utm_campaign=agent.

Corporate Controller

Company: American Trim

Address: 1501 Michigan St. Sidney, Ohio 45365

Qualifications Desired: 10 years: Related experience and training, or equivalent combination of education and experience. Preferred: CPA or CMA certification

Education Requirement: Bachelors or better in Accounting or related field.

Job Duties: Directs financial activities of an organization by performing the following duties personally or through subordinate supervisors. Essential Duties and Responsibilities: Establishes, or recommends to management, major corporate economic strategies, objectives, and policies for company. Recommends modifications to existing corporate programs. Prepares reports that summarize company business activity and financial position in areas of income, expenses, balance sheet, and statement of cash flows based on past and present operations. Assists in the preparation of budgets and reviews budget proposals. Advises management about insurance coverage for protection against property losses and potential liabilities. Provides management with timely reviews of organization's financial status and progress in its various programs and activities. Directs determination of depreciation rates to apply to capital assets. Advises management on desirable operational adjustments due to tax code revisions. Arrange and manages the external audit of company's accounts. Prepares reports required by regulatory agencies. Establishes relations with banks and other financial institutions. Manages company benefit program. Manages three subordinate supervisors who supervise a total of 6-10 employees in the Accounting Department. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

To apply: Apply online at: www.amtrim.com, or at: <https://recruiting.ultipro.com/AME1019ATRIM/JobBoard/aaa852d2-904e-4404-82b8-ad599bf423dc/OpportunityDetail?opportunityId=08672a82-1166-4335-9787-5f17169219a7>

Sanitation Operator

Company: Cargill

Job Location: Sidney, Ohio

Qualifications Desired: Required Qualifications: Eligible to work in the United States without a visa sponsorship. Be 18 years or older. Ability to perform physical job duties which may include bending, lifting up to 25lbs, kneeling, climbing, crawling, and twisting safely, with or without a reasonable accommodation. Ability to work in varied indoor and outdoor conditions which may include heat, cold, dust, loud noise, etc., with the use of personal protective equipment (PPE). Ability to understand and communicate in English (verbal/written).

Ability to work overtime including weekends, holidays, or different shifts with advance notice. Ability to work in elevated areas (4 feet and above). Must be able to operate machinery and/or industrial equipment. Basic computer skills. Preferred: Forklift Certified; Prior experience in production related work. Willingness to cross train in the QC lab as backup support.

Education Requirement: High School diploma or Equivalent

Job Duties: Principal Accountabilities: Manually scrape, shovel, broom, soap, and spray down areas in the FSO Area. Clean interior/exterior surfaces of equipment including tops, vertical and horizontal ledges. Cleans miscellaneous surfaces such as beams, posts, walls, duct work, railings, doors, light fixtures, panel boxes, pits, vents, stairs, ladders, and premise grounds. Removes and disposes of all waste debris, per established procedures. Manage dumpster removal and supplies for the plant. (Chemicals, Cleaning utensils).

Placing work orders for general plant issues. Cross train with FSO quality team. Understanding and adhering to all safety rules and regulations. Maintaining a safe and clean work environment. Other duties as assigned.

To Apply: <https://careers.cargill.com/job/sidney/sanitation-operator/23251/20558355952>

Downstream Operator

Company: Ring Can Container

Job Location: Sidney, Ohio

Address: 603 Oak Avenue

Qualifications Desired: Our Downstream Operator should possess a sense of urgency, accountability, business ethics, professionalism, self-motivation and the desire and focus to improve the business.

Education Requirement: High School diploma or GED equivalent is preferred and should successfully complete the entrance examinations and interviews.

Job Duties: Ensure the safe and efficient operation of all downstream equipment to meet or exceed company established Overall Equipment Effectiveness (OEE) expectations and customer quality expectations. Follow Lock out / Tag out policy. Wear proper Personal Protective Equipment (PPE) when entering the production area. Follow all Good Manufacturing Practices (GMP) when entering the production area. Safe operation of all fire extinguishers. Proactive in addressing unsafe conditions on production equipment. Report all unsafe acts or conditions to Shift Production Supervisor immediately. Utility knives will not be used on the production floor. Participate in safety training as scheduled and provided by the company. Obey all machine guards and safety warnings. For full job description go to www.ringcontainer.com

To apply: Apply online at www.ringcontainer.com

Material Handler

Company: Cargill

Job Location: Sidney, Ohio

Qualifications Desired: Forklift certified and/or a minimum 6 months forklift experience; Previous Food Industry Experience; SAP, Computerized Maintenance Management System (CMMS) and/or Warehouse Inventory Management system experience. Ability to work in varied indoor and outdoor conditions which may include heat, cold, dust, loud noise, etc., with the use of personal protective equipment (PPE)

Job Duties: This position will learn to read and understand the production and unload schedule in order to coordinate with the production lines. Requires the operation of a sit-down and/or stand-up clamp or high lift. Will learn to operate depalletizing equipment, conveyors and all other relative production equipment. Will train on inventory management system with RF capability. Will understand and follow all safety, housekeeping and GMP rules. Troubleshoot and perform minor maintenance on equipment. Communicate with other production operators, leads and supervisors as needed. Will perform daily and weekly housekeeping assignments. Also activities such as recording production line changeover information, observing and collecting data for equipment operating issues. Helping with inventory and assisting on other production lines as needed.

