



Employment Services – Job Leads

October 17, 2022

(216) 651-5188

www.stepforwardtoday.org

Step Forward compiles a list of jobs that are available in Greater Cleveland each week. The list below is arranged by industry. Each entry includes brief information about the position with a link to the job posting for more information and to apply. “Hot Jobs” are positions that will be posted in this section for 30 days or until filled.

HOT JOBS

RETAIL ASSOCIATE – CLEVELAND CAVALIERS

Part-time. Our Retail Team Members are responsible for delivering an exceptional fan shopping experience at Rocket Mortgage FieldHouse. We are looking for Team Members to assist us during the upcoming 2022-2023 Cleveland Cavaliers and Cleveland Monsters seasons.

Responsibilities: Provides outstanding customer service; Utilize Point-Of-Sale (POS) registers through sales and by collecting customer information when directed for marketing initiatives; Perform a variety of merchandising tasks including; accurately checking-in and processing new merchandise, performing markdowns, physical inventories and product transfers; Adheres to strict cash management and handling policies and procedures, when required. Requirements: Retail Experience preferred but not required; Customer Service skills; Ability to work 75% of all Cavaliers games and 50% of all Monsters games.

Published 10/17/22

https://www.linkedin.com/jobs/view/retail-associate-part-time-at-cleveland-cavaliers-3173104797/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

GENERAL HELPER – PEOPLEREADY – BEDFORD

Temporary. Pay: \$16 per hour. PeopleReady of Bedford, OH is now hiring General Helpers! As a General Helper, you will do a variety of work in different industries. Responsibilities: Perform general site clean-up; Move, load, or unload materials; Assist in light construction if necessary; Remove debris and trash from work site. Job requirements: Strong work ethic; Able to stand on your feet for long periods of time; Able to work in all weather conditions; Able to lift light to heavy objects.



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https://jobs.peopleready.com/jobtools/jncustomsearch.viewFullSingle?in_organid=18706&in_jn_counter=223223015&in_site=Indeed&ittk=JEVP8Y2DQJ

PART-TIME SALES ASSOCIATE – JOURNEYS – BEACHWOOD

Part-time. Journeys is a leader in the teen specialty retail scene, with more than 800 stores in all 50 states, Puerto Rico and Canada. Journeys is always looking for great people to join our team! Sales Associate - Job Description: Meet and exceed personal sales goal and standards of performance; Be aware of store sales goal; Provide a fun, full-service experience to all customers; Complete all point-of-sale functions as required. Requirements: Prior retail sales experience preferred; Ability to multi-task in a fast-paced environment; Excellent interpersonal and customer service skills; Must be at least 16 years of age. Age requirement for part time employment may vary based on state.

Published 10/17/22

<https://www.linkedin.com/jobs/view/3288496283>

CUSTOMER SERVICE REPRESENTATIVE – CIRCLE K – CLEVELAND

Full-time. Part-time. Store 4705580: 13951 Trisket Rd, Cleveland, Ohio 44111. We want you to join our team as a Customer Service Representative. Responsibilities: You will greet customers, run the register, cashier, make purchase suggestions and sometimes work with our food program. Great if you have: Retail and customer service experience; Sales associate or cashiering experience; High school diploma or equivalent.

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https://workwithus.circlek.com/global/en/job/R215359/Customer-Service-Representative-Full-or-Part-Time?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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PORTER – MERCEDES BENZ OF BEDFORD

Full-time. Pay: \$15 - \$17 an hour. Mercedes-Benz of Bedford, a Penske Automotive Group dealership, is looking for Valets to join our team. We are hiring immediately and offering a great chance to gain experience and learn the innerworkings of an automotive dealership with state-of-the-art facilities! Our Valets, also called Porters or Lot Attendants, support the dealership by moving our vehicles as needed, keeping the showroom and display lots neat and orderly.

Essential Functions: Drives vehicles to and from showroom, exterior vehicle display areas, service department, parking garage or other storage areas to designated location as needed to maintain inventory and assist customers and other dealership employees in retrieval of vehicles; Ensures all required documentation is placed in vehicles, including but not limited to window stickers, manuals, promotional materials; Creates key tags for vehicles, organizes and maintains keys for new, used and loaner vehicles. Requirements: High School Diploma or equivalent; six months or more of related experience and/or training; or equivalent combination of education and experience; Valid driver's license; Individuals under the age of eighteen (18) may not drive vehicles off of the dealership premises.

Published 10/10/22

<https://www.indeed.com/jobs?q=urgently+hiring+full+time&l=Cleveland%2C+OH&from=searchOnHP&vjk=f3fff7ce371ae584&advn=1205663174430827>

CONCIERGE – SUNRISE SENIOR LIVING – PARMA

Part-time. At Sunrise, our Concierge is responsible for providing excellent hospitality as it is the first impression for all visitors to the Sunrise community. Responsibilities: Monitoring the Bistro area for refreshments, music, cleanliness; General administrative duties; Welcoming and supporting the hospitality of a Sunrise community. Qualifications: A high school diploma or GED is required; Proven experience in a customer service role is also required, having demonstrated excellent customer service and organizational and communication skills; Proficiency in computer skills to include the use of Microsoft Outlook, Word and Excel as well as the ability to learn new applications.



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<https://uscareers-sunriseseniorliving.icims.com/jobs/175264/concierge-part-time/job?iis=JobBoard&iisn=Jobiak&mobile=false&width=910&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

GENERAL LABOR ALL SHIFTS – THE RESERVES NETWORK – EUCLID

Part-time. Pay: \$15/hr. 6AM – 1PM or \$16.13/hr. 4:30PM – 11PM. Leading Euclid, OH manufacturer has immediate part-time openings on morning and evening shift. Duties: Catch material coming off the bar presses and accurately count and places parts in the packaged tubes; Package material coming off the die presses into boxes or buckets according to weight; Applies labels to packaging material and parts; Assemble boxes and assist with building shipping crates. Requirements include: Standing, steel toes; Ability to work quickly, work from instructions, and good attendance a must.

Published 10/10/22

https://jobs.trnstaffing.com/jb/General-Labor-Part-Time-All-Shifts-Jobs-in-Cleveland-OH/8280750?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DRIVER – HIRING IMMEDIATELY – ADVANCE AUTO PARTS – CLEVELAND

Part-time. Pay: \$12.50 per hour. Shift start: 7:30AM. Shift length: 8 hours. Days, Nights and Weekends. Job duties: Operates a truck that transports cargo to and from specified destinations; Prepares, receives, and provides appropriate documentation for the delivery or pick up of goods to ensure timely service; Loads, secures, verifies, and unloads cargo. Qualifications: Must pass background check; Can lift 50 lbs.; Must be at least 21+ years old.

Published 10/3/22

https://tarta.ai/j/c_m5ZoMBzISiccD_YZ4C0922-driver-hiring-immediately-in-cleveland-oh-at-advance-auto-



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[parts?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic](#)

SEASONAL SALES ASSOCIATE – BATH & BODY WORKS – STEELYARD COMMONS

Seasonal. We're looking for you to join our team as a seasonal sales associate for the holiday season. Job duties: Deliver exceptional in-store shopping experience; Build a highly satisfied and loyal customer base through engagement, uncovering needs, making product recommendations, and capturing customer information to support continued engagement with us; Support product replenishment activities that keep the store full and abundant. Qualifications: Demonstrated sales and customer service results in a fast-paced environment; Availability for varied weekly shifts including weekend, closing and peak hour shifts.

Published 9/26/22

https://www.linkedin.com/jobs/view/seasonal-sales-associate-steelyard-commons-at-bath-body-works-3243546189/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

COOK – CLEVELAND MEDICAL CENTER – CLEVELAND

Full-time. Morning Shift: Work Days of Week: M-F, Rotating Weekends \$1,000 Sign on Bonus. Responsibilities: Responsible for Cold and Hot Preparation of food, works as line cook; Quality inspection, preparation, storage, and distribution of food in a safe and timely manner; Provides the highest quality of service to internal and external customers at all times; Follows basic recipes and/or product directions for preparing, seasoning, cooking, tasting, carving and serving soups, meats, vegetables, desserts and other foods for consumption in eating establishments. Qualifications: High School Equivalent / GED HS Diploma or GED preferred. Food Service Experience preferred.

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<https://careers.uhhospitals.org/job/16720057/cook-cleveland-medical-center-full-time-morning-shift-1-000-sign-on-bonus-cleveland-oh/#toggle-id-2>

CUSTOMER SERVICE

CUSTOMER SERVICE REPRESENTATIVE – JERGENS, INC. - CLEVELAND

Full-time. Jergens, Inc. has been a strong presence in the manufacturing industry for over 75 years, becoming one of the world’s largest manufacturers of standard tooling components, vises and other work holding equipment. Responsibilities: Has a basic understanding of our company’s policies, procedures, products and services and capabilities to serve our customers; Seeks assistance, as necessary with unfamiliar situations; Communicates effectively with the customer; and provides complete information to the appropriate internal company resources to be able to effectively serve our customers; Develops and maintains effective working relationships with assigned customers while gaining an understanding of their businesses, organization, and needs. Requirements: High school education with some additional formal education in a related field is preferred; Has the necessary training to be proficient in the position; Has a minimum of one year of customer service experience and has demonstrated the ability to meet the expectations of the position.

https://www.salary.com/job/jergens-inc/customer-service-representative/j202202170919314188377?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CALL CENTER SUPPORT OPERATOR II – CLEVELAND CLINIC - FAIRVIEW

Full-time. We are hiring a Call Center Support Operator II to answer and provide information for inbound and internal callers by accessing electronic alphabetical, geographical directories and transferring them to the appropriate destination. Responsibilities: Answer and process internal medical emergency events (codes) and follow prescribed protocols established by Critical Care Response Committee. Medical emergency event calls vary in code type (Code Blue, Rapid



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Response, Code Violet, Code Silver/Active Threat, etc.) and require operator to follow different steps depending on code. Steps may include paging critical response teams, alerting security and executing overhead pages. Requirements: High School Diploma or GED required; Emergency Medical Dispatch (EMD) certification preferred; Experience in Health care or a related field preferred.

https://jobs.centralillinoisproud.com/jobs/call-center-support-operator-ii-cleveland-ohio/739495343-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTOMER SERVICE REPRESENTATIVE – APPLIED MEDICAL TECHNOLOGY – BRECKSVILLE

Full-time. This position starts off at \$19.50 per hour. Customer service representatives process orders, provide information about Applied Medical Technology's products and services, and handle customer complaints. Responsibilities: Demonstrate a sincere desire to assist customers and put their needs first; Communicate effectively, based on a customer's mindset; Research, navigate and independently locate answers from webpages and resources (e.g., DFU) in a variety of situations. Requirements: Job requires proficient communication, organization, & computer skills, emphasizing excellent external and internal customer communication skills; Must be able to work independently, accurately, and be detailed oriented; Prior experience with ERP system Microsoft Dynamics will be given strong consideration.

https://www.adzuna.com/details/3579017057?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

OUTBOUND CALL CENTER – LEAF HOME ENHANCEMENTS – HUDSON, OH

Full-time. This is a remote position open to candidates in the Northeast Ohio area. This position requires one week of on-site training in Hudson, OH. Must be available to commute to Hudson, OH for future training, meetings, etc. Monday-Friday & every other Saturday. Days: 9:30AM-6:30PM. Nights: 12:00PM-9:00PM. Responsibilities: Make outbound calls to potential



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customers; Overcome objections from potential customers regarding scheduling, cost, etc. to schedule sales consultation as soon as possible by following the company's script when talking to potential customers. Qualifications: High School Diploma or equivalent; Proficiency using Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Project, and/or Access); Ability to work independently as well as in a team environment.

https://www.salary.com/job/leaf-home-enhancements/outbound-call-center-remote-must-be-based-in-ne-ohio/j202207230719251247365?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MANAGER CUSTOMER SERVICE – SPECTRUM – CLEVELAND

Full-time. The shift schedule for this position is 12:00pm to 9:00pm Sunday through Thursday (Friday/Saturday off). This position is responsible for the coaching and development of a team of supervisors in a fast-paced, dynamic call center environment. **RESPONSIBILITIES:** Actively and consistently support all efforts to simplify and enhance the customer and employee experience; Effectively lead a team of supervisors utilizing management skills including, but not limited to, time management, financial management, planning, communication, delegation and organizational skills; Monitor individual and team performance to ensure performance and quality standards are met or exceeded. **QUALIFICATIONS:** Bachelor's degree in business or related field; or equivalent experience; Customer service/call center experience; Supervisory/management experience.

https://www.ziprecruiter.com/c/Spectrum/Job/Mgr,-Customer-Service/-in-Cleveland,OH?jid=4e1211cee79b31dc&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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CUSTOMER SERVICE REPRESENTATIVE – OTP – CLEVELAND

Full-time. \$23/hr. - \$25/hr. OTP Industrial Solutions is one of the largest industrial distributors and service providers in the United States. Customer Service Representative responsibilities: Primary contact for customers, assuring superior customer service levels are met and exceeded. Including timely processing and communication of all inquiries, orders, complaints, returns and corrections; Extensive knowledge of account requirements and special situations; the ability to get results for customers; Adjust and follow through on customer inquiries and complaints including order entry, returns, inventory ramifications, etc. Education And Experience Requirements: Associate Degree or equivalent from two-year College or technical school; or High School Diploma with two (2) years related experience; Experience and knowledge of electrical and automation distribution; Excellent customer relations and problem-solving skills.

https://www.linkedin.com/jobs/view/customer-service-representative-at-otc-industrial-technologies-3291618244/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

RETAIL CUSTOMER SERVICE ASSOCIATE – FEDEX – CLEVELAND

Part-time. The Store Consultant consistently delivers a positive customer experience to all customers, utilizing consultative skills to anticipate customer needs, suggest alternatives and provide solutions. Responsibilities: Demonstrates consultative behaviors in a retail environment to understand each customer's individualized need; Provides customer expertise in printing, signs and graphics and shipping product lines and can recommend appropriate FedEx Office products and services; Performs multiple tasks at the same time; Looks for opportunities to improve knowledge and skills within the retail Store. Requirements: High school diploma or equivalent education; 6+ months of specialized experience; Excellent verbal and written communication skills.

https://www.linkedin.com/jobs/view/retail-customer-service-associate-at-fedex-office-3239176388/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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CUSTOMER SERVICE REPRESENTATIVE – AVIS BUDGET GROUP – CLEVELAND

Part-time. Pay: \$16.00/hour Up to \$1,000 Retention Bonus Immediately hiring! What You'll Do: This is a combination role, where you will assist customers in different parts of the rental or return process. This may include, depending on location, checking cars entering information in a handheld device, processing rentals of our loyalty customers, assisting customers at our exit gates or checking-in our cars at return, while providing excellent customer service. What We're Looking For: High School Diploma (or equivalent) Valid Driver's License Basic computer skills (typing, data entry) Effective verbal communication skills Willingness to work outdoors Flexibility to work all shifts 6 months retail customer service experience in a fast-paced environment is a bonus!

https://www.avisbudgetgroup.jobs/es/empleos/lflug8wylz/customer-service-representative-pt-budget/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTOMER SERVICE REPRESENTATIVE – FRONTLINE CALL CENTER – CLEVELAND

Part-time. Pay Rate: \$13.00 hourly. Frontline Call Center is now seeking qualified applicants to work from home - Exclusively! As a Customer Service agent, you will be responsible for supporting one of our dedicated accounts. This position entails handling inbound calls, email, or chat support for a single account. You will follow a guided process and log each call in Frontline Connection CRM (Customer Relationship Management). Job Requirements: Must be available to Train on weekdays; Training takes place during the daytime hours, approximately 6 am-4:30 pm (PST). Tech Requirements: Dual Monitor; A high-quality USB headset for training and live calls; A strong, reliable, and hardwired internet connection. Preferred Qualifications: Previous Call Center experience; Customer Service Experience.

https://www.ziprecruiter.com/c/Frontline-Call-Center/Job/Customer-Service-Representative-Part-Time/-in-Cleveland,OH?jid=f4064ff95f4c570b&lvk=OeH_r6_0VMRrCNel3b8Orw.--MbfhhHVNB



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CUSTOMER SERVICE REPRESENTATIVE – CHECKSMART – EUCLID

Full-time. Range from \$10 - \$20 / hour. We are hiring a Customer Service Representative who can provide excellent customer service, and who wants to grow the company. Responsibilities: Ability to always remain professional and courteous with customers; Verify customer information and process loans; Evaluate and process loan applications; Check cashing transactions after following verification procedures. Qualifications: Must be 18 years of age or older; High school diploma/GED required; Previous cash handling experience is preferred; Minimum 1 year experience in retail, financial or service industry.

https://www.salary.com/job/checksmart-community-choice-financial/customer-service-representative/j202204211922488840800?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CALL CENTER OPERATOR II – CLEVELAND CLINIC - FAIRVIEW

Full-time. Schedule 3:30pm-12:00am/11:30pm-8:00am. Responsibilities: Answers and provides information to inbound and internal callers by accessing electronic alphabetical, geographical directories and transfers to appropriate destinations; Answers and processes after hour patient and emergency internal calls to physicians using prescribed protocols and procedures. Qualifications: High School Diploma or GED required; Speak English; A Minimum of 1 year of call center or telephone operator experience; Or 2 years of customer service experience.

https://www.salary.com/job/cleveland-clinic/call-center-support-operator-ii/j202204201022066054995?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SECURITY – CLEVELAND CONVENTION CENTER

Full-time. Part-time. Security: \$15/HR, and we prefer some experience. We have part-time and full-time opportunities. ASM Global, the leader in event and facilities management, has an excellent and immediate opening for a Full-Time Security Officer at the Huntington Convention Center of Cleveland. Responsibilities: Patrol Service Corridors and employee break rooms;



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Patrol Mechanical and electrical rooms to ensure doors are locked; Patrol Event Halls and Pre-function Areas; Control flow of truck and vehicular traffic during move in and move out on loading dock. Requirements: High School Diploma/equivalent required; Minimum 6 months security experience preferred; OPOTA Certification is beneficial but not required; Maintain a valid drivers' license or have willingness and ability to obtain for required equipment operation.

https://asmglobal.wd1.myworkdayjobs.com/en-US/careers/job/Cleveland-OH/Security-Guard_R11611-001-2

CUSTOMERS SERVICE REPRESENTATIVE – XPO LOGISTICS – CLEVELAND

Full-time. Pay starts at \$19.16/hour. XPO is a top ten global provider of transportation services, with a highly integrated network of people, technology and physical assets. As the Customer Service Representative, you will provide professional customer service to both internal and external customers. Responsibilities: Bill shipments pursuant to applicable tariffs and pricing agreements; Recognize and resolve documentation errors; Assist customers with inquiries, including tracing shipments, rate quotes, tariff discrepancies and billing and invoicing questions; Perform general clerical duties as assigned, including answering and directing phone calls, filing, data entry and billing. Requirements: 2 years of customer service experience; Strong computer, typing and 10-key skills; Experience with Microsoft Office; Availability to work a variety of shifts, including days, evenings, nights and weekends.

https://www.ziprecruiter.com/c/XPO-Logistics/Job/Customer-Service-Representative/-in-Cleveland,OH?jid=95d5df177de1dc7e&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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OFFICE

MULTIPLE OPEN POSITIONS – STAFFING SOLUTIONS ENTERPRISES

Today, Staffing Solutions Enterprises services job locations throughout the mid-west region and nationally. So, whether it be entry-level, professional, or managerial roles, we are here to help! We hire contract, contract to hire, direct placements. We offer remote, hybrid and on-site positions.

<https://www.staffingsolutionsenterprises.com/candidate-resources/>

SCHOOL SECRETARY – CLEVELAND METROPOLOITAN SCHOOL DISTRICT

Full-time. Supports all functions of the school office including interacting with students, staff, families, and community members in a manner characterized by respect, concern, and commitment to support and serve, performs administrative duties to support the principal and supervises the maintenance of records. RESPONSIBILITIES: Responsible for implementing and maintaining all office and school recordkeeping systems; Using a computer, prepares, creates, and composes letters, reports, bulletins, and other documents for the school or instructional programs; Acts as liaison between the school site and the general public by conveying information concerning rules, regulations, policies, and laws. QUALIFICATIONS: High school diploma required; Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position; Operate standard office equipment.

https://www.hbcucareers.com/job/ru8j37/school-secretary/cleveland/oh?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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MAIL CLERK – DEPARTMENT OF DEFENSE – CLEVELAND

Full-time. Salary: \$33,686 - \$43,791 per year. Open & closing dates 10/11/2022 to 10/24/2022. Duties: Sets up, operates, and monitors mail processing equipment (e.g., check inserter, postage metering machines, letter openers, and automated date stamper); Performs maintenance and repair (clean/oil equipment, replace belts, gripper jaws, adjust belt tension, etc.); diagnoses malfunctions/makes corrective adjustments such as correcting the feed sequence in a multiple station envelope inserting machine; Prepares outgoing material for dispatching; sorts mail into a variety of specialized categories such as first, third, and fourth class; foreign; U.S. Postal Service Express Mail; registered; certified; and priority mail. Requirements: Must be a U.S Citizen or National; Two years of successfully completed education above the high school level in any field for which high school graduation, or the equivalent, is a prerequisite may be substituted to meet the general experience required.

https://www.usajobs.gov/job/682453400?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

BUSINESS OFFICE ASSISTANT – HILLSIDE PLAZA – CLEVELAND

Full-time. As the Business Office Assistant, you will support the day-to-day business office functions of the facility in accordance with current acceptable accounting and cost reimbursement principles relating to the long-term care operation. Job Duties Include: Meeting with residents/families to discuss their financial obligations; Follow from Admission through Discharge for Payer Authorizations; Assist with insurance authorizations; Oversee transitions to LTC and authorizations. Requirements: High school diploma or equivalent required; Associates degree preferred Excellent customer service and organizational skills; Excel and Microsoft office experience required.

https://www.salary.com/job/hillside-plaza/business-office-assistant/j202205120923358061647?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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ADMINISTRATIVE ASSISTANT – ROBERT HALF – CLEVELAND

Full-time. \$17.41 - \$20.16 / Hourly. This is a terrific opportunity for someone looking for a short-term contract / contract / contract / temporary Administrative Assistant position. The Administrative Assistant will perform various administrative and office support duties. Responsibilities: Field telephone calls; Greet and instruct visitors; Perform word processing, filing and faxing. Requirements: At least 1 year of Administrative Assistant experience preferred; Applicant must be familiar with word processing, spreadsheets and presentation software, as well as databases and customer database systems; Typing 45 - 60 words per minute experience highly valued.