To apply: Apply online at: <https://careers.cargill.com>

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

Human Resources Assistant

Company: Apex Aluminum Die Casting Co.

Job Location: Piqua, Ohio

Qualifications Desired: Payroll management: 1 year (Required). To be an ideal candidate for the human resources assistant position, you should hold an HR-related degree and have some experience in our industry.

Education Requirement: High school or equivalent (Preferred)

Job Duties: Join a stable company that is family owned and be part of an epic team. We are looking for an HR assistant to undertake a variety of HR administrative duties. The HR assistant duties involve a wide range of support to the Office Manager Responsibilities include I-9, FMLA, company benefit plans, maintaining payroll supporting documents, attendance, training, and employee and equipment safety records.

To apply: Apply online at: www.indeed.com or <https://www.indeed.com/viewjob?cmp=Apex-Aluminum-Die-Casting-Co&t=Human+Resource+Assistant&jk=993f2333c224d9de&vjs=3>

Floor Tech

Company: Ayden Healthcare

Job Location: Piqua, Ohio

Address: 275 Kienle Drive, Piqua, Ohio 45356

Job Duties: Heavy housekeepers/floor care technicians are generally responsible for the overall floor maintenance of hard surface and carpet (dust and wet mopping, stripping, waxing, buffing, shampooing, extraction & bonneting) of areas that include offices, resident rooms, corridors, lobbies, entrances, stairwells and other public areas such as dining rooms. Essential Functions and Responsibilities: Performs housekeeping and cleaning activities within well established guidelines and assigned areas to ensure that quality standards, safety guidelines and customer service expectations are met. The heavy housekeeper/floor technician is responsible for satisfactory and timely completion of assigned cleaning area according to schedule. Reports equipment/cleaning product needs and or malfunctions to supervisor in a timely fashion. Is responsible for the safe and proper mixing and use of cleaning solutions and adheres to all safety precautions. The heavy housekeeper/floor care technician is responsible for collecting trash/recycling/soiled linen from the units and for the proper disposal of trash/recycling/laundry in an outside/soiled linen barrel container. Work involves pulling and pushing, carrying weight up to 50 pounds, twisting, bending and reaching from floor to waist height and from waist to above head. Applies stripper to floors (slippery surface) to remove old wax then refinishes floors with new wax product.

To apply: Please Apply in person at Ayden Healthcare of Piqua 275 Kienle Drive Piqua. Apply online at: www.indeed.com or <https://www.indeed.com/viewjob?jk=cbede0729aad807b&tk=1fnu1cpuju3qm800&from=serp&vjs=3>

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

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

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.

Warehouse Associate

Company: Ring Can Container

Job Location: Sidney, Ohio

Qualifications Desired: One year of forklift experience is preferred.

Job Duties: Operate forklifts in a safe manner. Wear seat belts during forklift operation at all times. Ensure forklift is maintained in a safe and efficient operating condition. (Daily/Weekly Inspections). Remove product from production area. Ensure all units are stacked at proper height and in orderly manner in Warehouse. Bring raw materials to the production floor. Weigh, identify (mark) and stage waste raw materials. Sweep and maintain Warehouse in an orderly fashion. Maintain access to dock doors. (Snow removal, debris removal, etc.) Prepare Warehouse reports, review Bills of Lading, work orders, etc., as necessary. Load and unload truck/trailers. Ensure proper procedures for loading/unloading trailer is being followed. Assist co-workers where needed. Assist with documenting daily and monthly Inventories. Complete Quality Control Orientation program. Complete Warehouse Inventory Procedure training on the in-house computer inventory systems. Assist in the training of new employees in the Quality Control Orientation Program as needed. Assist in the training of new employees on the in-house computer inventory systems as needed. Perform assigned tasks as instructed by supervisors. Complete or have completed the OSHA Forklift Certification program within 90 days of employment to earn an OSHA Forklift Certification/License.

To apply: Apply online at: www.ringcontainer.com

Custodian (Manufacturing)

Company: Crown Equipment

Job Location: New Bremen, Ohio

Job Duties: Clean company manufacturing plants and outside areas. Empty shop waste and recycling containers. Use walk behind and automatic riding sweepers and scrubbers to clean shop aisles and floors. Run trash compactor and cardboard compactor. Help with Company snow removal. Clean factory restrooms. Able to work at heights and safely operate a Wave lift truck. Able to safely operator an RC lift truck. Perform other related duties as assigned.

To apply: Apply online at www.ohiomeansjobs.com, keyword: custodian, location: New Bremen, Ohio

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**



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- Supply Chain Management
- Automation and Robotics
- Marketing
- Help Desk Support
- Medical Assisting
- Phlebotomy
- Pharmacy Technician (online with ed2go)
- Networking

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PIQUA 937.778.8600 1173 EDISON DR.	TROY 937.381.1525 851 WEST MARKET ST.	GREENVILLE 937.548.5544 421 WAGNER AVE.	EATON 937.683.8169 410 WASHINGTON JACKSON RD.
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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

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.

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 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.

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.

Unemployment Contacts

Initial Claim Filing:

(877) 644-6562

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.**