<https://www.roberthalf.com/job/cleveland-oh/administrative-assistant/03340-0012461657-usen>

COURT ADMINISTRATIVE RECEPTIONIST – CUYAHOGA COUNTY JUVENILE COURT

Full-time. Legal Salary: \$36,954.90. This position is the first point of contact to greet staff, guests, visitors, and callers, in person and over the telephone, providing department-related information and/or directing them to appropriate offices or staff members. Responsibilities: Performs diverse clerical duties for the Senior Executive Secretary, Court Administrator and/or Deputy Court Administrator(s); Answers telephone, screens and refers calls, takes messages, schedules meetings, training, hearings and prepares weekly schedules. Requirements: High School diploma Required; Associates in related field such as a court setting is preferred. Three (3) years of customer service, clerical or receptionist work in an office setting. Prior administrative duties preferred. Knowledge of Microsoft Word and Microsoft Excel; ability to learn and effectively utilize any required PC programs or software.

https://www.ziprecruiter.com/c/Cuyahoga-County-Juvenile-Court/Job/Court-Administrative-Receptionist/-in-Cleveland,OH?jid=d29df72d262b3184&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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OFFICE SUPPORT PROFESSIONAL – CINTAS - CLEVELAND

Full-time. Cintas is seeking an Office Support Professional to support numerous office functions. Responsibilities include accounts receivable, accounts payable, data entry, receptionist, faxing, filing, photocopying, managing incoming and outgoing mail and creating letters, memos and proposals. Requirements: High School Diploma/GED: Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) and intranet/internet: Administrative experience, preferably in a similar environment: Experience answering phones and transferring calls.

https://jobs.cintas.com/cleveland-oh/office-support-professional/B54B9A0654F740C5ABE64068A2117A64/job/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

FRONT DESK RECEPTIONIST – ROCKY RIVER GARDENS – CLEVELAND

Full-time. Rocky River is seeking a full-time Receptionist. Monday through Friday. Daily Pay is Here - Work today, get paid today! When you join North Olmsted Nursing and Rehabilitation, you can control the timing of your pay. Responsibilities: Welcome visitors by greeting them, in person or on the telephone; Answer inquiries or direct questions to appropriate departments; Maintain employee and department directories; Perform other clerical duties such as filing, copying, collating, faxing, etc. Qualifications: Motivated and able to work independently; Strong organizational skills; Team Player.

https://www.salary.com/job/rocky-river-gardens/front-desk-receptionist/j202112140032585736801?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

INFORMATION SERVICES CLERK – CUYAHOGA COUNTY PROSECUTOR’S OFFICE

Full-time. Salary: \$44,000. Hours: 8:30 AM – 4:30 PM M-F. The purpose of this classification is to perform specialized and complex clerical work in support of the Prosecutor’s Office, including receiving, entering, filing, and recording court case information and/or legal documents, imaging documents, providing general information and assistance to County Court staff, attorneys, and



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the public. RESPONSIBILITIES: Processes various court records and documents; receives and/or gathers documents; sorts and indexes documents; organizes documents, and files documents in designated order; retrieves/replaces files; Processes court records, law enforcement reports and records, and evidence for digital imaging; sorts and prepares documents; validates documents; reviews documents for completeness and accuracy; scans documents into digital imaging system. MINIMUM EDUCATION, TRAINING AND EXPERIENCE: High school diploma or equivalent with six (6) months of clerical experience; or an equivalent combination of education, training, and experience; Proficiency in computer skills including: Microsoft Windows and other Microsoft products (Word/Excel), and database experience.

https://www.salary.com/job/cuyahoga-county-prosecutor-s-office/information-services-clerk-file-room-clerk/j202204211924175717577?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

OFFICE SUPPORT SPECIALIST – CINTAS – CLEVELAND

Full-time. Cintas is seeking an Office Support Professional to support numerous office functions. Responsibilities include accounts receivable, accounts payable, data entry, receptionist, faxing, filing, photocopying, managing incoming and outgoing mail and creating letters, memos and proposals. Requirements: High School Diploma/GED; Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) and intranet/internet; Administrative experience, preferably in a similar environment; Experience answering phones and transferring calls; Experience with data entry, proofreading and editing documents.

https://www.ziprecruiter.com/c/Cintas/Job/Office-Support-Professional/-in-Cleveland,OH?jid=ae4c64aaa44d3069&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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COMMUNITY SERVICE/LEADS COORDINATOR – SUMMIT COUNTY COMMON PLEAS COURT

Full-time. SALARY RANGE: \$43,326.40/\$20.83. DEPARTMENT: Adult Probation Department General Division. RESPONSIBILITIES: Interviews probationer referrals to the Community Service Program to establish background and determine program eligibility; resolves problems occurring during the interview process; Functions as a Terminal Agency Coordinator (TAC) for the Law Enforcement Automated Data System (LEADS) conducting record checks which may be required by the Adult Probation Department, Court of Common Pleas General Division, or may be required in the normal course of pretrial release activities; Prepares and maintains related records and reports and statistical data; prepares and maintains correspondence with judges and probation officers. QUALIFICATIONS: An associates or bachelor's degree in criminal justice, behavioral science or related discipline, or equivalent experience. LEADS (Law Enforcement Automated Data System) certification. Possession of a valid Ohio Driver's License and liability car insurance.

Letter of Interest and Resume must be sent via email in word/pdf format to:

hr@cpcourt.summitoh.net

ADMINISTRATIVE ASSISTANT II – KELLY – CLEVELAND

Full-time. We have 2 shifts available 5:30 am-1:30 pm or 1:30 pm -9:30 pm with a pay rate of \$18.00 per hour. Kelly is hiring an Administrative Assistant for one of the largest and most respected Higher Education Institutions in the Cleveland, OH / University Circle area. This is a Temporary role but may converted to permanent based on performance during the assignment! ESSENTIAL FUNCTIONS: Receive, transmit, and note all maintenance, parking and outside support agencies on multi-based radio communications; Receive, handle and/or transfer all calls (non-emergency); Gather and compile information for management use via Computer Aided Dispatch. QUALIFICATIONS: Experience: High School Diploma or GED Required; A minimum of 1 year customer service experience.



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https://www.salary.com/job/kelly/administrative-assistant-11/j202203121121415719315?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PROBATION INTAKE CLERK – CUYAHOGA COUNTY JUVENILE COURT

Full-time. Division/Department: Court Administration/Probation Services Salary: \$33,519.19. Essential Duties and Responsibilities: Greets and receives youth and families, probation staff and courtroom personnel and gathers information for the Intake process; Enters data as necessary via electronic task assignments for the processing of Judicial Orders, generating appointment notices, etc.; Updates the Information system as needed; Picks up, sorts and processes distribution material submitted to Probation Support Services to appropriate locations; Prepares case files for investigation assignments by entering necessary data into logs and preparing them for distribution to appropriate district offices and courtrooms. Qualifications: High school diploma or equivalent AND Six (6) months of experience in a clerical position; Candidate must have computer knowledge, be familiar with Microsoft Office and have strong data entry skills. Must also type 40 WPM with the ability to perform general clerical duties and operate office equipment.

https://www.ziprecruiter.com/c/Cuyahoga-County-Juvenile-Court/Job/Probation-Intake-Clerk/-in-Cleveland,OH?jid=8d928eee2d27144c&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

OFFICE ASSISTANT – ELIZA BRYANT – CLEVELAND

Full-time. Salary: \$13.00 per hour. Eliza Bryant Village is recruiting an experienced Office Assistant. The ideal candidate will be an enthusiastic team member who has the ability to follow through on assignments, pay close attention to detail and work well with people. Responsibilities: Organizational and clerical support with a detailed, systematic understanding of office management procedures; Maintains office operations by receiving tenant rents, and tenant work order requests, customer communications; collecting and mailing correspondence; copying



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and filing information; Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items and delivering supplies to work stations. Requirements: Three years' necessary; Working in a leasing office, with seniors and families with low income is a plus; High School Diploma; an Associate's Degree is a plus; Driver's license.

https://www.salary.com/job/eliza-bryant-village/office-assistant/j202207080429014453193?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

OFFICE ASSISTANT – BREAKTHROUGH SCHOOLS – CLEVELAND

Full-time. \$15 per hour commensurate with experience. Breakthrough Public Schools is seeking a highly collaborative, detail-oriented Office Assistant to join the school Operations team. Essential Job Functions: Answer phones and respond to emergency calls for the purpose of notifying appropriate parties to address immediate safety and/or security issues; Greet visitors (e.g., public, parents, students, substitutes, vendors, etc.) for the purpose of responding to their inquiries and/or directing them to appropriate personnel in accordance with policies regarding building security; Distribute mail, supplies, messages, keys, etc. for the purpose of disseminating materials to appropriate parties.; Record messages left on the nightly voicemail system and distribute accordingly. Requirements: High school diploma or equivalent required; 2 years of office experience required (school office experience preferred).

https://www.ziprecruiter.com/c/Breakthrough-Public-Schools/Job/Office-Assistant/-in-Cleveland,OH?jid=426722335d815cd2&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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FINANCE

PART-TIME TELLER – DOLLAR BANK – EUCLID

Part-time. As a Teller, you are part of a team whose primary focus is to provide exceptional customer service. Principal Activities and Duties: Process transactions through the teller equipment on all retail and corporate accounts, including, but not limited to, deposits, withdrawals, transfers, loan payments, and cash advances; Issue money orders, cashier checks, gift cards, and savings bonds. Qualifications: High school diploma or GED required; College degree or a minimum of six months cash handling experience required. Will also consider related administrative experience such as accounts payable, bookkeeping, or budgeting; Professional communication skills and appearance are required; Proficient computer skills and math aptitude required.

https://dollarbankcareers.dejobs.org/euclid-oh/part-time-teller-euclid/07E18567F80E439FB02E09237F7FD5A3/job/?utm_campaign=US.jobs&utm_source=US.jobs-DE&utm_medium=NLX&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

FINANCIAL ANALYST III – MEDICAL MUTUAL – CLEVELAND

Full-time. Fully remote. This position will include financial planning and analysis related to the Company's short- and long-term operating plans. Responsibilities: Supports corporate departments, both within and outside of Finance, with generating forecasts and analyzing trends in various business areas. Duties also include compiling and reviewing the budgets for corporate departments, taking into consideration actual performance, previous expenditures, and estimated expenses and income; Assists in the creation and creates financial models of complex "what if" scenarios for business planning decisions relative to new products, new territories, new projects, and other important aspects of the Company's business. Qualifications: Bachelor's degree with Accounting, Finance, or Business Administration major; 5 years progressive accounting or finance experience preferred; MBA or representative experience preferred; Certified Public Accountant (CPA) or equivalent preferred.



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https://medmutual.taleo.net/careersection/mmo_external/jobdetail.ftl?job=2200614&tz=GMT-04%3A00&tzname=America%2FNew_York

BOOKKEEPER – CITY JOBS – CLEVELAND

Full-time. Pay Scale: \$25 to \$32/hour. As a Junior Bookkeeper in Cleveland, you will be responsible for both accounts payable and receivable along with all payroll and bank account management and reconciliation tasks from Cleveland clients. Responsibilities: Record day-to-day financial transactions and complete the posting process; Reconcile sales taxes, payroll taxes, 401k, and bank accounts at the end of each month; Monitor financial transactions and reports of Cleveland clients, Process accounts receivable and payable. Qualifications: Associate's degree or higher in accounting or business administration; Basic knowledge of bookkeeping or accounting experience; Excellent knowledge of general accounting principles; Knowledge of bookkeeping software.

https://cityjobspro.com/job/apply-bookkeeping-jobs-in-cleveland-ohio/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

TELLER – PNC – CLEVELAND

Full-time. As a Teller within PNC's Retail Branch organization, you will provide exceptional customer service, accurately perform high volume customer banking transactions, educate customers on new technology and develop banking product referral opportunities through strong customer relationship skills. Responsibilities: Processes a variety of customer interactions; Educates customers on alternatives available for their financial interactions; Identifies banking opportunities during the customer interaction and refers as appropriate. Requirements: Roles at this level typically do not require a university / college degree, high school diploma, GED or any significant experience or product knowledge to accomplish primary duties. Prior experience is not required.



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https://www.linkedin.com/jobs/view/teller-at-pnc-3298234734/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

FINANCE DIRECTOR – CITY OF CLEVELAND HEIGHTS

Full-time. Salary: \$74,960.00 - \$119,995.00 Annually. The incumbent will be the chief Financial Officer for the City of Cleveland Heights. Incumbent is responsible for providing oversight and direction for all internal financial operations; oversee accounting, RESPONSIBILITIES: Administer and supervise the finance operations of the City of Cleveland Heights; Strengthening and enhancing the Department's core services through innovation and the implementation of best and next practices; Direct, review, interpret, and analyze a variety of information, data, and reports, work papers, communications, schedules, and/or statements to and from internal departments, external agencies, and/or other applicable organizations in accordance with Generally Accepted Governmental Accounting Standards and makes recommendations and presentations based on findings. QUALIFICATIONS: A bachelor's degree in finance, public policy, public administration, business or closely related field from an accredited college or university. A CPA and/or master's degree is a plus; At least seven years of progressively responsible experience in executive level financial administration with a portion of that experience in the public sector or the equivalent combination of education and experience, is desired. Experience in a larger community at the assistant department head level will also be considered.

https://www.governmentjobs.com/careers/clvhts/jobs/3694914/finance-director?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PURCHASING MANAGER – GREATER CLEVELAND FOOD BANK

Full-time. Salary: \$55,000-\$65,000 based on Experience. This position manages and organizes the acquisition of grocery products to ensure product availability, suitability, quality, and cost meet food bank goals. RESPONSIBILITIES: Oversees forecasting, planning, and purchasing of



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grocery products for distribution to member agencies (dry, frozen, refrigerated); Manages the overall list of products offered to member agencies to meet distribution, nutrition, culturally appropriate, and financial goals; Participate in periodic reviews of purchased products with Agency Services, Programs, and Operations to ensure suitability for distribution to member agencies; Conduct annual pricing surveys to establish local retail/wholesale baseline for product costs. Qualifications: Bachelor's degree (B. A.) from four-year college or university; and four to six years food industry business experience and/or training; or equivalent combination of education and experience. Previous purchasing experience required.

https://www.salary.com/job/greater-cleveland-food-bank/purchasing-manager/j202205180234575300593?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CONTROLLER – ELIZA BRYANT VILLAGE – CLEVELAND

Full-time. SUMMARY - Applies principles of accounting to analyze financial information and prepares financial reports by performing the following duties: Monitors on a daily basis cash flow forecasts and responsible for all banking transactions; Reviews and authorizes payment of invoices prior to check issuance to verify proper support documents, authorization and general ledger coding; Analyzes financial information to prepare entries to accounts while performing monthly reviews of general ledger accounts, including preparation of monthly bank reconciliations, and prepares internal financial statements and shares the monthly financial results with the finance committee and quarterly meetings of the Board of Trustees.

QUALIFICATIONS: Bachelor's Degree in accounting or finance plus three years accounting experience or 10 years of accounting or finance experience. Must have knowledge of Medicaid payment and billing systems.

https://www.salary.com/job/eliza-bryant-village/controller/j202207080429013528199?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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REGIONAL BANKER/TELLER - PNC BANK – EUCLID

Full-time. As a Regional Banker/Teller you will engage in proactive sales and customer service activities including teller transactions, selling bank products and developing referral opportunities. Job Description: Manages the customer experience by identifying opportunities to improve a customer's financial wellbeing and create loyalty while increasing share of wallet; From a variety of customer interactions, participates in proactive sales and service activities and identifies referral opportunities; Collaborates with ecosystem partners to grow customer's share of wallet. Positions PNC solutions to drive new revenue and customer loyalty. Work Experience: Roles at this level typically do not require a university / college degree, high school diploma or GED, but do require related experience or product knowledge to accomplish primary duties. Typically requires 1+ years of related experience. In lieu of a degree, a comparable combination of education and experience (including military service) may be considered.

https://careers.pnc.com/global/en/job/R113793/Regional-Banker-Teller?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

AP/PAYROLL ASSISTANT – CENTERS FOR DIALYSIS CARE – SHAKER HEIGHTS

Full-time. The Centers for Dialysis Care is an unparalleled presence in Northeast Ohio's dialysis community. We are currently looking for an AP/Payroll Assistant. Responsibilities: Accounts Payable (50%): Print out, stamp, code and scan to Onbase all invoices in AP inbox and delivery to appropriate AP staff member; Code any invoice that does not load automatically into Onbase; Hand out all invoices to proper AP Staff person. Payroll (50%): Audit and assist with timecard signoff; Assist with entering payroll information including time sheets adjustments; Accurately assist Payroll Administrator enter bi-weekly payroll batches including data from Kronos Time & Attendance; Process employment verifications as needed. Requirements: High School Diploma; Minimum of 2 years office experience preferred; Strong working knowledge of Excel, Word, and Outlook; Experience using ADP Workforce Now and reporting software helpful; Experience in Kronos helpful.



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https://www.healthjobsnationwide.com/job/ap-payroll-assistant-7763275?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

HEALTH

NURSING ASSISTANT – REGENCY HOSPITAL – WARRENSVILLE HEIGHTS

\$1500 Sign on Bonus for PRN, Per Diem. Pay: \$22 per hour. Competitive shift differentials for nights and weekends. At Select Specialty/Regency Hospitals, a division of Select Medical, we care for chronically and critically ill or post-ICU patients who require extended hospital care. Responsibilities: Performing services for the patient involving bathing using basin-less bath products, oral hygiene, oral feeding and care of hair; Answering patient lights and performing services in a timely manner that adds to the physical well-being of the patient; Participating in hourly rounds; Transporting patients to and from various treatment centers when necessary; assisting transporters in moving patients in and out of stretchers and wheelchairs. Requirements: High school diploma/equivalent or relevant work experience (3+ years); BLS required within 90 days of hire; Requires hospital experience as a nursing assistant, certification as a nursing assistant, or experience in a related field such as a medical assistant or as an actively enrolled nursing student.

https://careers.selectmedical.com/jobs/2022/05/06/18/18/200032/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CLINICAL ADMINISTRATIVE ASSISTANT – UH REHABILITATION HOSPITAL

Full-time. Provides safe efficient age specific clinical, reception, communication and guest relations support using verbal, electronic, and written techniques to maintain the operations of the assigned area. Essential duties include: Maintains the patient record (in written and/or electronic format). Facilitates communication and efficient unit/department operations; Orders supplies; Demonstrates knowledge and use of available resources and communication tools; Maintains awareness and control of reception desk and surrounding area. Requirements: High



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School Equivalent / GED 1-2 yrs. experience in a clinical setting with secretarial experience, or 1-2 yrs. experience in secretarial work required.

https://www.ziprecruiter.com/c/University-Hospitals-Rehabilitation-Hospital/Job/Clinical-Administrative-Assistant-SCC4-Nights/-in-Cleveland,OH?jid=24bddbba904638a9&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

HOME HEALTH AIDE – THEKEY – CLEVELAND

Now hiring for full-time, part-time, and overnight shifts. Pay: \$13.00-\$15.00/hr. Location: Cleveland, Cuyahoga County, and surrounding communities. TheKey provides premier in-home senior care to help older adults thrive at home with optimal independence, health, safety and happiness, all while affording their loved one's complete peace of mind. Responsibilities: Delivering exceptional care to the dedicated client in their home; Help execute comprehensive personalized weekly schedules and care plans; Complete daily tasks in a safe and professional manner (ADLs); Supply personal companionship, remaining actively engaged with each client by providing ongoing social & emotional support; Assist with personal care activities to include personal hygiene, mobility assistance, incontinence care, light housekeeping, feeding and meal preparation. Qualifications: HHA, PCA, CNA, or GNA Certification preferred; Alzheimer's or Dementia experience is a plus; Basic computer skills as well as overall technical savviness.

https://jobs.centralillinoisproud.com/jobs/home-health-aide-caregiver-cleveland-ohio/728116103-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PATIENT ACCESS REPRESENTATIVE II – UNIVERSITY HOSPITALS – CLEVELAND

Full-time. PAR II's serve as the first point of contact for patients and exemplify personal warmth, patient engagement, and professionalism. Position Summary/Essential Duties: Responsible for interviewing/registering/instructing patients in a face-to-face setting or on the telephone; Enters and validates medical, demographic, insurance, financial, and business data in a timely and courteous manner to ensure master patient index integrity and creation of an accurate claim; Prepares standard patient materials including forms, labels, brochures, surveys, etc. Qualifications: High School diploma or GED required. Degree or progress towards degree



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preferred. Medical Terminology preferred; Minimum 2 years of experience in patient registration, scheduling, banking, office, or related medical field using computers required.

https://jobs.cleveland.com/company/university-hospitals-253687/job/patient-access-representative-ii-obgyn-mayfield-heights-oh-in-cleveland-oh-k5un32p0ld9mh2wkwuyc825xrbqot9/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MEDICAL ASSISTANT/PHLEBOTOMIST - OAK STREET HEALTH – CLEVELAND

Full-time. Medical Assistants will work closely and collaboratively with their teammates to greet and room Oak Street Health patients. S/he will be expected to assist in assessing patient's health conditions, including performing routine diagnostic testing during appointments.

Responsibilities: Ensures efficient patient flow by rooming patients in a timely manner and assisting the provider with staying timely on their schedule; Delivers an exceptional patient experience, and helps patients prepare for their provider visit; Obtains vital signs, chief complaints and reviews medications; Delivers patient screenings per protocol. Requirements: 3+ years in a Medical Assistant role; CPR Certification required; Medical Assistant certification or registration required; Over 5 years of applicable, consecutive Medical Assistant experience may override this requirement; EMR experience and proficiency required.

https://www.linkedin.com/jobs/view/medical-assistant-phlebotomist-at-oak-street-health-3305116413/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

NURSING CLINICAL CLERICAL HIGH RISK OB – CLEVELAND CLINIC

Full-time. At Cleveland Clinic, you will work alongside passionate and dedicated caregivers, receive endless support and appreciation, and build a rewarding career with one of the most respected healthcare organizations in the world. Your primary duties will include: Providing patient care for assigned patients; Assisting with data collection, treatments as indicated and performing administrative functions for the unit; Maintaining a safe environment and maintaining an adequate level of supplies. Requirements: High School Graduate or GED, medical assisting course preferred; State Tested Nursing Assistant (STNA) preferred; Successful



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completion of Basic Life Support (BLS) through American Heart Association (AHA) required within new hire period.

https://www.linkedin.com/jobs/view/nursing-clinical-clerical-high-risk-ob-at-cleveland-clinic-3278604621/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

STATE TESTED NURSING ASSISTANT – JUDSON SENIOR LIVING – CLEVELAND

Full-time. Part-time. Pay Range from \$16.50 - \$21/hour (Based on Experience). Judson Senior Living in Cleveland, Ohio is seeking State Tested Nursing Assistants. Job duties: Assist residents with activities of daily living (ADLs) according to guidelines and member care plans, which includes but is not limited to Bath/Shower, Mouth Care, Hair Care, Toileting, Skin Care and Nail Care; Implement fall prevention program for any resident at risk for falling; Report any changes in resident's condition/appearance/function to nurse or supervisor; Assist resident to maintain optimal nutrition and hydration status according to guidelines and member care plans for mealtimes and nourishments. Requirements: Valid and Active State Tested Nursing Assistant Certification with the State of Ohio; Minimum of one (1) year experience in healthcare and/or experience caring for the senior adult population; A CPR/BLS certification or willing to obtain within 30 days of hire.

https://judsonsmartliving.recruitpro.com/jobs/209439.html?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CAREGIVER DAY SHIFT – COMFORCARE HOME HEALTH CARE – CENTRAL CUYAHOGA COUNTY

Full-time. At ComForCare, we like to celebrate successes and have fun while building meaningful relationships. Responsibilities: Assist with daily activities to help clients stay independent and in their own homes; Provide assistance with personal care; Assist with mobility, transfers and range of motion exercises; Handle meal planning, preparation and feeding. Qualifications: High school diploma or G.E.D. certificate; Access to reliable transportation; Previous experience as an at home caregiver or in senior communities is a bonus.



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https://www.salary.com/job/comforcare-home-health-care-central-cuyahoga/caregiver-day-shift/j202209200947014591063?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

ENTRY MEDICAL CLAIMS ASSISTANT – ENTRY LEVEL HEALTHCARE JOBS – CLEVELAND

Full-time. 40 hours per week. If you are looking for a medical office position in Cleveland, our client, a well-known healthcare company located in Cleveland, is now hiring Medical Billing Specialists! Responsibilities: Enter patient data into administrative systems; Translate healthcare services rendered into requests for payment from insurance companies using appropriate medical billing codes; Create medical billing reports to obtain payment from clients and/or insurance companies; Submit billing data to the appropriate insurance providers. Requirements: No experience necessary. Qualifications: No qualifications necessary.

https://entrylevelhealthcare.com/careers/entry-medical-claims-assistantcleveland/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

COMMUNITY HEALTH WORKER – UNITED HEALTH GROUP – CLEVELAND

Full-time. \$1,500 Sign on Bonus for External Candidates. As a Hybrid (Telephonic and Field) Community Health Worker (CHW), you will act in a liaison role with Medicaid members to ensure appropriate care is accessed as well as to provide home and social assessments and member education. Responsibilities: Create a positive experience and relationship with the member; Help member set goals and develop a care plan to achieve those goals; Proactively engage the member to manage their own health and healthcare; Support the members to improve their wellbeing by staying out of the hospital, and attend regular visits to their primary physician. Qualifications: High School Diploma / GED (or higher); Knowledge of culture and values of community; Familiarity with the resources available in the community; Ability to comply with UHG Telecommuting Policy and have a designated workspace inside the home with access to



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high-speed internet availability; Must have resided in the local community; Reliable transportation and the ability to travel locally, up to 50% of the time.

https://careers.unitedhealthgroup.com/job/16138100/community-health-worker-oh-columbus-oh/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MEDICAL ASSISTANT – BROADVIEW HEIGHTS URGENT CARE

Full-time. This position is responsible for performing basic Medical Assistant duties. Facilitates unit operation, managing patient flow. Assist with front desk duties specific to department, including scheduling patients, collecting and verifying patient payor information and other patient documentation.

Qualifications: Graduate of an accredited Medical Assistant program with 0–1 years of experience.

https://www.ziprecruiter.com/c/University-Hospitals/Job/Medical-Assistant-Broadview-Heights-Urgent-Care/-in-Broadview-Heights,OH?jid=dcabb7adfb8e7eed&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

NON-CERTIFIED STERILE PROCESSING TECHNICIAN – CLEVELAND CLINIC

Full-time. As a Sterile Processing Technician, you will be the key part of how our operating rooms care for our patients. Surgery would not be possible if it were not for Sterile Processing Technicians. Your primary duties include: Assembling, sterilizing, organizing, packing, and wrapping all surgical instruments; Standing and lifting for extended periods of time; Understanding the importance of the decontamination process; Monitoring and controlling the surgical instrument inventory. Education: HS diploma or equivalent GED required.

Certifications: If hired after 1/1/2018 Sterile Processing Distribution certification (CRST) by IAHCMM or CBSPD required within 2 years following completing new hire period.



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https://jobs.centralillinoisproud.com/jobs/non-certified-sterile-processing-technician-cleveland-ohio/711163920-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CAREGIVER – COMFORT EASE HOME CARE – CLEVELAND

Full-time, Part-time. Pay: \$12.50/hour. Flexible shifts, paid mileage, sign on bonus, benefits and more!! We are **HIRING IMMEDIATELY!** We are looking for professional Caregivers, Patient Care Aides (PCA's) and Direct Support Professionals (DSP's) who are compassionate, trustworthy, dependable, and passionate about caregiving. Job Duties: Assistance with daily personal care and hygiene; Do necessary housekeeping to maintain clean environment; Support clients with transfers/ambulation/mobility; Transport clients to errands and appointments; Prepare meals and provide companionship. Requirements: Authorized to work in the United States; Valid Driver's License & Auto Insurance (Preferred); Must have reliable transportation; Must have a High School Diploma/GED or High School/College Transcripts.

https://www.mycnajobs.com/job-listings/15226163/2/5/?v=gi34o&utm_campaign=zone%7CCleveland-Lorain-Elyria,%20OH&utm_medium=cpc&utm_source=neuvoo&utm_content=15226163-2-5&m=b-C3A276

PHLEBOTOMY TECHNICIAN – CLEVELAND CLINIC – FAIRVIEW

Full-time. Cleveland Clinic is offering a \$1,000 sign on bonus (external new hires). As a phlebotomist, you will work with patient services to perform blood collection and related tasks. Responsibilities: Performs blood collection procedures and related tasks; Verifies order requests and identifying information prior to drawing blood or collecting the specimen/kit to be tested by analytical staff; Labels all specimens collected and delivers them to the appropriate processing area; Follows venipuncture procedures and maintains appropriate log sheets; Greets patients warmly and professionally at check in or when they present to outpatient lab desks or when entering a patient's room and completes test request entry and specimen receipt using lab



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computer. Education: High School Diploma or GED. Certifications: Formal phlebotomy certification preferred.

https://jobs.yourerie.com/jobs/phlebotomy-technician-1000-sign-on-bonus-cleveland-ohio/703252244-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

HEALTH INSURANCE SPECIALIST – OAK STREET HEALTH – CLEVELAND

Full-time. Title: Patient Relations Manager. Patient Relations Managers (PRMs) are an integral part of our team. They are the insurance experts at each clinic. They advocate for our patients by helping them navigate through insurance options and bills. Core Responsibilities: Learn the ins and outs of Medicare and use knowledge to assist patients with navigating insurance issues; Serve as internal resource in the clinic on insurance questions for physicians and staff; Assist patients in navigating the healthcare system, help patients resolve medical bills inside and outside of Oak Street Health (advocate for the patient); Build and maintain trusting relationships with Oak Street Health patients in an effort to properly advise them in their healthcare coverage. We're looking for motivated individuals with: A problem-solving orientation and a flexible and positive attitude; Sales background preferred, but not required; Bachelor's degree preferred, or equivalent education and work experience; Proficient PC skills; Fluency in Spanish, Polish, Russian, or other languages commonly spoken by people in the communities we serve preferred, where necessary.

https://www.ziprecruiter.com/c/Oak-Street-Health/Job/Health-Insurance-Specialist/-in-Cleveland,OH?jid=165fe811fd8b45b9&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MEDICAL OFFICE BILLING ASSISTANT – OHIO PROFESSIONAL GROUP – CLEVELAND

Full-time. Our client, a well-known company located in Cleveland, is now hiring Medical Billing Specialists! Responsibilities: Translate healthcare services rendered into standardized medical billing codes; Create medical billing reports to request payment from clients and/or insurance companies; Communicate directly with patients to discuss payment options and create payment



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plans; Work with insurance companies to obtain payments. Requirements: High school diploma or its equivalent; Knowledge of medical terminology, current medical billing/coding procedures, and current medical billing software desired, but not required.

https://ohioprofessionalgroup.com/careers/medical-billing-cleveland/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DIALYSIS TECHNICIAN TRAINEE – CENTERS FOR DIALYSIS CARE – CLEVELAND

Pay range: Starting pay \$15.34/hour. Centers for Dialysis Care offers a FREE comprehensive dialysis training program! We pay YOU to train in dialysis! Training Program Overview: 16 week paid formal training program; Weeks 1-4 – Clinical introduction to unit; Weeks 5-10 – Classroom and onsite clinical instruction; Weeks 11-16 – Onsite clinical training with preceptor. Responsibilities: Prepare hemodialysis machine for treatment; Obtain pre-treatment vital signs; weight, blood pressure, temperature, etc... on patients; Monitor and record patients vital signs and machine data throughout treatment; Troubleshoot patient and machine complications. Qualifications: High School Diploma or its equivalent; Successful completion of college level English, Mathematics, and Science – Associate degree or Bachelor's degree is a plus.

How to apply: Go to www.cdcare.com

REGISTERED NURSE HOME CARE – UNIVERSITY HOSPITAL – WARRENSVILLE HEIGHTS

Part-time. This position is eligible for a \$6000 sign-on bonus to eligible candidates. Description: Provides safe efficient age specific nursing care to patients and families using the nursing process in order to assist them to attain, maintain, regain, and sustain optimal health status; Implements the nursing process by delivering effective relationship-based nursing care; Demonstrates technical skills in care delivery that result in safe practice and positive care outcomes; Demonstrates clear communication and effective collaboration to optimize patient care and clinical operations. This position will cover Eastern Cuyahoga County. Qualifications: Associates Degree in Nursing, ADN; RN – Registered Nurse; Bachelor of Science in Nursing (BSN) from accredited program preferred.



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https://careers.uhhospitals.org/job/16400653/registered-nurse-home-care-east-cuyahoga-county-6k-sign-on-bonus-warrensville-heights-oh/?utm_medium=%22mcloud%2Djobads%22&utm_campaign=Home%20Care&utm_content=Registered%20Nurse%20Home%20Care%20East%20Cuyahoga%20County%20%246K%20SIGN%20N%20BONUS%21%21%21%21&utm_term=22000BIA&utm_source=ZipRecruiter#toggle-id-2

HOME HEALTH AIDE – LIZZIE'S HOUSE – CLEVELAND

Full-time. \$10 to \$14 Hourly. Lizzie's House Senior Home Care LLC in Cleveland, OH is looking for one home health aide to join our 17-person strong team. We are located at 17325 Euclid Avenue Suite 4003. Responsibilities: Supervise physical and mental patient health; Effectively communicate any dietary or medical needs to family and staff; Administer prescribed medications as directed; Maintain records and documents of patients cared for. Qualifications: Proven work experience as a health aid; Exceptional customer service skills; Strong verbal and written communication skills.

https://www.ziprecruiter.com/c/Lizzie%E2%80%99s-House-Senior-Home-Care-LLC/Job/Home-Health-Aide-at-Lizzies-House-Senior-Home-Care-LLC/-in-Cleveland,OH?jid=e40ba5bc03584427&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

WELLNESS CONSULTANT – WEST PARK YMCA - CLEVELAND

Part-time. Available Hours: 10-15 hours. Wellness Consultants are responsible for assisting in membership growth and retention through leadership and continuous follow through with members. Responsibilities: Creates and maintains a member-focused atmosphere to build personal and meaningful relationships with YMCA members, participants, volunteers, guests and donors; Greets all members and guests in a professional and friendly manner, using their names whenever possible, and offering to assist them with workout needs within the Consultant's certified scope of practice; Intentionally introduces members to one another and encourages conversation to promote relationship building among members. QUALIFICATIONS: Education: High School Diploma or GED required. Associate degree preferred.



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Experience: Experience in sales and service preferred. Experience in health and wellness strongly preferred.

https://www.salary.com/job/west-park-family-ymca/wellness-consultant/j202202232021317183271?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PATIENT SERVICE CENTER AGENT – NEIGHBORHOOD FAMILY PRACTICE – CLEVELAND

Full-time. The Patient Service Center Agent supports patients, providers, nurses and patient advocates with telephonic support. **RESPONSIBILITIES:** Manages high volume of inbound calls based on predetermined performance metrics with first call resolution; Responsible for accurate and timely scheduling of medical including nurse visits, behavioral health, midwifery and dental appointments; Completes mini registration including patient demographics and insurance information; Informs patients of all financial assistance and payment options available and refers patients to appropriate financial support staff. **QUALIFICATIONS:** High school diploma or GED; Computer proficiency: Application of EMR and related functional software. Excellent customer service skills including the ability to speak clearly and concisely with a pleasant telephone voice; Ability to read and understand oral and written instructions.

https://www.salary.com/job/neighborhood-family-practice/patient-service-center-agent/j202205250642037656788?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PATIENT REGISTRATION – LEGACY STAFFING – CLEVELAND

Full-time, Part-time, Contract. \$18 - \$19 an hour. Legacy Staffing has partnered with #1 Healthcare System in Cleveland who is seeking immediate help in Patient Registration! Position Requirements: Interviews patients to gather demographic and financial data; establishes a patient record and medical record number if necessary; Obtains certification and referrals from



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insurance companies as required; accurately screens all applicable Medicare tests for complete orders and screening the diagnosis for medical necessity; Analyzes patient's financial responsibilities and attempts to collect at the time of service. Requirements: Current 1 step TB; COVID vaccine required at this time.

Apply Directly w/ Resume, Call Kim @ Legacy Med Staff - 216-630-2800 or Apply IN Person Daily - Ask for Sandy. Legacy Staffing, 9511 Vista Way, Garfield Hts, OH 44125, 216-587-5510

NURSING HOME SCHEDULER – EUCLID BEACH NURSING AND REHABILITATION

Full-time. Gardens of Euclid Beach is now Euclid Beach Nursing and Rehabilitation, a 150-bed facility providing long-term care, skilled rehabilitation, intensive outpatient care, and memory care. We are currently seeking a full-time experienced Scheduler/Recruiter. The Scheduler/Recruiter will help with scheduling, orientation, and assisting the current HR director with various projects. The optimal candidate should have some experience as a scheduler specifically in the nursing home field. Must be a team player with good multi-tasking skills. Requirements: Must have at least two (2) years of experience in health care; Must have one year of scheduling experience; High School equivalent education, Bachelor's degree preferred.

https://www.salary.com/job/euclid-beach-nursing-and-rehabilitation/nursing-home-scheduler/j202205030129088105619?location=Cleveland,+OH&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

NEW AVENUES TO INDEPENDENCE – URGENTLY HIRING!!!! – CLEVELAND

Direct Support Professional (DSP) part-time and full-time hourly beginning at \$12.00 per hour. Hiring for all shifts. Spend your time with us enriching the lives of others and reap the immediate benefits of knowing you made a difference. Assist disabled individuals with daily living skills, personal care, cooking, and simply enjoying leisure activities. You will need to be at least 18 years old, have a HS Diploma or GED, and Driver's license (preferred).



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Qualified Intellectual Disabilities Professional (QIDP) full-time salary starting at \$45,000.

JOB SUMMARY: Develops and implements individualized service plans and programs which meet the needs of individuals with Developmental Disabilities and help them to live the fullest life possible. Serves as house manager and directs team of DSPs. Must be flexible in schedule to manage and be on call. **QUALIFICATIONS:** B.S./B.A. in Psychology, education, special education, or related field, required. Minimum 2 years working with Developmentally Disabled individuals. Excellent written and oral communication skills. Working knowledge of Medicaid/Licensure rules and regulations. Working knowledge of Word, Excel and other related computer programs.

Please upload resume to online application at: <https://jobs.jobvite.com/newavenuescareers>

OPEN POSITIONS – PATIENT-CENTERED CARE STAFFING AGENCY – CLEVELAND

Full-time \$35 - \$45 per hour. Seeking a Registered Nurse (RN) that can perform within various healthcare organizations. Some of the daily duties and responsibilities an RN should be able to perform in any healthcare establishment include: Patient assessment, recommend treatments for patients, gather diagnostic samples and administer medications as prescribed, monitor patient progress, develop and implement patient care plans. **Skills and Qualifications Required:** Multitasking, excellent communication skills, knowledge of patient care, time-management skills

Full-time \$30 - \$40 per hour. We seek a Licensed Practical Nurse (LPN) to provide essential medical attention to patients and assess their wellbeing as part of a larger medical team. Duties and responsibilities include but are not limited to: Monitor and record patient's vitals, assist nursing and medical staff with basic medical tasks, update patient records, evaluate the patient's wellbeing. **Skills and Qualifications required:** Strong communication skills, excellent teamwork and collaboration skills, knowledge of primary health care procedures, knowledge in measuring and administering medication.

Full-time \$18 - \$26 per hour. We are seeking a State-Tested Nursing Assistant (STNA) to assist patients with their day-to-day care. STNA duties include: Taking patients' vital signs, reporting any changes to the nurse, supporting the nurse with their patient duties, assisting patients with performing basic tasks such as eating, dressing, toileting, and transfers. **Skills and**



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Qualifications include: Communication skills, excellent observation skills, basic knowledge of patient care, the ability to work well within a team.

Full-time \$15 - \$17 per hour. We seek a Resident Treatment Specialist/Assistant (RTS/RA) to help residents complete daily living and independent activity daily living tasks. No Licensure required CPR certification is required. Duties include overseeing activities for residents, assisting residents with eating, bathing, completion, chores, providing companionship, and maintaining care records for facilities.

Full-time \$16 - \$19 per hour. We are seeking a Medical Assistant (MA) to assist doctors and nurses in providing care for their patients. Duties include recording and updating medical histories and contact information in patient files, scheduling patient appointments and performing standard care procedures like drawing blood, checking vitals, or collecting lab samples.

Send your resumes to patientcentered@pccstaffing.com

FOOD/HOSPITALITY/RETAIL/CLEANING

KITCHEN MANAGER – CHICK-FIL-A – CLEVELAND

Full-time. Pay: \$20.00 per hour. At Chick-fil-A, Managers are responsible for assisting the management team in all aspects of management and ensuring that each restaurant guest has an outstanding experience. Managers are responsible for supervising assigned stations for an entire shift and may be assigned to open or close the restaurant; following established opening and closing procedures. Responsibilities: Ensures that Team Members follow recipes and read tickets to accurately prepare all orders; Ensures that Team Members are extremely accurate with weights and measurements for all recipe items; Ensures that Team Members work at a pace to maintain restaurant's established speed of service guidelines; Ensures that workstations are clean at all times. REQUIREMENTS: Previous leadership experience an asset; Team-oriented.

https://jobs.bigcountryhomepage.com/jobs/kitchen-manager-cleveland-ohio/740806481-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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RETAIL ASSOCIATE - MARSHALLS DISTRIBUTION CTR – WARRENSVILLE HEIGHTS

Part-time. Responsible for delivering a highly satisfied customer experience demonstrated by engaging and interacting with all customers, embodying customer experience principals and philosophy, and maintaining a clean and organized store environment. Responsibilities: Role models established customer experience practices with internal and external customers; Supports and embodies a positive store culture through honesty, integrity, and respect; Accurately rings customer purchases/returns and counts change back to customer according to established operating procedures; Promotes credit and loyalty programs during customer interactions. Requirements: Possesses excellent customer service skills; Able to work a flexible schedule to support business needs; Possesses strong organizational skills with attention to detail.

https://www.linkedin.com/jobs/view/retail-associate-part-time-now-hiring-at-marshalls-distribution-ctr-3291513857/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

FOOD SERVICE WORKER – AVI FOODSYSTEMS – RICHMOND HEIGHTS

Part-time. AVI Foodsystems is looking for an energetic and optimistic team member to fill the role of Food Service Worker. Responsibilities: Assist in the preparation of hot and/or cold foods, and properly stores food, utilizing knowledge of temperature requirements and spoilage; Set up stations with entrees, soups, salads, breads, condiments, other food products and utensils; Interact with guests in the serving, retail and dining areas. Recommended Skills: Food, Multitasking, Passionate, Positive Attitude, Restaurant Operation.

https://www.salary.com/job/avi-foodsystems/food-service-worker/j202210111723236607558?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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CONCIERGE – CLEVELAND MUSEUM OF NATURAL HISTORY

Full-time. Part-time. Pay: \$15 per hour. (2 positions; 1 FT and 1 PT). Work Schedule: 2-3x 8hr shifts for part time and 5x 8hr shifts for full time between 9 am and 5 pm per week. Saturdays and Sundays are mandatory, and occasional evenings for special events. Responsibilities: Provide exceptional guest service to CMNH guests; Effectively communicate with both guests and Museum colleagues Work closely with volunteers, docents, and fellow CMNH staff; Observe individuals entering and leaving the Museum garage and assist them. Qualifications: Candidates should possess a high school diploma. Extraordinarily strong people skills, high energy, and the ability to communicate enthusiastically are essential.

https://www.ziprecruiter.com/c/Cleveland-Museum-of-Natural-History/Cleveland-Museum-of-Natural-History/Job/Concierge/-in-Cleveland,OH?jid=270999bdda032d34&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CLEANING ASSOCIATE – BLOCK BY BLOCK – CLEVELAND

Full-time. Pay: \$16.00 per hour. 8-hour shift. Monday to Friday. Weekend availability. Block by Block provides cleaning, safety, beautification, and hospitality services - in a nutshell, we provide services for anything your city needs to be a more desired destination. **ESSENTIAL FUNCTIONS:** Manual Litter Collection – circulate through assigned work zone with a rolling can containing supplies and tools to take care of the following tasks: Removing litter, fast food bags, cups, containers, cigarette butts and other debris on sidewalks, street gutter, and alleys; Trash removal and cleaning the sidewalks are mostly what Ambassadors do; Anything that keeps your district from looking clean and inviting has to go. **REQUIREMENTS:** Must have the physical capacity to walk or traverse continuously during an eight-hour shift, with normal breaks (two fifteen minutes, and one thirty-minute meal break). Must be able to work outdoors in all conditions with provided inclement weather gear.

https://www.salary.com/job/block-by-block/cleaning-associate/j202208180121133848850?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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OPEN POSITIONS – MGM NORTHFIELD PARK – NORTHFIELD, OH

Line Cook Full-time. As a Lead Cook, you will be responsible for operations of assigned stations. **RESPONSIBILITIES:** Follow recipe accordingly; Use proper food handling techniques, follow health & safety standards; Notify Room Chef or Sous Chef of problems that arise and how they have been corrected; Expedite and coordinate service, produce according to par levels. **REQUIREMENTS:** High school diploma or equivalent; One (1) year of experience as a Cook in a fast-paced, high-volume restaurant.

<https://careers.mgmresorts.com/global/en/job/216375/Line-Cook-Full-Time-Northfield-Park>

Buffet Server Full-time. It is the primary responsibility of the Food Server to take and deliver customer orders, maintain tables, guest satisfaction and finalize checks. **RESPONSIBILITIES:** Greet guests in a positive, friendly manner and make them feel welcome; Knowledgeable of selling techniques and service delivery of menu items of every course and both non and alcoholic beverages; Maintain table cleanliness utilizing a silent service approach. **REQUIREMENTS:** Work varied shifts, to include weekends and holidays.

<https://careers.mgmresorts.com/global/en/job/216791/Buffer-Food-Server-Full-Time-Northfield-Park>

EVS (Housekeeping) Full-time. As an Environmental Services Utility, you will set the stage for guest experience with your welcoming smile and service. **RESPONSIBILITIES:** Consistently offer professional, friendly and engaging service, in alignment with S.H.O.W. Service Basics and exceed guest expectations; Maintain the highest standards to ensure the detail quality and cleanliness in the casino, public areas, offices, restrooms and other required areas. **REQUIREMENTS:** No minimum requirements.

<https://careers.mgmresorts.com/global/en/job/215966/EVS-Porter-Full-Time-Northfield-Park>

Security Full-time, Part-time, On Call. \$16.00 per hour. Security Officers act as a visual deterrent, intervening and responding to all levels of security and potential emergency needs including acts or threats of violence, emergencies, and life safety threats. **RESPONSIBILITIES:** Patrol and monitor all areas of the property, including the exterior by operating a bicycle or company vehicle; Monitor alarm system and surveillance cameras; Provide excellent guest service to guests and employees and resolve complaints and issues involving both guests and



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employees. REQUIREMENTS: One (1) year customer service experience; High School diploma or equivalent.

<https://careers.mgmresorts.com/global/en/job/215007/Security-Officer-Northfield-Park>

ROOM SERVICE SERVER – HILTON DOWNTOWN CLEVELAND

Full-time. A Room Service Server is responsible for delivering and serving food and beverage items to guests in a timely, friendly and efficient manner in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Job duties: Set up room service trays and tables to prepare for incoming orders; Retrieve checks, set tables according to specifications, retrieve food and beverage orders from the kitchen and bar and deliver food to guest rooms and meeting rooms; Serve meals to guests, collect guest trays and respond to guest requests in a timely, friendly and efficient manner.

https://jobs.hilton.com/emea/en/job/HOT08MAN/Room-Service-Server?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SPORTSBOOK CASHIER – JACK CASINO & JACK THISTLEDOWN RACINO

Full-time, Part-time. JACK Cleveland Casino and JACK ThistleDown Racino are now accepting Part-Time and Full-Time applications for Sportsbook Cashiers. The Sportsbook will be opening up at both JACK Cleveland Casino and JACK ThistleDown Racino in January 2023. The Sportsbook Cashier is responsible for supporting the retail sportsbook operation to consistently provide betJACK customers with an outstanding experience that exceeds expectations. Essential Functions: Ensure strict compliance of all OCCC regulations and federal IRS requirements; Write, verify and finalize payment on sports wagers; Maintain accurate cash bank; Answer questions relating to sports betting wagers and/or betJACK sportsbook app. Requirements: Must be 21 years of age; Previous cash handling experience required; Will be required to successfully complete a basic math skills assessment; Sportsbook/Casino experience preferred.



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Interested candidates can apply at www.jackentertainment.com/careers, and select either JACK Cleveland Casino or JACK ThistleDown Racino to view the opportunity.

INVENTORY ASSOCIATE – RGIS – CLEVELAND

Part-time. Starting Wage: \$17.00 per hour. Paid hours depend on your availability and business needs; the more you are available, the more you can earn! This WIS Team provides inventory solutions to a broad array of retail, grocery and specialty customers across the nation. You will scan the barcodes for the current inventory at Customer locations to provide them with proper inventory information that will assist them in making better business decisions and better supporting their customers! Team Requirements: No previous inventory experience necessary, we are looking for awesome people like you to Come Count with Us! Access to reliable transportation; Ability to work varied, traditional and non-traditional hours, including flexible schedules.

https://www.ziprecruiter.com/c/RGIS/Job/Inventory-Associate/-in-Cleveland,OH?jid=871443e2a654255d&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SCA FOOD SERVICE WORKER – SODEXO – CLEVELAND

Full-time. The Service Contract Act (SCA) Food Service Worker (Cafeteria Worker) serves as a cafeteria and/or delicatessen/bakery worker helping in the preparation, presentation, and serving of specialty meats, delicacies, preserved foods, cheeses, salads, breads, and sweets to patrons. Responsibilities: Reads recipes and/or product directions; Estimates food requirements; Operates a variety of kitchen utensils to weigh, measure, mix, wash, peel, cut, grind, stir, strain, season, and knead foodstuffs for cooking, serving and storing; Assists in the preparation of hot and/or cold foods, and properly stores food, utilizing knowledge of temperature requirements and spoilage. Requirements: High School diploma, GED, or equivalent experience; No previous work experience required; Must comply with any dress code requirements.

https://www.linkedin.com/jobs/view/3222960540/?refId=YwP%2FkK6ISotZD%2BKLfvG7nQ%3D%3D&trackingId=YwP%2FkK6ISotZD%2BKLfvG7nQ%3D%3D&midToken=AQH_NQadyeaGjg&midSig=19hBTsixeNQqp1&trk=eml-email_jobs_viewed_job_reminder_01-similar_jobs-50-similar%7Ejob%7Etitle%7Emercado&trkEmail=eml-email_jobs_viewed_job_reminder_01-



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HOUSEKEEPER – CLEVELAND CONVENTION CENTER

Part-time Housekeeping/Set-Up: \$13/HR and up to 30 hours a week (a.m. 6:00a – 2:30pm, 2:30pm – 11pm). **Full-time** Housekeeping/Set-Up (afternoon shift only, 2:30pm – 11pm): \$15/Hr. ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Part-Time Housekeeper / Set-Up Team Member at the Huntington Convention Center of Cleveland. Responsibilities: Perform various event related tasks efficiently before, during and after events including but not limited to the setting/striking of tables, chairs, staging, air walls, barricades, pipe and drape, dance floor and other event related inventory as needed; Sweep, mop, scrub, wax, vacuum, clean all surfaces, empty trash and operate trash and recycling compactors as directed. Requirements: High School Diploma or equivalent required; 6 months' experience within housekeeping or custodial; Maintain a drivers' license or have willingness and ability to obtain for required equipment operation.

https://asmglobal.wd1.myworkdayjobs.com/en-US/careers/job/Cleveland-OH/Housekeeper_R11329-001-2

RETAIL STORE ASSOCIATE – CVS HEALTH – CLEVELAND

Full-time, Part-time. Pay Range: The typical pay range for this role is: \$15 - \$18 per hour. Location: 4240 Pearl Rd. Essential Functions: Providing differentiated customer service by anticipating customer needs, demonstrating compassion and care in all interactions, and actively identifying and resolving potential service issues; Focusing on the customer by giving a warm and friendly greeting, maintaining eye contact and offering help locating additional items, when needed; Accurately perform cashier duties – handling cash, checks and credit card transactions with precision while following company policies and procedures. Required Qualifications: At least 16 years of age; High School diploma or equivalent.



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https://jobs.cvshealth.com/job/13249463/retail-store-associate-cleveland-oh/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CASHIER/RECEPTIONIST - SPITZER AUTOWORLD – CLEVELAND

Part-time. URGENTLY HIRING! Pay: From \$11.00 per hour. This is a part time position working some evenings from 4:00pm to 8:00 pm and weekends. Spitzer Kia in Cleveland is looking for passionate team members who want to deliver a high level of service to our customers, while growing their career at a top regional employer. RESPONSIBILITIES: Greets customers at the cashier window in a pleasant and professional manner; Answers incoming calls in a prompt, polite and professional manner; Receives cash, checks and credit card payments from customer; receipts amount received; Ensures all monies are deposited into safes and verified locked at close every night; Stocks in all new vehicles into the dealer management system (CDK). QUALIFICATIONS: High school diploma or equivalent; At least 1-2 years' office experience required; Computer literate - proficient with Microsoft Office applications and windows-based programs.

https://www.salary.com/job/spitzer-autoworld/cashier-receptionist-urgently-hiring/j202206080242069554546?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MERCHANDISING AND STOCKING ASSOCIATE – SAM'S CLUB – BROOKLYN

Full-time, Part-time. Location: 10250 BROOKPARK RD, BROOKLYN, OH. Our merchandising & stocking associates connect all of the dots to make sure members can find everything they have on their shopping list. Depending on the shift you work, your job could include moving inventory in the backroom, unloading trucks, fulfilling club pick-up orders or helping members while stocking shelves. There are no minimum or preferred qualifications.



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https://careers.walmart.com/us/jobs/WD128781-merchandise-and-stocking-associate?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

BELL PERSON – MARRIOTT HOTEL – CLEVELAND

Part-time. The Cleveland Marriott Downtown at Key Tower is looking for an experienced Bell person to heighten our guest experience. Responsibilities include but are not limited to: Greeting guests promptly and professionally; Assisting guests with luggage to and from guest rooms; Providing exceptional guest service for all customer needs. This is a weekend position.

https://www.linkedin.com/jobs/view/bell-person-at-pyramid-global-hospitality-3204898705/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTODIAN – CITY OF SHAKER HEIGHTS

Full-time Union position. Hourly Rate: \$18.84. Hours of Work: 3:00 p.m. to 11:30 p.m., Monday-Friday. ESSENTIAL FUNCTIONS/TYPICAL TASKS: Cleaning buildings and facilities; Sweeps, mops, vacuums and dusts offices and buildings; Cleans windows, walls, woodwork, bathroom fixtures; mops floors; sanitizes surfaces as needed; Operates carpet shampooer; vacuums and cleans carpets; strips and waxes floors; Gathers and disposes of refuse, litter and trash; collects recyclables and transports to disposal area; Sets up buildings and rooms for activities and meetings. EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS: Any combination of education and experience equivalent to graduation from high school; Prior custodial experience preferred.

https://www.simplyhired.com/search?q=unskilled&l=cleveland%2C+oh&job=JGmqT-UXeU4xNRwbxb0eHIWvv_6C8ArO0Qt8xNt2D4yg1yX0oeOnNg

HOUSEKEEPER – FAIRFAX RENAISSANCE DEVELOPMENT CORPORATION (FRDC)

Part-time. The Housekeeping Staff position is responsible for daily cleaning of FRDC's office building. RESPONSIBILITIES: Maintains building through daily cleaning activities; Cleaning



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activities include daily cleaning of floors, bathrooms, common areas, restocking of bathroom supplies, cleaning multipurpose room table/chairs, empty trash; Responsible for cleaning one floor of a four (4)-story building; Identifies areas requiring repair and communicates building issues to Senior Maintenance Staff and/or Facilities Manager. **REQUIREMENTS:** Minimum of two to three years' experience in the area of housekeeping; Excellent communication and customer service skills required; Must have the ability to work with a diverse group of building tenants.

To apply, Email your resume to: gpowell@fairfaxdev.org or drop off your resume to: Ms. Gail Powell, Fairfax Renaissance Development Corporation, 8111 Quincy Avenue, Suite 100, Cleveland, OH 44104

SERVICE PERSON IV – CUYAHOGA METROPOLITAN HOUSING AUTHORITY

Full-time, Part-time. \$15.56/Hour. Under the general supervision of a higher classified employer, the Service Person IV performs basic and major maintenance, repair, and construction and all alterations of CMHA buildings, facilities, and equipment. No supervisory responsibilities; may serve as lead worker for lower classified employees when so designated. **Qualifications:** High School Diploma or equivalent is required. Some course work in one or more of the vocational skill areas is preferred; Two (2) to three (3) years of progressively more responsible experience in maintenance work; Possession of a valid Ohio vehicle operator's license and insurability under agency policies.

<https://www.cmha.net/application/jobdetails?jobID=914>

ROOM SERVICE SERVER – HILTON – DOWNTOWN CLEVELAND

Full-time. A Room Service Server is responsible for delivering and serving food and beverage items to guests in a timely, friendly and efficient manner in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards: Set up room service trays



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and tables to prepare for incoming orders; Retrieve checks, set tables according to specifications, retrieve food and beverage orders from the kitchen and bar and deliver food to guest rooms and meeting rooms; Serve meals to guests, collect guest trays and respond to guest requests in a timely, friendly and efficient manner; Present checks to guests and obtain payment.

https://www.linkedin.com/jobs/view/room-service-server-at-hilton-3178758696/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

HOTEL CLUB LOUNGE ATTENDANT – AIMBRIDGE HOSPITALITY – CLEVELAND

Full-time. The Complimentary PM Attendant is responsible for providing the highest quality of service possible to guests in an efficient and courteous manner within the complimentary evening/dinner area of a hotel. **RESPONSIBILITIES:** Approach all encounters with guests and employees in an attentive friendly courteous and service oriented manner; Maintain regular attendance in compliance with Aimbridge Hospitality standards as required by scheduling which will vary according to the needs of the hotel; Maintain high standards of personal appearance and grooming which include wearing the proper uniform and name tag when working; Comply at all times with Aimbridge Hospitality standards and regulations to encourage safe and efficient hotel operations. **QUALIFICATIONS:** Ability to perform job function with attention to detail speed and accuracy; High School diploma or equivalent and/or experience in a hotel or a related field preferred; Must be willing and have the ability to work a varied schedule that may include evenings, nights, weekends and holidays; Must meet the legal age to serve alcoholic beverages and satisfactorily pass responsible serving course such as TIPS as required by property.

https://www.ziprecruiter.com/c/Aimbridge-Hospitality/Job/Hotel-Club-Lounge-Attendant-PM-shift-in-Cleveland,OH?jid=ccf5871d87342233&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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FOOD SERVICE ASSISTANT – THE CITY MISSION – CLEVELAND

Full-time. Serves residents and staff attractive and nutritious meals; teaches, trains and supervises residents assigned to the kitchen and strives to run a safe and effective operation in the kitchen. Essential Job Functions: Supports the core beliefs and vision of The City Mission. Responsible for daily cleaning and sanitizing work areas, equipment and utensils. Maintain cleanliness in the kitchen. Cooks and prepares foods according to recipes, directions and menus. Qualifications: Experience in food-related position or proven record in directing kitchen staff and multi-tasking. Team Player.

https://www.salary.com/job/the-city-mission/food-service-assistant/j202205041530312609509?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

OPEN INTERVIEWS – GIANT EAGLE – MULTIPLE POSITIONS

GIANT EAGLE STORE	OPEN INTERVIEWS/HIRING DAY	OPEN POSITIONS	KEYWORD SEARCH
Southland	Every Tuesday! 2:00 PM – 5:00 PM	Overnight maintenance; Deli Clerks; Overnight Stock Clerk; Prepared Foods Clerks	Middleburgh Apply at: https://bit.ly/3890G2L
Broadview Heights	Every Tuesday! 2:00 PM – 4:00 PM	Deli Clerks; Personal Shopper; Prepared Food Clerks; Starbucks Baristas; Cashiers; Produce Clerks	274491 Apply at: https://bit.ly/3v61XAI
Watertown	Every Tuesday!	Cashiers; Deli	Watertown



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	2:00 PM – 5:00 PM	Clerks; Bakery Clerks; Meat/Seafood Clerks; Prepared Food Clerks; Overnight Stock Clerks; Curbside Personal Shoppers	Apply at: https://bit.ly/3tZwuzH
Berea	Every Monday! 2:00 PM – 4:00 PM	Cashiers; Bakery Clerks; Prepared Foods Clerks; Grocery/Produce Clerks	Berea Apply at: https://bit.ly/3EC8S80
Day Drive	Every Friday! 1:00 PM – 4:00 PM	Bakery Clerks; Prepared Food Clerks	44129 Apply at: https://bit.ly/35URPB3

SOCIAL SERVICE/ PROFESSIONAL/ EDUCATION

HIGH SCHOOL GUIDANCE COUNSELOR – NORTHEAST OHIO COLLEGE PREPARATORY HIGH SCHOOL – CLEVELAND

Full-time. Northeast Ohio College Preparatory High School is seeking experienced and caring High School Guidance Counselor! Responsibilities: Deliver proactive guidance curriculum to individuals and groups; Respond to individual and group needs with responsive counseling and programming; Review transfer student transcripts and inform appropriate course placements; Maintain and review transcripts for active students and inform credit award procedures. Qualifications: Valid Ohio Guidance Counselor license; Bachelor’s degree plus one (1) year



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previous experience in counseling and/or advisement OR equivalent combination of education and experience; Experience with the ASCA model; Experience with K-12 online learning.

https://www.glassdoor.com/job-listing/high-school-guidance-counselor-northeast-ohio-college-preparatory-high-school-JV_IC1145778_KO0,30_KE31,77.htm?jl=1007992705916&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

LIBRARIAN – CUYAHOGA COMMUNITY COLLEGE – PARMA

Part-time. Estimated wage: \$26.13 to \$36.15 per hour. Provide high-quality delivery of a broad range of library services, including instruction, reference, and collection management, to a diverse community of users in support of the College's curriculum and mission. Responsibilities: Prepares and delivers lectures to students on various topics in relation to a specific discipline; Evaluates and grades students' class work, laboratory work, assignments and papers; Prepares course materials such as syllabi, homework assignments and handouts; Participates in campus and community events. Qualifications: Master's Degree in Library Science from an accredited ALA program; Strong commitment to information literacy instruction, and demonstrated aptitude for teaching in multiple formats; Teaching experience; Demonstrated proficiency in Microsoft Suite (or equivalent).

[https://www.higheredjobs.com/adjunct/details.cfm?JobCode=177794919&Title=Librarian+\(Part-Time\)&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic](https://www.higheredjobs.com/adjunct/details.cfm?JobCode=177794919&Title=Librarian+(Part-Time)&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

REGIONAL DIRECTOR OF ACADEMICS – ACCEL SCHOOLS – CLEVELAND

Full-time. ACCEL Schools is seeking a highly motivated Regional Director of Academics in Cleveland, OH dedicated to creating a rigorous and nurturing environment that prioritizes student engagement and achievement for all students. Essential Role: The Regional Director of Academics is charged with acquiring the knowledge, skills, technology skills, and instructional strategies to effectively impact the instructional practices of the teachers that are



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coached. He/she must remain knowledgeable about current and past research in the specific content area and other pedagogies relevant to the coaching; Monitor instructional effectiveness and student progress using tools and strategies gained through professional development.

Qualifications: Bachelor's degree from an accredited college or university; Valid Ohio teaching credential authorizing services in the area of responsibility; Experience in differentiated instruction in a standards-based curriculum.

https://boards.greenhouse.io/accelschools/jobs/5255475003?gh_src=e2d7712a3us

PLACEMENT SUPPORT SPECIALIST – THE CENTERS – CLEVELAND

Full-time. Pay: \$15 - \$21 an hour. Assesses clients' vocational and/or academic skills and preferences on an ongoing basis utilizing background information and employment and/or academic experiences. Essential Job Duties & Responsibilities: Initiate and engage behavioral health clients by establishing trusting, collaborative relationships directed toward the goal of competitive employment in community job settings; Assist clients in obtaining individualized information about how entitlements (e.g., SSI, Medicaid, etc.) will be affected by employment; Refers clients to benefits counseling, as needed. Helps clients report earnings, as needed. Job Qualifications: Associate's Degree in mental health, social services, or business from an accredited school; Knowledge of the worlds of work and academia; Valid Ohio driver's license with less than three points, and proof of insurance; Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.

https://www.glassdoor.com/job-listing/job-placement-and-support-specialist-the-centers-for-families-and-children-JV_IC1145778_KO0,36_KE37,74.htm?jl=1008142473693&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

LICENSED SOCIAL WORKER HOSPITAL – TOTALMED – CLEVELAND

Full-time. \$1,500 TO \$2,200 PER WEEK. TotalMed has immediate nationwide openings for hospital based Licensed Clinical Social Workers (LCSW). The LCSW will provide behavioral health assessments and services for patients. RESPONSIBILITIES: Collaborate as part of an interdisciplinary team to provide a wholistic approach of care; Assist with patient discharge



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planning to reduce rehospitalization of patients; Identify and coordinate community resources for patients post hospitalization; Float to other hospital units as required. Requirements: Current LCSW license for the state where the facility is located; 2 years of recent acute care inpatient case management experience in a hospital setting; Master's degree in Social Work, Behavioral health, Psychology, or a relevant field.

https://jobs.ksnt.com/jobs/licensed-social-worker-hospital-nationwide-1-500-2-200-per-week-cleveland-ohio/736713260-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PRODUCTION ASSISTANT – WKYC – CLEVELAND

Part-time. WKYC-TV, an NBC affiliate in Cleveland, Ohio, is searching for a part-time Production Assistant to perform a variety of technical and support functions in the execution of live newscasts and studio productions. Responsibilities: Operate studio teleprompter for live newscasts and recorded segments or programs; Assist in studio operations such as camera operation, studio preparation and putting microphones on guests in studio; Some writing and light video editing for station productions or digital platforms. Requirements: Previous work or school-related experience is helpful; Must be detail oriented and able to troubleshoot and fix problems quickly during live newscasts; Must be able to work flexible hours including early mornings, evenings, weekends and holidays. This is a 24/7 news environment and will require reliable transportation.

https://www.showbizjobs.com/jobs/wkyc-production-assistant-in-cleveland/jid-gk18z0?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SUBSTANCE ABUSE COUNSELOR – BEIDT HEALTH – CLEVELAND

Full-time. Pay: \$19 - \$25 an hour. Local behavioral health agency seeking a full-time Clinical counselor to be responsible for assisting the Clinical Staff, and others in coordinating, planning, and delivery of services to all patients. Responsibilities: Ensures patient safety through maintaining confidentiality, verbal de-escalation techniques, and knowledge of policies and procedures regarding emergencies, performing security and safety checks and reports all patient



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issues to Clinical Director and Counselors; Participates with patients in their therapeutic activities and uses interventions from treatment and plan care of patients. Requirements: Education: Maintain or increase competencies and required training. Licensure/Certification: LCDC II & III, LICDC, LPC, LISW, LSW. Experience: Two (2) years of experience in the treatment of adults with addictive diseases or experience in inpatient treatment preferred; Requires basic computer skills; Requires a basic understanding of chemical dependency and 12-step philosophy.

https://beidthealth.applytojob.com/apply/Yy3gte9Ldr/Substance-Abuse-Counselor?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

ASSOCIATE ATTORNEY-ELDER LAW – BROOKSIDE TAX & FINANCIAL GROUP - PARMA

Full-time. Pay: From \$60,000.00 per year. At Anselmo & Company, we are a team committed to an environment where clients come first. We're the trusted advisors for families in the community, supporting them with all areas of growth and protection of their assets. We are seeking an autonomous attorney with the highest levels of integrity... not to come and do a job, but to join our team. POSITION ACCOUNTABILITIES: Provide powerful and effective consultations; Develop relationships with existing clients and their families; Regular networking and relationship building with centers of influence; Develop strategies to expand our client base. OUR IDEAL CANDIDATE: You have experience in public speaking, excellent presentation skills, and are comfortable presenting workshops and seminars; You have a solid background in communication, rapport building and consultations; And the unique ability to understand and clarify your clients' needs – even when they can't seem to find the right words or don't know exactly what it is that they need.

https://www.salary.com/job/brookside-tax-financial-group-llc/associate-attorney-elder-law/j202208020129200975850?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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SOFTWARE ENGINEER – CONTROLSOFT, INC. - CLEVELAND

Full-time. Due to ongoing business growth, ControlSoft, Inc. has an immediate opening for Software Engineers in Cleveland, Ohio and Houston, Texas. Location: Highland Heights, OH or Houston, TX. Responsibilities: Our current docket of development projects include applications such as: multi-threaded software modules and components in Client/Server data architectures; Web-based user interfaces and mobile applications; OPC Data Client/Server and OPC Historian Client/Server drivers. Education and Qualifications: BS or MS degree in either Computer Science or Computer Engineering with good academic performance; Knowledgeable and experienced with these programming languages and technologies: o Languages: C; C++; C#; Visual Basic; FORTRAN; HTML; PHP; JavaScript; o Technologies: Windows API; OPC DA; OPC HDA; MS SQL, SQLite; AJAX; o Techniques: Real-time; Parallel processing; Client/Server architectures.

https://www.linkedin.com/jobs/view/software-engineer-at-controlsoft-inc-3285339785/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MATH TEACHER – CLEVELAND HEIGHTS/UNIVERSITY HEIGHTS SCHOOL DISTRICT

Full-time. Location: Cleveland Heights High School. Minimum Qualifications: Ohio Teaching License - High School Math; Integrated Math 7-12 & other areas, i.e., Algebra, etc. Preferred Qualifications: Previous successful teaching experience; Previous successful experience working in a multicultural environment.

<https://www.ziprecruiter.com/c/Cleveland-Heights-University-Heights-City-School-District/Job/Math-Teacher/-in-Cleveland,OH?jid=5b6d0ac78d7ce2a4&lvk=hasUq0DHES-veb5GfoxK0w.--MceIIWN-g>



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URBAN AGRICULTURE AND NATURAL RESOURCES EDUCATOR – THE OHIO STATE UNIVERSITY EXTENSION – CLEVELAND

Full-time. Salary \$30,000+, Commensurate with experience. The Urban Agriculture and Natural Resources (ANR) Extension Educator in Cuyahoga County works collaboratively with county, regional and state teams of The Ohio State University (OSU) Extension, and with local leaders and volunteers to provide needs-based programming. Job duties: Provides guidance to the Program Coordinators for the Master Gardener Volunteer and Summer Sprout Community Gardening programs; The Educator will convene and facilitate the Urban Farmer Network, and actively participate with local coalitions, committees, etc. as appropriate. Required Education: An earned Bachelor's or Master's degree at the time of hire is required. Preference will be given to candidates with a degree in agriculture or natural resources or other educationally-related area (examples: food science, biology, science education). Required Qualifications: The successful candidate will have strong written and oral communication skills and experience in working with diverse clientele and organizations. Demonstrated success in working as part of a team and initiating collaborative partnerships is sought.

https://osu.wd1.myworkdayjobs.com/en-US/OSUCareers/details/Urban-Agriculture-and-Natural-Resources-Educator_R50094-1?locations=819c1ab743bd0121bdd09a006501a7b6

SOCIAL WORKER – MAGNOLIA CLUBHOUSE – CLEVELAND

Full-time. Pay: \$38,000.00 - \$45,000.00 per year. Magnolia Clubhouse is currently looking for a skilled mental health professional to work on their Administrative Unit. You will spend your days providing mental health interventions while working with the members of the Clubhouse to operate our resale shop. You will help members coordinate pick-ups and deliveries of items, research and price donations for resale, and encourage creativity, independence and leadership in the members you work with. Qualifications: Licensed Social Worker with experience in the Mental Health field, along with experience with Medicaid billing and documentation (preferred); Bachelor's degree in social work or related field is required; Candidates must demonstrate an excellent ability to multitask and work in partnership with Clubhouse members and staff, possess strong leadership and computer skills, a driver's license, and an excellent driving record.



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https://www.salary.com/job/magnolia-clubhouse/social-worker/j202208310217476643739?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CHILDCARE PROVIDER – PROVIDENCE HOUSE – CLEVELAND

Full-time, Part-time. Starting rate of pay: \$13 to \$15 per hour commensurate with experience. Providence House is looking for compassionate childcare professionals who can use their strengths to support children experiencing trauma and provide a safe and loving environment. Each Childcare Provider is primarily responsible for all aspects of the children's care, including providing developmentally-appropriate educational enrichment activities and bathing/toileting/hygiene needs. Qualifications: 21 years of age or older; High school diploma or GED equivalent required; One to two years of direct paid childcare experience at minimum Valid State of Ohio driver's license; CPR/First Aid certifications a plus.

<https://provhouse.applytojob.com/apply/iG9LqdOgjj/Childcare-Provider?source=Our%20Career%20Page%20Widget>

OPEN POSITIONS – JOURNEY CENTER FOR SAFETY AND HEALING – CLEVELAND

Chief Program Officer- Full Time. Salary range: \$80,000-\$95,000. Journey Center is seeking a full time Chief Program Officer to serve the agency and clients by ensuring high quality comprehensive services to survivors of domestic violence and child abuse that offer safety and healing; and, prevent and break cycles of abusive relationships. Duties include but not limited to: Oversee operations of programs within departments of Prevention and Community Engagement, Trauma Therapy, Latina DV Project, Helpline, Shelter, and DV Housing First Initiative; Supervise managers within departments; Lead implementation of programmatic goals in agency strategic plan; Develop and manage community partnerships. Qualifications: Master's degree or equivalent experience in nonprofit, behavioral health, public health, residential, housing, prevention, or government fields; Experience in the field of child abuse, domestic violence, behavioral health, prevention education, or public health; Strong interpersonal, writing, data, organizational, and leadership skills; Collaborative, transparent, and affirming leadership and management style; Must have and maintain a valid Ohio driver's license and appropriate insurance coverage; Must maintain appropriate driving record.



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Trauma Services Manager – Full-time. Salary range \$50,000-\$55,000. Work hours are Monday - Friday, 10am-6pm. Journey Center is seeking a full time Trauma Services Manager to provide clinical leadership for a team of treatment providers including social workers, counselors, case managers, and interns. Duties include but not limited to: Coordinate Services with other agencies; Program planning and development; Supervise therapists, student interns and volunteers; Provide mental health services including diagnostic assessments, individual behavioral health therapy, group behavioral health therapy, and telehealth therapy. Qualifications: Licensed Social Worker (LSW) or Licensed Professional Counselor (LPC) required, independent license preferred; 2+ years of direct service experience required; Minimum 1 year of administrative/supervisory experience required; Must have and maintain a valid Ohio driver's license and appropriate insurance coverage. Must have appropriate driving record and personal vehicle.

To apply visit Journey Center website www.journeyneo.org

INTAKE SPECIALIST HEAP UTILITIES – FAIRFFAX RENAISSANCE DEVELOPMENT CORPORATION - CLEVELAND

Full-time. The Intake Specialist HEAP Utilities is primarily responsible for processing utilities assistance applications (HEAP, PIPP, LIWAP, PRC, and Fuel Fund) through an electronic database. RESPONSIBILITIES: Conduct utility assistance intake for clients which entails; determining eligibility for multiple utility programs; following program guidelines; collecting and entering data, computing financial budgets; and verifying eligibility documentation(s); Resolve customer concerns regarding the HEAP process; Prepare and accurately maintain program files and all correspondence, summaries, and reports; Attend required agency meetings/functions and trainings. Qualifications: Minimum 2 years of face-to-face customer service experience; Excellent communication skills and the ability to work in a fast-paced hectic environment; Outstanding customer service skills required including telephone skills, public speaking skills and the ability to work with disgruntled customers.

Send resumes to: TPowell@fairfaxdev.org or Mail to Tamela Powell at: Fairfax Renaissance Development Corporation 8111 Quincy Avenue, Suite 100, Cleveland, Ohio 44104



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PROGRAM COORDINATOR – ADOPTION NETWORK – CLEVELAND

Full-time. Starting Salary: \$36,000-\$39,500. Telework: Partially Remote Available. The Program Coordinator directly serves and supports families and youth through creating and implementing impactful family programs and often being the first point of contact providing support and needed resources. Responsibilities: Leads in the design and implementation of support services and educational opportunities for families and youth; Coordinates, plans, and facilitates Family Ties parent, caregiver and youth programming; Co-leads the Parent Advisory Team, recruiting and supporting leadership within the group; Co-facilitates the annual completion of the Standards of Quality for Family Strengthening & Support: Program Self-Assessment; implementing the action items for the program; Coordinates and plans events and outings for families. Qualifications: Bachelor's Degree in social work or related field with a minimum of three years' experience required in social services, preferably in family and youth programs/services; Knowledge of trauma-informed care theories, principles and practices, and methods and techniques for effective program administration; Experience providing services to families/youth who have experienced varying levels of stress and/or trauma.

TO APPLY: Send Resume and Cover Letter to HR-Dept@AdoptionNetwork.org. First consideration given to applicants who apply by Tuesday, August 23, 2021.

RESIDENT ASSOCIATE – CIRCLE OF CARE – CLEVELAND

Full-time. Pay: \$15 hourly. Our Residential Associate provides support services to residents of Cardinal House as part of the sober living program. Responsibilities: Establishes and maintains good rapport and working relationships with residents; Aids and encourages residents to meet established goals of their service plans; Encourages resident decision-making; Reports problems and behavioral changes to supervisor. Qualifications: High school diploma required; Minimum one-year prior work experience with the adult mental health population; Associates degree or better in Social Work.

Apply in person. Contact person: Sierra Crawford. Phone number: 202-717-7746

Email: admin@circleofcarebh.org



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MID-LEVEL CAD TECHNICIAN – AECOM – CLEVELAND

Full-time. The Transportation Business Line of AECOM is actively seeking a highly talented and self-motivated Civil Drafter/ Designer for immediate employment. Responsibilities: This position will be responsible for serving as primary departmental resource for CAD drafting at the project level; CAD drafting will be performed in a manner which adheres to accepted engineering practices and standards, as well as company standards; Prepare and issue all associated design/drafting packages in coordination with IT support staff; Assist in the development, implementation and deployment of CAD drafting and survey standards on a departmental level, as directed; Assume primary responsibility for providing a quality work product by checking the work product of associates and assuming both schedule and quality measures. Requirements: HS + 2 years of experience or demonstrated equivalency of experience and/or education; Valid Driver's License; Proficient in Microsoft Office programs; Experience with AutoCAD, Microstation, and/or InRoads (preferred).

https://aecom.jobs/cleveland-oh/mid-level-cad-technician/7C064B4F10EF42C38C570C6503754BC3/job/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

COMMUNITY LIAISON – FRONTLINE RESOURCE MANAGEMENT – RICHMOND HEIGHTS

Full-time. Richmond Heights Place is seeking a passionate, creative, and detail-oriented Community Relations Liaison to manage inquiry activity and meet budgeted apartment occupancy. RESPONSIBILITIES: Responsible for creating positive and memorable experiences for potential customers and referral sources; Conducts in-home visits with prospective residents, makes direct inquiry follow-up calls and initiates follow-up letters; Ensures that meaningful tours are provided and coordinates admissions process through completion; Participates in the development and implementation of the quarterly business development plan. REQUIREMENTS: High School Diploma or GED required; One to three years of inside sales experience, preferably in the Senior Care field; Willingness to enhance professional growth and development through continuing education; Must possess a strong desire to work with the elderly.



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https://www.salary.com/job/frontline-resource-management/community-liaison/j202205270228490777644?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

THERAPIST – ADULT SERVICES – OHIOGUIDESTONE – CLEVELAND

Part-time. The Community Counseling department is seeking a passionate and empathic therapist to provide Assertive Community Treatment (ACT) to adult clients with diverse mental health diagnoses. This role will start part time but has the ability to move to full time. **Qualifications:** Minimum educational level is a Bachelor's degree* in social work with an Ohio LSW. A Master's degree, clinical experience LPC, MFT, LISW or LPCC or IMFT is preferred. Must have a valid Ohio Driver's License and safe driving record. **Licenses & Certifications: Required:** MFT, LPC, LSW.

https://www.glassdoor.com/job-listing/therapist-act-program-ohioguidestone-JV_IC1145778_KO0,21_KE22,36.htm?jl=1007783693507&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic





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We are looking for dedicated men and women to join our team who are committed to excellence in health and human services and believe in our core values: Dignity of Person, Concern for the Poor, Justice, Hope, and Stewardship.

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Featured Positions

Clinical Supervisor



Catholic Charities, Migration and Refugee Services is seeking a motivated, mission-driven, and knowledgeable Clinical Supervisor to oversee the Ohio Center for Survivors of Torture program (OCST). OCST provides holistic, strengths-based, trauma-informed treatment for Survivors of Torture that focuses on medical, psychological, social, and legal needs.

Social Worker/Therapist, School-Based and Telehealth Services

Catholic Charities, is seeking a motivated, knowledgeable, and compassionate Social Worker/Therapist to join our team. The School-Based Family Services department provides assessment and counseling to children and their families to sustain youth in the school setting with therapeutic support or through telehealth options.



Residential Assistant



Employment Services – Job Leads

October 17, 2022

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www.stepforwardtoday.org

Catholic Charities, Diocese of Cleveland is seeking a Residential Assistant (RA) at our Matt Talbot for Women site - a residential recovery center in Cleveland and Lakewood, Ohio. RA's work as part of a treatment team to facilitate daily living activities in support of clients' recovery journey. RA's work to ensure clients' safety and model and promote positive recovery behaviors.

Click on link to view current openings:

<https://recruiting.ultipro.com/CAT1012CACSC/JobBoard/41d1a852-e913-429a-93ff-1d024bc3206d/?q=&o=postedDateDesc>

OPEN POSITIONS – CLEVELAND CHRISTIAN HOME – CLEVELAND

Youth Residential Treatment Specialist

Full-time. 1st, 2nd, 3rd Shift. Pay: \$14.00 – \$15.00 per hour. Under general supervision, the Residential Treatment Specialist provides supervision and management of assigned children in the daily living routines that comprise the therapeutic milieu of the residential treatment program of Cleveland Christian Home. Responsibilities: Supervise clients in his or her charge assuring that a safe and therapeutic environment is maintained for all clients, 24 hours a day, 365 days a year (this includes weekends, holidays). Develop and consistently implement predictable routines for daily functioning, including wake-up, hygiene, meals, and bedtime. Plan and organize activities and educational groups for residents which promote change and growth in areas identified on their Individual Service Plans. Qualifications: High school diploma or GED required; additional education and/or training desirable. A minimum of one (1) year experience working with at-risk youth in a residential environment. Must have the ability to physically restrain clients of varying age/height/weight. Must have experience with moderately to severely emotionally disturbed children who have been unable to function effectively in a home setting.

RN/LPN

Full-time (40 hours a week); Part-time: Alternating weekends; Shift (12 hours shift) 8am to 8pm, holidays; PRN: On-Call as needed may include holidays. Under direction, the RN Supervisor provides medical and health services to children served at the Cleveland Christian Home and work supervision to the agency's nursing staff. **ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:** · Recording medical history and symptoms. Conduct physical examinations. Administering medications and treatments. Monitoring patients' health.



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MINIMUM QUALIFICATIONS: 1. Education, Training, and/or Experience: A minimum of Associates Degree in Nursing; A minimum of three (3) years' experience in pediatric and/or public health nursing. 2. Licensure: A licensed RN/LPN. Must be fully vaccinated.

<https://cchome.org/careers/>

OPEN POSITIONS – ACHIEVEMENT CENTERS FOR CHILDREN – HIGHLAND HILLS, WESTLAKE

Achievement Centers for Children is a Cleveland, Ohio based non-profit organization that is nationally recognized for its excellence in helping children with disabilities and their families achieve and thrive.

Administrator Coordinator – Therapy Department

Full-time. We are currently seeking an Administrative Coordinator to support the Therapy Services Department staff. Responsibilities: Performs administrative coordinator duties for the Therapy Services Department. Schedules client appointments. Facilitates completion of intake paperwork. Creates and maintains client files. Enters client data into client database and runs/sends out routine reports. Requirements and Qualifications: High School diploma or GED. Ability to work at both Highland Hills and Westlake locations. Must demonstrate and respect confidentiality regarding clients/families, staff and program operations. Ability to manage a multi-line phone system. 3-5 years of professional experience in Office Administration/Program Support.

Teaching Assistant-Autism Classroom Westlake location

We are currently seeking a Teaching Assistant to join our team. Bring your talents and enthusiasm to our innovative K-8 school for children diagnosed with Autism Spectrum Disorder. Responsibilities: Providing support to the teacher and other classroom team members. Maintaining daily operation of the classroom program. Assisting students with instructional and non-instructional tasks as assigned by the teacher. Requirements and Qualifications: Associates degree in Education, Child Development, Psychology or other related field. Experience working with students with special needs in a classroom setting. Excellent organizational, interpersonal and communication skills. Ability to consistently respond to children in respectful and supportive ways. Training and experience of 1-2 years with students with Autism Spectrum Disorder preferred.



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Early Childhood Clinician/Therapist Community based

The ideal candidate is an experienced Social Worker who has clinical, community-based experience working with young children and their families. Responsibilities: Provide home and community-based behavioral health services for infants and children up to age 6 and their families. Complete comprehensive behavioral assessments. Build partnerships with parents, young children and an interdisciplinary team to address relationship and behavioral challenges at early ages. Advocate with and on behalf of clients and their families. Requirements and Qualifications: Bachelor's degree in Social Work, LSW or LPC license and related clinical experience. Master's degree in Social Work and LISW or LPCC license preferred DC:0-5 training a plus, along with the ability to identify social-emotional and developmental challenges within infants and toddlers. Knowledge of early childhood development and family dynamics.

Additional positions (regular and seasonal) are listed on our website where people can go to apply at www.achievementcenters.org



Cleveland Job Corps Center

13421 Coit Rd, Cleveland, Ohio

(216) 541-2500

<https://cleaveland.jobcorps.gov>

Funded by the U.S. Department of Labor – Operated by Serrato Corporation

Career Opportunities



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<p>Academic Instructor: Requirements: Minimum of one to two years related experience in education. Bachelor’s degree in education from a four-year college or university and/or equivalent combination of education and experience. Certified to teach in state in which center is located. Valid State’s Driver’s License. Responsibilities: Prescribes individual and/or group lessons designed to assist students in overcoming specific difficulties in mathematics and reading. Provides instruction to students enrolled in Reading, Mathematics, Workplace Communications, Career Success Standards (CSS), Health Education, Driver’s Education or HSD/HSE. Conducts and manages academic classes.</p>	Academic Department
<p>Accounting Clerk: Requirements: Minimum of one to two years accounting/finance or related experience. High school diploma or equivalent. Valid State Driver’s License. Responsibilities: Performs clerical duties in support of the finance department and in compliance with government regulations and corporate policies and procedures.</p>	Finance Department
<p>Admissions Counselor: Requirements: Bachelor’s Degree in human services, psychology, education, social science, business, communications, or closely related field; or Associate’s degree and two years related experience required. Responsibilities: Responsible for providing community outreach to local partners, businesses, and other agencies, as well as providing assistance for potential enrollees in compliance with government and management</p>	Outreach and Admissions
<p>Cook: Responsibilities: Prepares meals in accordance with established menu plans, ensuring that adequate amounts are available for the number being served and that safety and sanitation regulations are met. Accurately records food usage, maintains equipment, assists in inventory of supplies, and monitors Leisure Time and Work Based Learning Students. Requirements: High School Diploma or GED, one year of experience in high volume or institutional cooking and the ability to follow written and oral instructions and perform basic math.</p>	Food Service
<p>Custodian: Requirements: High School Diploma or equivalent required. Three to six months of related experience preferred. Valid State Driver’s License. Responsibilities: Performs general maintenance, housekeeping, and landscaping duties on Center building, grounds, and surrounding areas using environmentally friendly cleaning products while maintaining a healthier place for students and staff</p>	Maintenance Department



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<p>Driver: Requirements: High School Diploma or equivalent required. Minimum of one-year of driving multiple passengers experience. Valid State Driver’s License. Responsibilities: Transports students to various cities by bus for recreational and educational purposes, transports students/staff to various medical Centers, transports students for other various reasons.</p>	<p>Safety/Security/Transportation</p>
<p>Maintenance Worker: Requirements: High School Diploma or equivalent required. Minimum of one to two years’ experience in building maintenance. Valid State Driver’s License. Responsibilities: Monitor, supervise and instruct student facility maintenance staff, while performing all required job duties to ensure our facility is well maintained.</p>	<p>Facilities Department</p>
<p>MIS Coordinator/ IT: Requirements: Bachelor’s Degree preferred or related network certification. Directly related technical experience in systems analysis may be considered in lieu of formal education requirements. Responsibilities: Monitor data communications to ensure that network is available to all system users and resolves communication problems. Analyze and support computer operations by providing first line support services for operational problems.</p>	<p>Administration Department</p>
<p>Student Records Clerk: Requirements: High School Diploma or equivalent. Associate’s degree preferred. Minimum of six months experience in administrative support, data entry, records management, or related experience. Responsibilities: Provide support for the student records function to ensure that students receive the support services and benefits necessary for successful participation in the Job Corps program while ensuring the maintenance of a uniform systems to account for and document the participation and achievement of program participants.</p>	<p>Records Department</p>
<p>Registered Nurse: Engage in providing health services for all students and follows departmental programs and standards that meet all DOL, PRH, Center and Serrato Corporation requirements. Assist the Wellness Department the delivery of health services, support, and education that will enhance student employability and help students maintain a healthy lifestyle. Responsibilities: Assist in ensuring the quality health services are delivered in a professional, caring, and cost-effective manner. Assist the Wellness Department with focusing on wellness and disease prevention. Assist with ensuring students with disabilities receive planned accommodations. Deliver quality health services in a professional, caring, and cost-effective manner.</p>	<p>Wellness Department</p>



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Requirements: Must obtain a valid Certified Nursing License	
Recreation Specialist: Requirements: Associates Degree, or one year of related experience working with youth. Valid Commercial Driver’s License Class B CDL with passenger endorsements. Responsible for developing, conducting, and supervising/chaperoning a wide variety of leisure-time activities for all students	Social Development
Residential Counselor: Responsible for working with Residential Living team to provide students on respective dormitory with a safe, clean and structured living environment that fosters student retention, satisfaction, achievement and success. Responsibilities: Oversee respective dorm area and uses proper judgment and discretion to resolve student and staff issues and concerns. Provides individualized case management to maintain student enrollment and success in the program. Works in partnership with Residential Living, Recreation and Safety and Security staff to effectively supervise and manage the student population. Ensures strict confidentiality of sensitive information and integrity of student data.	Social Development
Secretary/Residential: Requirements: One-year secretarial or related experience. High school diploma or equivalent. Associates Degree preferred. Valid State Driver’s License. Responsibilities: Provides clerical support and related assigned duties to the Social Development Department	Social Department
Security Officer: Requirements: High School Diploma or equivalent required. Associates Degree preferred. Two years security, law enforcement, military, or related experience. Safety related training preferred. At least one year in a residential living setting and background in youth programs preferred. Valid State Driver’s License. Responsibilities: Responsible for planning, developing, implementing, overseeing, and integrating safety and security programs for the Center. Must be available to work any shift and day of the week due to a 24/7 operation	Security Department
Substance Abuse Counselor/Part-time: Requirements: Bachelor’s Degree in related field and/or equivalent combination of education and experience Minimum of one-year experience in drug/alcohol counseling or related field required. Experience with working with youth preferred. Active, unrestricted substance abuse license or certification that meets	Wellness Department



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<p>minimum state licensing or certification</p> <p>requirements to practice in the state where the center is located. Valid State Driver’s License. Responsibilities: Develops and implements Trainee Employee Assistance Program, which includes assessment, intervention, counseling, relapse prevention and education. Educates and counsels on safe and healthy lifestyles</p>	
<p>VPN – Practical Nurse: Requirements: High School Diploma or equivalent (GED) and diploma from an accredited Practical Nursing Program One year of related experience and/or training is necessary. Current LPN license from the State, current BLS/CPR certification. Valid State Driver’s License Responsibilities: Assists the Health and Wellness Manager in planning, implementing, and evaluating an efficient wellness program consistent with the students’ needs and Job Corps goals and objectives. Provide nursing services.</p>	Wellness

Apply today! All interested applicants must apply online at www.serratocorp.com and select “Careers”. Cleveland Job Corps Center is an equal employment opportunity and affirmative action employer which prohibits employment discrimination based on race, color, religion, sex or national origin. Serrato is an Equal Opportunity Employer, Vets and Disability Employer.

MULTICULTURAL INFORMATION SPECIALIST – OCECD – NORTHEAST OHIO

Full-time. Salary is commensurate with experience The Ohio Coalition for the Education of Children with Disabilities (OCECD) is seeking a Bilingual (Spanish/English) Multicultural Information/Trainer Specialist to join our team. Responsibilities:

- 1.) Parent/ Assistance/Training for Spanish Speaking Families:** Assists parents by phone and/or in person to understand special education rules. Assists parents by providing information/resources (emailing/ mailing). Assists parents with contacting school personnel to assist in child receiving appropriate services. Assists parents by referrals and locating services to support their children’s education. Assists parents by attending in person, virtual, or conference calls parent meetings, IEP meetings, evaluation review (ETR) meetings, administrative reviews, resolution sessions, mediations, and other meetings, as necessary to provide information/support to families for the educational advancement of their children with disabilities, or at risk.
- 2.) Workshops/Presentations:** Conducts workshops for parents (individual or groups) and professional groups on IEP’s, Rights, Section 504, ETR, IEP Clinics, and all other OCECD topics, when requested.



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3.) OCECD Representative: Research/Outreach the assigned Ohio Region organizations and agencies to build a collaborative relationship to support the mission of the Coalition. High school diploma required.

Interested applicants should send a cover letter, their resume, and any copy of transcripts (unofficial) to the Executive Director, Dr. Lisa Hickman at lisah@ocecd.org.

SENIOR OUTREACH COORDINATOR-NEON HEALTH SERVICES

Under the supervision of the Director of Social Services & Special Programs, the Seniors Outreach Coordinator will develop and implement initiatives and programs geared towards the senior population. The Seniors Outreach Coordinator will work to develop strategic partnerships within the community to strengthen referral relationships. The Coordinator will focus on providing seniors with advocacy, support, education, and resources within the community and NEON Health Centers. The Coordinator will identify, train, supervise, and oversee volunteers who provide customer service support to NEON staff. The Coordinator's overall efforts will connect new users to NEON with an emphasis on residents without a medical home, the uninsured, and the underinsured.

<https://www.neonhealth.org/employment-opportunities>

JOIN AMERICORPS AND MAKE A DIFFERENCE

NEO Skill Corps is currently recruiting for full and part-time Member Service positions. We NEED individuals who are service oriented and ready to rise to the challenge of addressing the financial literacy, workforce development and adult literacy crisis in Northeast Ohio. Duties include: assess client's financial knowledge, instruct financial literacy curriculum, coach clients on limited financial matters, arrange guest speakers from financial industry and local businesses. A minimum two-year college from accredited college, Bachelor's Degree preferred proficient with Microsoft Office software, especially Word, Excel and PowerPoint

Interested applicants should submit their resume to Sandra Buckner, Program Manager at sbuckner@universitysettlement.net



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MANUFACTURING/TRADES/GENERAL LABOR

MAINTENANCE MECHANIC – PRESRITE – CLEVELAND

Full-time. The Maintenance Mechanic is responsible for troubleshooting, and repairing all mechanical, electrical, pneumatic, and hydraulic equipment in the plant without direct supervision. RESPONSIBILITIES: Responsible for troubleshooting mechanical/electrical problems and recommend solutions; Troubleshoot and repair all equipment in the plant; Disassemble and assemble equipment as needed; Follow proper procedures for lockout/tagout of any equipment to be worked on. QUALIFICATIONS: High school education or equivalent plus a minimum of 3 years progressive mechanical maintenance experience; Experience operating lift truck, overhead crane and hoists; Ability to lift 50 lbs. safely and correctly; Ability to use hand and power tools required for the job.

<https://recruiting.paylocity.com/recruiting/jobs/Details/1143982/Presrite-Corporation/Maintenance-Mechanic>

WELDER/ASSEMBLER/FITTER - EXPERT CRANE, INC. - CLEVELAND

Full-time. Pay: Up to \$25 an hour. \$500 Signing Bonus. \$1,000 Bonus with completion of successful 90-Day Review. 8-hour shift Monday to Friday. Expert Crane has been an industry leader, providing quality cranes, fabrication and installation. Responsibilities: Weld components in flat, vertical, or overhead positions; Operate safety equipment and use safe work habits. Qualifications: Minimum 2 years welding experience; Candidate must be able to stand for the duration of their work shift; On occasion, be expected to lift up to 50 lbs.

<https://m5.apply.indeed.com/beta/indeedapply/form/contact-info>



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GENERAL PRODUCTION – LINCOLN ELECTRIC – EUCLID

Full-time. PRIMARY FUNCTION: The duties of General Labor (Piecework) vary. May be assigned to any Piecework Production position in the Euclid or Mentor plants that require physical labor including constructing, or building various parts used to make a finished product, or working collaboratively with computer-controlled equipment that require mechanical aptitude and spatial ability. QUALIFICATIONS: Must be 18 years or older; Ability to read and write English; Basic understanding of Math included addition, subtraction, multiplication, division, counting and problem solving; Basic Computer Literacy.

https://jobs.lincolnelectric.com/default/job/Cleveland-General-Production%2C-Euclid-OH-44117/849929001/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

GENERAL LABOR/DOCK ASSISTANT – NESCO RESOURCE – MIDDLEBURGH HEIGHTS

Full-time: Pay: \$15.50/hour. Nesco Resource is looking for a general laborer in Middleburg Heights. The hours are 7am-3:30pm Monday through Friday. STEEL TOE BOOTS A MUST. Duties include but not limited to: Wrapping bags; Cutting bags; Preparing shipments; Loading trucks; Must be able to lift 60+ lbs. Desired Skills and Experience: WAREHOUSE.

https://www.linkedin.com/jobs/view/general-labor-dock-assistant-at-nesco-resource-3299503836/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CARPENTER RESIDENTIAL CONSTRUCTION – KARLOVEC DESIGN – CLEVELAND

Full-time. Pay: \$16 to \$22 Hourly. For 25+ years, homeowners of Shaker Heights have entrusted the Karlovec & Company team to deliver inspired design, master craftsmanship, professional project management, and Guild Quality customer service. From kitchens and baths to whole house remodels and additions, Karlovec & Company's unique Design/Build Remodel approach ensures a seamless and satisfying partnership, from concept to completion. Responsibilities:



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Some tasks may include framing, finish carpentry, cabinet installation, millwork installation, and other construction tasks. Requirements: 2+ years of carpentry experience; High School Diploma or GED; Valid driver's license.

https://www.ziprecruiter.com/c/Karlovec-Design-Build-Remodel/Job/Carpenter-Residential-Construction/-in-Cleveland,OH?jid=dd9f378f926e386b&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

ENTRY LEVEL MANUFACTURING – HANLAN COMPOSITES – WILLOUGHBY

Full-time. Pay: Up to \$15.00 per hour. Schedule: 8-hour shift, Day shift, Monday to Friday. Learn how to produce fiberglass products by hand. You'll learn about raw materials, equipment and hand tools, sanding and finishing, and all phases of fiberglass production. Education: High school or equivalent (Preferred); Experience: Production & Assembly Occupations: 1 year (Preferred).

<https://www.salary.com/job/hanlon-composites/entry-level-manufacturing/j202204212019579636663?location=Willoughby,%20OH>

SKILLED TRADES APPRENTICE – H JACK'S HEATING & PLUMBING CO. - CLEVELAND

Full-time. With 3 locations in the Cleveland/Akron/Canton area, H. Jack's Plumbing & Heating Co. "The Super Plumber" is one of the region's largest, fastest, and most respected service companies. As you start your career as a Skilled Trades Apprentice at H. Jack's, you will have the support and guidance of long-time, experienced professionals to help you learn and expand your skill-set and knowledge of various residential & light commercial Plumbing & HVAC services, repairs, installations, and home remodeling. Now is the time to take advantage of our offer to "Get Paid While Learning a Skilled Trade" where we provide a dependable, full-time work schedule every week (steady income) and hands-on training from experts in the plumbing and home services industry. While previous experience or work history in the skilled trades may



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be beneficial, it is not required. Our target applicants will have: A knack for working with people and excellent communication skills; A mechanical aptitude and be good with their hands; An ability to learn quickly and ask questions when you're unsure.

https://www.usajobspot.com/job/skilled-trades-apprentice-in-cleveland-ohio-8580-173237024949?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

OPEN POSITIONS – CITY OF MAPLE HEIGHTS

Pay rates are commensurate with experience.

LABORER, full time – Service Department. Preferred experience and skills include: Operate dump trucks, snow plows, front-end loaders, chainsaws, jackhammers and related equipment; Cutting grass, filling chuck holes, loading and unloading asphalt, gravel, dirt, cold patch streets, carry or lift lumber and other related duties. Ability to understand and follow oral and written instructions, prepare reports, perform heavy manual work for extended periods under varying climatic conditions seasonally; Ability to lift and move objects weighing up to one hundred pounds. Valid CDL Class B driver's license required. Must be available for emergency (call in) work.

MECHANIC, full time – Service Department. Must have thorough knowledge of and familiarity with engine and chassis units, and general repair practices of the trade; good knowledge of diesel engines and air conditioning and electrical systems; ability to make repairs and adjustments to light and heavy equipment; ability to assess equipment through observation; mechanical aptitude; initiative and resourcefulness in handling repair problems; ability to learn; ability to work well with others and perform essential job functions. Some journeyman experience in repairing automotive equipment in a general garage or automotive service station and completion of a standard high school or trade school course; preferably supplemented by Automotive Service Excellence (ASE) certification and Emergency Vehicle Technician I (EVT) or any equivalent combination of experience and training including the required knowledge, skills and abilities. Valid CDL Class B driver's license required. Must be available for emergency (call in) work.



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MECHANIC ASSISTANT, full time – Service Department. Duties include repairing and performing preventive maintenance for the City’s automobiles, trucks, heavy equipment, fire equipment, and ambulances. Applicants should have experience in welding and fabrication; knowledge of gas & diesel engines. Must have valid CDL Class B driver’s license and your own tools. Must be available for emergency (call in) work.

POLICE PATROL OFFICERS AND FIREFIGHTERS (Lateral Transfer), full time. The Maple Heights Police and Fire Department will be accepting applications for lateral transfers of Police Patrol Officers and Firefighters. Candidates for Lateral Transfer Selection as a Patrol Officer shall possess an OPOTA Certificate, have worked as a Patrol Officer within the past two (2) years, and have at least one (1) year full time experience or 2080 hours of part time work as a Patrol Officer. Candidates for Lateral Transfer Selection as Firefighter shall possess an active Paramedic License, an active Firefighter I and II Certification, have worked as a Firefighter within the past two (2) years, and have at least one (1) year full time experience or 2080 hours of part time work as a Firefighter. Police applications may be submitted at the Police Department, and Fire applications may be submitted to the Fire Department.

Information and applications are available at www.citymapleheights.com, and applications/resumes are accepted at City Hall 5353 Lee Road, Maple Heights, OH 44137, or e-mail to: HR@mapleheightsohio.com.

SERVICE ELECTRICIAN – ROGERS ELECTRIC – CLEVELAND

Full-time. Rogers is the largest self-performing electrical, data and lighting contractor in the United States. We are currently looking for a Service Electrician with previous commercial experience to join our team! Responsibilities: Manage the completion of various electrical tasks; Troubleshooting electrical issues; Electrical break and repair; Read blueprints, run conduit, and wire/terminate devices. Requirements: 5 years' previous service/maintenance experience; Working knowledge of installing electrical systems; Good computer skills; Possession of reliable transportation and basic hand tools; Must hold a valid driver’s license.



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https://www.salary.com/job/lin-r/service-electrician/j202209101019372508040?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

BASIC ASSEMBLY/PACKING - MIDWEST GLOBAL - WARRENSVILLE

Full-time. \$14 to \$15 Hourly. Midwest Global is a full-service warehousing, distribution, trans-loading, and packaging services provider based in Cleveland, Ohio. This Position is for entry level and packaging. We handle mostly automotive glass (windshields) and associated components. The entry position would include the following job duties: Handling and Packaging of automotive glass, mostly windshields; Perform a quality inspection on the glass and components; Perform and cleaning and polishing process on the glass; Apply components, such as rubber moldings or other components to the glass; Package the glass for shipment into steel or wooden crates. Several opportunities for advancement and higher pay, based on performance.

https://www.ziprecruiter.com/c/MIDWEST-GLOBAL/Job/Basic-Assembly-Packing/-in-Warrensville-Heights,OH?jid=9112fe2d5daad283&tsid=122003167&utm_campaign=id-5apxIc%2BCpiYf95w3FIZYCD%2FBin3J1a36&utm_source=channel-1

GENERAL LABOR – SW-JASON B – CLEVELAND

Full-time. Rate: \$15–17 per hour depending on experience + .75 shift diff for 3rd shift + bonus every 6 months. Two shifts available: 10am – 10pm and 10pm to 10am. Staffworks Group is looking for General Labor for a manufacturer of PVC and TPU products in Walton Hills. This position will perform a variety of tasks on a production line and in the plant working with a broad range of rigid PVC sheets, flexible PVC, and TPU (Polyurethane) sheets from the highest quality resin compounds. Responsibilities: Follows instructions given by production lead person; Counts out and sorts materials; Follows safety guidelines and regulations. Requirements: Previous experience in a production/manufacturing environment a plus but not a requirement; Tow motor driving experience a plus; High school diploma/GED minimum.



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https://www.ziprecruiter.com/c/SW-Jason-B/Job/General-Laborer/-in-Cleveland,OH?jid=d3ffb87ddf4d885c&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CONSTRUCTION LABORER – NORTH COAST COMMUNITY HOMES – CLEVELAND

Full-time. Pay: \$26.50 / Hr. (Non-exempt). The role of the Construction Laborer is to lead and assist in the execution of accessibility modification projects according to plans and specifications and as directed by the Lead Superintendent. Responsibilities: Assist in client site demolition activities; Actively participates in construction activities as directed by the Lead Superintendent (Carpentry, Painting, etc.); Manages client projects independently on assigned projects and must be able to self-direct and ask questions to insure high quality workmanship; Manages their time to achieve project goals. Qualifications: Experience in basic construction or home remodeling projects; Must have high school diploma or equivalent; Ability to calculate figures and amounts such as measurements, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry; Must have valid driver's license.

https://www.linkedin.com/jobs/view/construction-laborer-at-north-coast-community-homes-3240345468/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SHOP WELDER – ULG SKILLED TRADES – CLEVELAND

Full-time. \$20.00 - \$24.00 per hour. 50+ hours a week. A shop welder needed for immediate openings in the Cleveland area. Will need to have experience with MIG and TIG welding mainly. Experience with FLUC Core is a plus. Will also need to have experience with fabrication as well.

https://directlyapply.com/jobs/ulg-skilled-trades/6307cb6718f84c468bb0aedd?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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ENTRY LEVEL MANUFACTURING – KELLY – CLEVELAND

Full-time. \$17.50/hr. Immediate Openings – 2nd Shift 11am - 7:30p. Kelly® Professional & Industrial is seeking Material Handlers to work at Kennametal in Cleveland, OH. All starting positions are temp to hire. Job Duties: Executes pick ticket orders from warehouse staff and management and physically pulls inventory from the shelves to ensure accurate delivery of warehouse products; Manages pick ticket orders; Pulls warehouse items from the shelves based on number, size, quantity, and quality requirements; Ensures that orders are accurate; Stages items correctly for delivery; Operates handling equipment and ensures safety regulations are followed. Requirements: 6 months of warehouse / order picker experience preferred; Basic computer skills required; High School Diploma/GED required.

https://www.linkedin.com/jobs/view/entry-level-manufacturing-at-kelly-3246349145/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DISTRIBUTION TEAMMATE EQUIPMENT OPERATOR – OWENS & MINOR – CLEVELAND

Full-time. Our mission is to empower our customers to advance healthcare, and our success starts with our teammates. Responsibilities: Unloads pallets and cases from inbound trailers and/or containers manually and/or using MHE to include manual pallet jack, motorized pallet jack, sit down or standup forklift, and standing reach truck; Moves cases of product from the inbound dock to storage locations in the warehouse using a standing reach truck or stock picker; Selects bulk items from warehouse racking using a stock picker and Voice Pick Technology and/or RF scanner; Uses RF scanner to ensure that totes, pallets, and carts are loaded correctly onto trucks for customer delivery. Requirements: Operates various MHE and follows general sequencing and process procedures; General knowledge of a variety of basic topics (math, reading, basic accounting, typing, etc.); Prior experience working in a warehouse/distribution center a plus.

https://www.linkedin.com/jobs/view/distribution-teammate-equipment-operator-at-owens-minor-3025672093/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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MAINTENANCE TECHNICIAN – CLEVELAND CONVENTION CENTER

Full-time. ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Facilities Technician I. Responsibilities: Supervises the Facilities Maintenance Technician II's; Completes all required documentation generated from the Computerized Maintenance; Management System for each assigned task; Responsible for the operation, inspection, and testing of all the HVAC Systems, Building Automation Systems, Pumping Equipment, Lighting System Equipment, Emergency Generator, Fire Pumps, and Sewage Ejection Equipment. Requirements: High School Diploma or equivalent required; Technical college, course completion, or degree in engineering or maintenance beneficial but not required; 3 -- 5 years' experience within maintenance or facilities maintenance; Maintain a drivers' license or have willingness and ability to obtain for required equipment operation.

https://asmglobal.wd1.myworkdayjobs.com/en-US/careers/job/Cleveland-OH/Maintenance-Technician_R12471-2

HELPER – SIFCO INDUSTRIES – CLEVELAND

Full-time. \$21.41 - \$22.91 Hourly. SIFCO Industries is a premier supplier to the aerospace industry. We have immediate openings for equipment Helpers. These individuals assist the Hammer Operator synchronize the operation of forging. Responsibilities: Maintaining stock of bars or billets in forging furnace. Delivering bars at proper heat to operator, removing scale from dies, returning stock to the furnace or trim press and hot trimming the forging. Qualifications: High School Diploma/ general education degree (GED); Previous forging experience is a plus, but not required; Previous experience as a Hammer Operator strongly desired.

<https://www.linkedin.com/jobs/view/helper-at-sifco-industries-inc-3171934735/>



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PROCESS TECHNICIAN 1 – WATER TREATMENT (ENTRY LEVEL) - AFFINITY CONSULTANTS - CLEVELAND

Full-time. Averaging 40-50 hrs./week. Starting Wage - \$20.00 up to \$23 – bump to Process Technician II. We are looking for: Motivated individuals with little to no experience in industrial operations or water treatment technologies. We will train. We also provide health and safety training and forklift certification. This opportunity places individuals on a career path with marketable skills and experience in an industrial work environment. Essential Duties and Responsibilities: **Etch Line Management:** The etch line process involves tanks of acids, bases, and rinse waters for etching aluminum forged parts. Concentrations within the tanks are maintained within specified ranges. Employees must collect samples and perform basic analytical testing using onsite testing equipment to determine the percent acid/caustic at each of the etch lines for quality purposes. **Environmental Sampling and Technical Support:** Environmental sampling and technical support as required by client including, but not limited to, the collection of water (storm water, wastewater, process water, etc.) samples, completing labels, and sample documentation and reporting. Requirements: Graduated High School or equivalent; Valid Ohio Driver's License; Must be an American Citizen as that is a requirement from the company; Willing to do a background check and drug test; Willing to work with hazardous chemicals (we train); Experience working with metal wastewater would be great however not required.

To apply, contact with resume: Emily Gareis, emilyg@affinityconsultants.com

BUSINESS SERVICE II MECHANIC – EAST CLEVELAND SCHOOL DISTRICT

Full-time. General Description / Specific Performance Indicators: 1. Responsible for the district-wide maintenance in technical or trades field. a. Maintain a safe working environment and observes good housekeeping in the assigned warehouse space. b. Develop and prepare an ongoing program for improving, maintaining, repairing and updating equipment. c. Recommend to the Facility and Operations Manager the needs in the area of supplies, materials, equipment, and repairs. Requirements: 1. Minimum of five (5) years of experience in automotive or heavy-duty mechanics, which may include fleet experience. 2. High school diploma or equivalent. 3. Valid State of Ohio License with CDL Endorsement and Restrictions S: School Bus



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4. Physically able to perform tasks required for the job function (i.e., lifting heavy objects, doing repairs, etc.)

https://www.ziprecruiter.com/c/East-Cleveland-City-Schools/Job/Business-Service-II-Mechanic/-in-Cleveland,OH?jid=de5bfe7c1bcb1202&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DRIVER-MOVER – BELLHOP – CLEVELAND

\$24 an hour. We're seeking Mover/Drivers to join the Bellhop team and help us deliver world-class moving experiences to our customers! Requirements: Be at least 21 years old; Be willing to drive a 26' box truck on a move; Own a smartphone with an active plan; Reliable transportation - moves can be 30 miles + away.

https://www.getbellhops.com/movers-and-drivers/?utm_source=gmblisting&utm_medium=organic

LABORER/FACTORY WORKER – AREATEMPS – CLEVELAND

Full-time. Cement/Masonry/Production Line Worker – 20 needed. A manufacturing and supply company is seeking individuals who will be working the cement production line outdoors, setting-up forms that are 300 feet long. There are openings Monday through Friday from 6 a.m. to 5:30 p.m.; however, you must be flexible on start times and end times, as you could work up to 12 hours a day. Job Duties: Set-up forms, pour, and finish concrete for curing overnight; Once concrete is cured, you will strip the forms from the concrete, utilizing various tools and equipment; Once this process is complete, you will start all over again; Stripping the cured concrete is done early in the morning; late morning or afternoon is when you set-up and pour the next form so it can set for the night. Qualifications: Must be mechanically inclined; Must be able



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to use a hammer and scrapper; Must be able to push, pull, and constantly clean-up to alleviate safety hazards; Must be safety conscious.

https://www.salary.com/job/areatemps-com/laborer-factory-worker/j202206031823378802863?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CONSTRUCTION SUPERVISOR – ARMCORP – CLEVELAND

Full-time. Pay: From \$50,000.00 per year. Armcorp Construction is seeking an experienced Construction Superintendent. The candidate will be responsible for the overall construction of the projects assigned. The successful candidate must possess the knowledge, experience, and confidence to engage and professionally interact with the design professionals and client representatives while successfully working with the project manager, subcontractors, suppliers, estimating teams, and other construction-related personnel in planning, coordinating, and safely executing the work in accordance with the contractual obligations, schedule, and budget.

DUTIES AND RESPONSIBILITIES, including, but not limited to: Actively managing and completing projects; Monitoring job sites to ensure safety compliance and quality control measures are followed; Validating schedule progression; Coordinating on-site inspections; Self-performing work as required.

Interested candidates please send resume to Kirsten Schmitz at: kirsten@armcorpinc.com

MULTIPLE JOB OPENINGS – JR WHEEL – NORTON, OH

Full-time. We offer 3 shifts: 1st 7am – 3pm; 2nd 3pm – 11pm; 3rd 11pm – 7am. \$12.50 per hour 1st shift; \$13.50 per hour 2nd and 3rd shift. **We are second chance friendly.** We have numerous positions available... Machine operators, polish operators, Inspectors these are entry level positions and we offer all on the job training. We also have skilled positions available currently, including... Maintenance Mechanic, Building Maintenance, CMM Layout Tech. **We work with Minute Men Staffing and provide transportation to and from our facility to their offices:** 1829 East 55th Street, Cleveland, OH 44103, 4852 Northfield Rd, North Randall, OH 44128.



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To apply, contact Briana Hogston at 330-825-1565 ext. 126

GENERAL LABOR/STEEL INDUSTRY – AREA TEMPS – CLEVELAND

Full-time. \$14.00 per hour. 5 needed immediately! A large steel company is seeking individuals, who has experience in the Steel Industry, to load and unload, lift up to 50 pounds, sort products, and perform other duties as needed. Work hours are Monday through Friday from 6:30 a.m. to 2:30 p.m.; however, occasional Saturday hours may be needed. Qualified candidates must have prior experience within the Steel Industry, must have the ability to perform physical labor and lift up to 50 pounds, and must be safety-conscious. Only candidates that can pass a background check and drug screen will be considered. Any candidate that has blueprint reading experience is preferred. This company offers advancement within the company.

For an immediate interview, please call 440-788-4151 or submit your resume to mayfield@areatemps.com.

LABORERS – TWO MEN AND A TRUCK – BROOKPARK

Full-time. MOVERS EARN \$16 PER HOUR PLUS TIPS! Train to become a driver and earn \$18.00 + PER HOUR PLUS TIPS! TIPS earned daily! (Top performers average \$250 - \$500 per week!). Work five to six days per week (Off Sundays). REQUIREMENTS: Must be 18 years or older; Ability to lift heavy items (100 lbs. or more).

https://careers.twomenandatruck.com/jobs/oh/brook-park/laborers?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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INDUSTRIAL PAINTERS – RAK INDUSTRIES – CLEVELAND

Full-time. Immediate need! Compensation is commensurate with your experience. RAK Industrial Services is known to offer extremely competitive salaries and bonuses. RAK Industrial Services is a third generation, family-owned business and a full-service industrial maintenance company specializing in industry leading carbon fiber repairs and industrial infrastructure support. Your day may include: Sand blasting anything from steel girders to industry tanks, working within an enclosed or tight environment applying chemicals to seal an industrial leak, utilizing state of the art techniques within the following industries: Steel, Power Generation, Water Treatment, Chemical Process in addition to many others. Qualifications: Experience in industrial equipment painting and process piping. Experience with blasting and all types of blasting media; sand, black beauty, glass bead, etc. Ability to gauge millage application and document with the use of a millage tester.

To Apply: Submit your resume to Joe Cianciolo at Joe@RAKCorp.com in Microsoft Word format. All resumes received are held in confidence. This is an immediate need, and all qualified candidates will be responded to promptly. Questions can also be directed to Joe@RAKCorp.com

WAREHOUSE ORDER SELECTOR – PIERRE'S ICE CREAM – CLEVELAND

Full-time. Pierre's Ice Cream Company has immediate openings for experienced order selectors to work in the freezer warehouse on second shift. Candidates must have the ability to efficiently and accurately pull products to fulfill customer orders using Voxware voice pick software; operate an electric pallet jack; and move and lift up to 50 pounds repetitively. Qualifications: High school diploma or GED required. Good math aptitude. Basic computer skills. Ability to withstand cold temperatures (-20 degrees F).

<https://pierres.com/contact/careers/>



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MULTIPLE OPENINGS - CLIFTON STEEL - MAPLE HEIGHTS

Position	Shift	Compensation
Bevel Machine Operator https://gethired.com/a/ec317573-a0e6-4d3d-a5a9-30691685b597	3pm-11pm	\$15.00/hour
Grinder https://easyapply.co/a/ca972806-ef1e-4101-b92c-bbd79d372c74	3pm-11pm	\$15.00/hour
Burner https://easyapply.co/a/f6a9275c-67da-4d17-ae2f-70b08da77aba	3pm-11pm	\$16.50/hour
Stock Handler https://easyapply.co/a/69a6facc-2d57-4021-996d-b20d4479357c	7am -3pm & 3pm-11pm	\$15.00/hour
Plant Maintenance Technician (Non-Union role) https://gethired.com/a/7d4820d4-1e39-4c87-8ba1-130856d12a66	3pm-11pm	Negotiable
Engineering Technician/CAD Drafter (Non-Union role) https://gethired.com/a/3b3fe30b-2a1d-4bba-96f3-d10f3c75c13c	8am-5pm	Negotiable
Wheelabrator Operator https://gethired.com/a/f08b3067-0d70-	7am-3pm & 3pm-11pm	\$15.55/hour



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45c8-bf97-921f52f31509		

SEAMSTRESS & CUTTERS - CLEVELAND CUT & SEW MANUFACTURING COMPANY - CLEVELAND

We are looking for part-time professional seamstress & Cutters. Must have knowledge of sewing machines. Pattern making. Cutting skills. People person. Part time position 4-5 hours.

More information please call Diane Linston 216-410-8555

TRANSPORTATION/WAREHOUSE/DISTRIBUTION

DRIVER – CONTRACT DELIVERY & INSTALLATION – DIAKON LOGISTICS – CLEVELAND

Full-time. Average earners make approximately \$4,000 weekly with weekly payouts! Diakon Logistics is a leading Home Delivery Service provider expanding and growing our business in the Cleveland area and are looking for enterprising and motivated Independent Contract Carriers for delivery and installation of residential household goods. Contractors must have: Must be 21 years of age or older; Pass background, drug and physical checks; Valid driver's license with clean driving record -- 2 years verifiable commercial driving experience, but No CDL required; Must incorporate and obtain DOT number with interstate authority; Own or lease a late model 26' box truck (we can assist in acquiring); Provide a two-man delivery team.

https://www.helpwanted.com/22d38e819c8942fd86d152727acee3d1-Driver-Contract-Delivery-Installation-job-listings?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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TEAM LEADER-1st SHIFT – TRUE VALUE – CLEVELAND

Full-time. Hourly Rate: \$ 19.50 to \$20.50. Scheduled Days: Monday through Friday. Start Time: 4am. Responsibilities: Meets or exceeds set standards for productivity and quality in the productive function to which he/she is assigned; Assists the supervisor in supervising team members and completes specific duties in the Supervisor's absence; Assists supervisor with conducting associate training and defining job requirements; Assists the Supervisor in coordinating workflow with other members of the RDC /Cary leadership team. Education & Experience: High School Diploma, GED, or equivalent work experience; 1-3 years of experience, preferably in Distribution, Manufacturing, Warehouse, or similar industry; Working knowledge of industry specific applications - EX, ADS; Basic knowledge of MS Office (Word, Excel, and PowerPoint); Basic math and reading skills.

https://truevalue.jobs.net/job/J3V73X6CG45P05DH565?ipath=CRJR16&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

WAREHOUSE HANDLER – CAREERRY – CLEVELAND

Part-time. Salary: \$17 - \$22 / Hourly. Open Shifts: Flexible Schedules for Part timer in Cleveland. What to expect: Warehouse duties include loading, unloading, and sorting of packages of various sizes. Part time employees work one shift a day; Full time employees work two shifts; Shift lengths vary based on package volume generally part time employees work between 3 and 6 hours a day; Full time employees can expect to work between 6 and 10 hours for the Cleveland warehouse. Qualifications: High School diploma or equivalent; Previous warehouse experience is preferred but not required. Forklift certification preferred but not required,

https://careerry.com/usa/jobs/warehouse-package-handler-jobs-in-cleveland-ohio/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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VAN DELIVERY DRIVER – GORDON FOOD SERVICES – STRONGSVILLE

Part-time. Hiring Immediately! As a Van Delivery Driver, you will be responsible for courteous, on-time, and accurate deliveries of products with a variable daily route. Job duties: Delivery: Accurately locates and picks orders in-store for Wholesale customers; Builds and maintains good customer relationships. In Store: Ensure accurate and efficient processing of customer purchases through the point of sale; Ensure security of assets including cash, checks, and merchandise by following policies and procedures; Accurately receive and merchandise products, ensuring proper rotation and product quality, end cap and planogram execution, top stock, freezer, cooler and backroom organization. Requirements: At least 1-year previous delivery driving experience and one year in customer service or related field preferred; Unrestricted Standard Operators License required; Must have a clean driving record (no drug or alcohol offenses in the last 5 years); You must be a minimum of 18 years old (required).

https://jobs.wane.com/jobs/part-time-van-delivery-driver-cleveland-ohio/737117105-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SUPPLY CHAIN ASSOCIATE – US FOODS – CLEVELAND

Full-time. Night Selectors start at \$20.50 per hour with a \$1 increase raise after 90 days! US Foods is one of the largest food distributors with a culture and a history of promotion from within, excellent training programs and continuous improvement focus. Job duties: Safely and accurately select customer orders; Build and wrap pallets to meet weekly standards for productivity and accuracy; Perform pre-shift equipment checks and safely operate an electric pallet; Carefully move products from racks to pallets directed by order selecting software and equipment; Validate that correct product has been selected and is damage free. Requirements: Comfortable working in a multi-temperature environment ranging from -5 degrees to over 100 degrees required; Ability to lift/carry/push/pull 20 to 80+ lbs. of product repetitively; moving 1,000+ cases of product during each shift required; Able to work 8+ hour night shifts, typically Sunday - Thursday. At times weekends and holidays will be required; Recent experience (within past 6 months) in high endurance or highly physical activity or role preferred e.g., lifting/transferring patients, sports/fitness, farming, construction work, etc.



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https://jobs.khon2.com/jobs/supply-chain-associate-cleveland-ohio/736845295-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

WAREHOUSE WORKER – SYSCO – CLEVELAND

Full-time. Earn up to \$86,000 per year including base, overtime, and incentives. IMMEDIATELY HIRING Warehouse Order Selectors. Work in a Sysco warehouse and be a critical member of the foodservice supply chain. Warehouse Selectors pick orders for delivery to foodservice venues in the local community. Active, physical role that includes operating an electric pallet jack, and/or forklift; Organizing and palletizing product to build customer orders. Requirements: No college degree required; 6 months to 1 year experience required; Night Shift experience required; Food Specific experience required.

https://www.ziprecruiter.com/c/Sysco/Job/Warehouse-Worker/-in-Cleveland,OH?jid=2e1b174c18aaa128&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DELIVERY DRIVERS – LOGISTICAL RESOURCE GROUP – CLEVELAND

Part-time. Pay rates are 17.25/hr. for an Amazon driver, \$18/hr. for a FedEx personal vehicle driver, \$18.50/hr. for FedEx Ground Van driver. Logistical Resource Group - We employ delivery drivers for FedEx Ground and Amazon Routes. Our FedEx drivers work out of the Richfield and Twinsburg Terminals, our Amazon Drivers work out of the Brooklyn, OH terminal, we however operate under a different name for Amazon. For Amazon we are coastal logistics. Job duties include driving either a large van (both FedEx and Amazon) or a Personal Vehicle (FedEx), and making deliveries. Hours vary per position but everyone is hired part time. Requirements: You need to be 21 or older (this is because there are occasional alcohol deliveries), both companies require background checks, MVRs run for driving records, and a passed drug screen.

<https://logisticalrg.com/careers/>



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AUTO PARTS DELIVERY DRIVER – AUTOZONE – CLEVELAND

Full-time. Our commercial delivery driver position is responsible for the delivery of parts to our commercial customers. You don't have to use your own vehicle; you can work full or part time and no Commercial Driver's License is required. Responsibilities: Provides WOW! Customer Service: Drives delivery vehicles to transport parts to commercial customers, including the loading and unloading of parts: Picks up returns, cores and parts from nearby stores or outside vendors. Requirements: Must be at least 18 years old and have a valid driver's license and able to meet AutoZone's driver requirements: Ability to lift loads and deliver merchandise: Ability to work a flexible schedule including holidays weekends and evenings.

https://www.monster.com/job-openings/auto-parts-delivery-driver-full-time-cleveland-oh--6be46653-eb1b-4148-8bcb-340307793d2a?mstr_dist=true&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

WAREHOUSE ASSOCIATE – FRITO-LAY – CLEVELAND

Full-time, Part-time, Seasonal. Frito-Lay is seeking Warehouse Associates to help prepare delicious snacks for distribution across the country. Full-time, part-time and seasonal positions are available covering 24 / 7 shifts whether you have experience or not. Job duties: Load and unload pallets and individual cases to and from trailers; Pick appropriate cases according to order; Load trailers via carts or stack cases on the floor of a truck trailer; Receive and distribute product and assist in weekly product inventory.

https://www.talent.com/view?id=cda80a633643&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CAR SERVICE DRIVER – RED SPARROW TRANSPORTATION – CLEVELAND

Full-time. Well established company seeking drivers to drive clients to their various destinations by pre-set appointment, people skills required. Opening doors for clients and loading luggage is a must. Must be able to operate GPS or map app. We provide the vehicle, but you should have a clean background check/driving record and driver's license. Our vehicles are mostly SUV, like



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Suburban or Escalade. The majority of trips are from the airport to downtown Cleveland. Must be available evenings and weekends.

https://jobs.cleveland.com/company/red-sparrow-transportation-282641/job/car-service-driver-in-cleveland-oh-378vx7qmq54po8krqvpkcxo58p7ncn/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

LOGISTICS COORDINATOR – CURTIS-WRIGHT CORPORATION – MIDDLEBURGH HEIGHTS

Full-time. First shift. Location: Middleburg Heights, OH. The Logistics Coordinator will be responsible for handling incoming and outgoing shipments, along with coordinating all domestic and international shipping. Responsibilities: Works to help the flow of shipments both inbound and outbound in the manner that is most cost effective; Routes outbound delivered loads and inbound back-hauls. Utilizes logistics software; Manages load utilization. Coordinates common carrier activities; Maintains customer delivery time windows. Manages communications associated with logistics distribution of material. Maintains customer database network system. Requirements: High School Diploma or equivalent required; 1-3 years of logistics experience in a manufacturing environment; Must have experience with LTL and international shipments.

https://www.linkedin.com/jobs/view/logistics-coordinator-at-curtiss-wright-corporation-3111367753/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PARTS DELIVERY DRIVER – CLEVELAND MACK SALES AND SERVICE

Full-time. Pay: \$13.00 - \$15.00 per hour. We are seeking a Parts Delivery Driver to join our team! Employees needed to do parts deliveries. Knowledge of the Cleveland area a huge plus! Responsibilities: Work in parts warehouse for stocking, sorting, and general labor needs; Deliver products to customer locations in a timely manner; Load and unload vehicle; Collect on unpaid orders and shipments. Qualifications: Experience in delivery driving, customer service, or other related fields; Clean driving record; Pass drug screening test; Will need to obtain USDOT medical card (company will pay for physical/exam).



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https://www.salary.com/job/cleveland-mack-sales-and-service/parts-delivery-driver/aeb987b9-7cb4-43b0-882e-a6e77c996fab?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

HIGHWAY TECHNICIAN I – OHIO DEPARTMENT OF TRANSPORTATION – DISTRICT 12

Full-time. Winter Seasonal. Compensation: \$19.15/hour. The Ohio Department of Transportation - District 12 is currently accepting applications for our Winter Seasonal Highway Technicians in Cuyahoga County. The locations are Euclid, Cleveland (off of Pershing Ave.), Riveredge (by the airport), and Warrensville Hts. You MUST have a valid CDL Class "A" or Class "B" to be considered. What You Will Do: Operate basic equipment related to snow and ice removal, and roadway maintenance; Perform emergency response, clean-up, and traffic control; Serve the public and work to make the roads in Ohio safer. Qualifications: Formal education in arithmetic that includes addition & subtraction & decimals, percentages & fractions; ability to read, write & speak common English vocabulary; 3 months training or 3 months exp. in operation of basic equipment; Note: Applicant must have valid Commercial Driver's License at the appropriate level pursuant to approved position description on file to operate motorized equipment of size & type regulated by section 4506 of Ohio Revised Code.

https://dasstateoh.taleo.net/careersection/oh_ext/jobdetail.ftl?job=2200078Q&tz=GMT-04%3A00&tzname=America%2FNew_York

FROZEN WAREHOUSE SELECTOR – GIANT EAGLE – CLEVELAND

Full-time. Rate of Pay: \$16.50 per hour. Freezer Premium \$3.50/hour plus Shift Differential Premium of .75/hour. Weekend premium \$1.00/hour. \$1000 New Hire Bonus! Ask Human Resource Representative for details. Warehouse Selectors are responsible for the safe, accurate and efficient selection of damage-free products. You will help fill our stores' orders, meet delivery schedules, and promote customer satisfaction. Job Responsibilities: Must have the ability to count; Accurately select product by matching slot numbers and product descriptions using a voice-activated warehouse management system; Lift and carry cases of up to 100 lbs. from pick slots and place them onto pallets; cases must be lifted from floor level, shoulder level



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and overhead; Meet and maintain established productivity standards. Education Required: No High School diploma required.

https://jobs.gianteagle.com/us/en/job/275463/Frozen-Warehouse-Selector?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SCHOOL VAN DRIVER – COMMUNITY BUS SERVICES – CLEVELAND

Part-time. From \$18 an hour. Community Bus Services is now hiring School Van Drivers at our Cleveland location with the possibility for advancement. Job Duties: Transport passengers in a safe and timely manner; Must possess knowledge of driving safety and courtesy; Maintain order amongst students during transport. Requirements: At least 21 years of age; Minimum 2 years U.S. driving experience; Valid Ohio Driver's License.

<https://www.indeed.com/jobs?q=community+bus+services&l=Cleveland%2C+OH&vjk=b8447f5313f8aadd>

WAREHOUSE WORKER – TOWNTASKS – CLEVELAND

Full-time. Pay: \$18 to \$22 / Hour. Urgently Needed! We are looking to hire individuals as a Warehouse Associate in Cleveland, who are eager to develop and apply their skills in ways that make a positive impact to communities. Responsibilities: Picking and Packing orders from Cleveland warehouse; Pick orders that come through the app, pack the order and hand off to our drivers; Inventory and Spoilage Management. Stock receivables and manage inventory, including shelf life; Warehouse Organization. Clean and organize the warehouse. Qualifications: You're self-motivated, positive, and a team player able to work in multiple shift; You're able to be on your feet and handle Cleveland warehouse duties including lifting up to 40 pounds (with or without accommodations); You have a high school diploma or GED equivalent.

https://towntasks.com/job/warehouse-associate-jobs-in-cleveland-ohio-44130/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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DRIVER, PICKUP, AND DELIVERY – UNITED RENTALS – CLEVELAND

Full-time. Reliable Onsite Services, a division of United Rentals, the largest equipment rental company in the world, is offering an excellent opportunity for a portable sanitation Pick-Up & Delivery Driver. We are searching for qualified and ambitious individuals to pick-up and deliver portable restrooms and other sanitation equipment in a safe, timely, and courteous manner. Responsibilities include: Safely completing daily pick-up and delivery routes in sequence as determined by Dispatch personnel; Pick-up and deliver portable restrooms, holding tanks, fresh water systems, hand wash stations, and restroom-shower trailers as needed. Requirements: Superior customer service, willing and able to provide this to each customer; Diligent attention to safety; A valid driver's license and safe driving record; High School Diploma or equivalency; One (1) year of truck driving experience preferred (CDL license is preferred, but not required), DOT medical card must be obtained prior to commencing employment.

https://jobs.unitedrentals.com/search/jobdetails/driver-pickup--delivery/188aab27-f823-4be2-ac82-93afa6f5a142?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PART-TIME DRIVER – ASSIST SERVICES – CLEVELAND/AKRON

Work part-time, 5-20 hours per week during the school year. Earn above-average wages in pay per route, plus potential additional amounts for how long and far you drive. At Assist Services, we eliminate transportation as a barrier to children's success. Our drivers transport many school-age students who are experiencing homelessness, living in foster care, living with mental or emotional special needs, or other circumstances that make traditional yellow school buses a poor transportation option. We are looking for responsible, purpose-driven drivers who believe all children have the right to safe and reliable access to their education. Your Role as a Driver: Drive K-12 students safely and reliably to and from school; Create a positive, kind, and welcoming environment for children; Communicate consistently with parents, caregivers, and school staff; Be available from 6:00-9:30am and 1:00-4:30pm on weekdays. Requirements: You are at least 18 years old with a valid driver's license and safe driving record; You have at least 1 year of meaningful caregiving experience; You have an insured four-door vehicle in good condition and a smartphone.



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https://web.fountain.com/assist-services/apply/cleveland-ohio-part-time-driver-for-school-age-children?utm_source=qr_code_a&utm_medium=fountain

DELIVERY DRIVER I – SHERWIN WILLIAMS – MAYFIELD VILLAGE

Part-time. The individual selected for this role will be expected to work at Store #4372, located at: 761 Beta Drive-L, Mayfield Village, 44143. Responsibilities: Ensure deliveries are prepared to meet customer requirements in the most efficient manner; Load customer orders properly on the truck; Following designated routes and time schedules from a mobile device; Deliver products to customers from Sherwin-Williams paint store. Qualifications: Be 21 years of age or older; Be legally authorized to work in country of employment without requiring sponsorship for employment visa status, now or in the future; Have a valid and unrestricted driver's license, and an acceptable driving record from the State Bureau of Motor Vehicles; Be able to retrieve material from shelves and floor stacks and lift and carry up to 50 lbs. on a frequent basis, with or without reasonable accommodation; Be able to operate a computer and communicate via the telephone, with or without reasonable accommodation.

<https://jobsearch.sherwin.com/en/job-description?jobNumber=22000KLB>

GENERAL WAREHOUSE – BROADBEAN – EUCLID

Full-time. Euclid Chemical is an integrated provider of specialty construction products including concrete treatments, restoration materials, sealants, coatings, sealers, and decorative products. Responsibilities: Read orders to determine what products are to be pulled and put on pallets. Receive incoming materials, verifying amount received against packing slip, manifests, invoices or orders and noting any shortages; Prepare product/materials for shipment- supporting the continuous retrieving of material and staging at designated locations along the production line. Qualifications and Previous Experience: High School Diploma, General Education Degree (GED) or equivalent combination of education and experience; At least 1-year previous experience/certification for sit down forklift, stand up forklift, and electric pallet jack- and ability



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to demonstrate proficiency on equipment; IT Proficiency with Microsoft Office packages- ability to maintain inventory records electronically.

https://www.ziprecruiter.com/c/Broadbean/Job/General-Warehouse-Reach-High-Lift-Operator/-in-Cleveland,OH?jid=e14380a12167487c&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PACKAGE DELIVERY DRIVER – BLACKLINE LOGISTICS – CLEVELAND

Full-time. Pay range: \$17.25-\$19.00/hr. Physical location: Amazon delivery center Blackline Logistics, 1 American RD, Cleveland OH. Brief description of duties: Package delivery drivers are required to drive a company owned cargo van and deliver packages to residences and a small number of businesses; Drivers are required to make approx. 130-150 stops daily (usually in very close proximity); Must be able to lift up to 50 pounds; Must be able to operate a smartphone without assistance. Required: pass background check, drug screening (no THC screening) and motor vehicle report must be in good standing; Can't have 4 points or more on license.

<https://www.indeed.com/m/viewjob?jk=57cec50dcffc4d2>

PRODUCTION & PACKING ASSOCIATE – ORLANDO BAKING COMPANY – CLEVELAND

Full-time. ***\$1,000 Sign on Bonus***. Sunday-Friday varied schedule. 5-6 days per week. Must be able to work any shift. Saturday's scheduled as needed along with additional overtime. Job Summary: While in Production activities include but not limited to straightening of dough on pans or boards, feeding bread or bun pans on conveyors, feeding, retrieving or stacking empty pans to put back into system(s). While in Packaging activities include but not limited to feeding baked products into conveyor slots for slicing prior to bagging, placing finished packaged product in bread trays or corrugated box depending on packaging line. Bread racking and or palletizing. Possible re-wrapping of product and or labeling product. Preferred Education and/or Experience: High School diploma or equivalent; 2-5 years' experience preferred in production and or packaging facility.



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<https://www.orlandobaking.com/default.php?pinx=31>

ACE SUPPLY CHAIN ANALYST – AMERIGAS PROPANE, INC. - CLEVELAND

Full-time. The ACE Supply Chain Analyst will support AmeriGas in delivering a flawless customer experience to all ACE customers in the most efficient manner possible.

Responsibilities: Ongoing evaluation of ACE customer delivery schedules, storage capacities and changing circumstances to determine optimal schedules and inventory requirements; Evaluate all new ACE customer locations to determine the most effective and efficient delivery schedules and storage capacity; Deploy supply chain solutions to improve or rectify service failures for ACE customers. Help build a distribution partnership with key ACE customers; Identify, measure, and report on seasonal needs and schedules. Ensure customer needs are met. Qualifications: Bachelor's degree in Operations Management, Supply Chain, Mathematics, Statistics, Finance, or a related field; 5 years of experience with a minimum of 3-5 years of experience that is related to the duties and responsibilities specified; Ability to analyze complex problems, interpret customer needs and operational constraints, and develop creative solutions

https://www.salary.com/job/amerigas-propane-inc/ace-supply-chain-analyst/j202207252121128915748?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DISTRIBUTION/LOGISTICS/TOW MOTOR OPERATOR – LINCOLN ELECTRIC

Full-time PURPOSE: Responsible for duties specific to Material handling and distribution of material. Responsibilities: Maintains stock of material in a safe, orderly, and accessible manner; Utilizes handheld RF Scan guns or Computer to perform required transactions in SAP; Follows proper stock replenishment methods; Maintains proper stock rotation and housekeeping requirements. REQUIREMENTS: High School Diploma or equivalent preferred, but previous background in material handling or equivalent experience is acceptable. Excellent safety and attendance record.



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https://lensa.com/distributionlogistics-tow-motor-operator-jobs/cleveland/jd/5845d035928cd5595002e9479cc7c188?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DISTRIBUTION EQUIPMENT OPERATOR – OWENS & MINOR, INC. - CLEVELAND

Full-time. At Owens & Minor, we are a critical part of the healthcare process. As a Fortune 500 company with 50+ facilities across the US and 18,000 teammates in over 90 countries, we provide integrated technologies, products and services across the full continuum of care.

RESPONSIBILITIES: Unloads pallets and cases from inbound trailers and/or containers manually and/or using MHE to include manual pallet jack, motorized pallet jack, sit down or standup forklift, and standing reach truck; Moves cases of product from the inbound dock to storage locations in the warehouse using a standing reach truck or stock picker; Selects bulk items from warehouse racking using a stock picker and Voice Pick Technology and/or RF scanner; Prepares sortation area by setting up pallets and carts for product. **EDUCATION & EXPERIENCE:** General knowledge of a variety of basic topics (math, reading, basic accounting, typing, etc.); Prior experience working in a warehouse/distribution center a plus; Warehouse/Operations certification a plus.

https://www.ziprecruiter.com/c/Owens-&-Minor/Job/Distribution-Equipment-Operator/-in-Cleveland,OH?jid=0e9c7e7dff6ebbf&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

COMMERCIAL BAKERY DOUGH CHOPPER/DIVIDER - STONE OVEN WHOLESAL BAKERY – CLEVELAND

Full-time. Pay: \$17.00 - \$18.00 per hour. 3rd shift. Want to be a part of the top wholesale Artisan Bread Bakery in NEO? We are now hiring a third shift mixer/baker. This is an active position that requires the ability to lift 50-pound bags of flour. It is a fast-paced, team-oriented environment. You'll work hard and at the end of the shift you'll see/smell the results: delicious, beautiful bread!

If you're interested, send an email with your work history and personal statement to James at: james@stoneovenwholesalebakery.com



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PRODUCTION/PACKAGING SUPERVISOR – ORLANDO BAKING CO. - CLEVELAND

Full-time. \$65,000 per year. Hands on supervision of the packaging and / or production activities including the operation of standard or specialized designed equipment to package bread and rolls products. This is a first line packaging supervisory position and generally supervises a crew of 15 to 20 workers on a shift. Responsibilities include training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. Qualifications: High school diploma or GED required; College degree preferred; Minimum 2 years related work experience; Basic computer skills and working knowledge of MS Office Suite – Excel, Word, Outlook; Basic math skills; Ability to carry out instructions furnished in written, oral, or diagram form.

https://www.indeed.com/jobs?q=High%20Hot&l=Cleveland,%20OH&from=mobRdr&utm_source=%2Fm%2F&utm_medium=redir&utm_campaign=dt&vjk=93cd439fa65c75ca&advn=1684460376329821

BUS OPERATOR – GCRTA – CLEVELAND

The Greater Cleveland Regional Transit Authority (GCRTA) is currently seeking candidates for Part-Time and Full-Time Bus Operators. Training Wage: \$16.00. Wage Rate after training: \$18.00+ hourly, plus wage rate increases up to \$30.00+ after five years of full-time equivalent services. DUTIES: Functions as a Customer Service Ambassador for RTA by providing safe, efficient, and quality transportation service to customers. Transports customers by operating any type of revenue vehicle during regularly scheduled routes and special service routes while observing route time schedules, safety rules and regulations, and State and municipal traffic laws. Provides exceptional customer service by responding to customer inquiries and assisting customers with various routing information. MINIMUM REQUIREMENTS: Applicants must have a high school diploma or G.E.D. equivalent. Applicants must be at least 19 years of age, have a minimum of three (3) years driving experience and at least two (2) years of customer service experience.



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https://www.glassdoor.com/job-listing/bus-operator-greater-cleveland-regional-transit-authority-JV_IC1145778_KO0,12_KE13,57.htm?jl=1007336103851&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

WAREHOUSE AND IN-STORE SHOPPERS – AMAZON – CLEVELAND

Full and Part-time positions available. Compensation: \$15 to \$20 Hourly. Amazon has Immediate openings available now. Amazon is hiring for the following types of roles in your area: Delivery Stations – Amazon’s delivery stations are the final stop before an order head out for delivery to the customer’s door. In this active job you sort packages into delivery routes. DELIVERY STATIONS (Heavy Bulky) – This is the final stop for larger items, like large screen TVs, furniture, and refrigerators, before they head out for delivery to the customers’ doors. PRIME NOW WAREHOUSES – Prime Now is Amazon’s super-fast (2 hours or less) delivery service. AMAZON FRESH WAREHOUSES (2 Hour or Less Delivery) - Amazon Fresh is our grocery delivery service. Become a part of Amazon’s super-fast (2 hours or less) delivery service. We offer fresh, frozen, and packaged groceries, so you’ll work in varying climates from room temperature to freezer environments. PRIME PANTRY WAREHOUSES - Prime Pantry brings items like cereal, snacks, baby products, and household supplies right to customers’ doors. REQUIREMENTS: High school, GED, or equivalent diploma. Candidates must be 18 years or older. Must be able to read and speak English for safety purposes.

https://www.careerseekeronline.com/jobs/55170428-amazon-warehouse-and-in-store-shoppers-at-amazon?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic
