



*Since 1966 the Employment & Training Association (EATA) has been committed to providing employment and training services in a way that preserves personal dignity, considers individual needs and differences, and supports individuals and their families.*

*We hope these job leads help you with your employment goals! Good Luck!*

*EATA staff*

## JOB LEADS 10/02/2024

[www.madison.craigslist.org](http://www.madison.craigslist.org)

### Cook Wanted (Portage, WI)

**compensation:** \$12-\$16/hr\ **employment type:** part-time\ **job title:** Cook

1873 Grille, located downtown Portage Wisconsin, is looking for a hard working dedicated cook to join our fun successful team! Great earning potential!

We are looking for someone that knows how to move fast, brings a positive and uplifting attitude to work every day, and is reliable! If this sounds like you, please stop in and fill out an application.

Your ability to show up on time, work hard, and move fast is a MUST!

Available evenings and weekend required.

**Please inquire within at 301 DeWitt Street**

### Skilled General Labor (Great Madison)

**compensation:** Start pay will vary upon experience. Candidate will be evaluated prior deciding - \$18-\$30 hourly\

**employment type:** full-time\ **job title:** Skilled General Labor

Construction business looking for skilled General Labor.

Candidate must be able to perform basic duties in a commercial and residential remodeling setting.

We are seeking for serious candidates that are eager to work and are able to do framing work, flat work concrete and operate light machinery equipment such as skid steer and mini excavator.

Other Duties include, but are not limited to:

- Use hand and power tools such as saws, drills, grinders, etc.
- Follow all safety rules and regulations in the work area.
- Must be able to work in a fast-paced environment
- Must be able to follow instructions of supervisors

1 year of construction experience REQUIRED

Salary start at: \$18-\$30 hourly - depending on candidates experience. Candidate will be evaluated and asked to show skills as well as references.

**Please call Debby at (608) 577-6649**

IMPT: serious inquire of experienced laborers only.

Do Not apply to this job if you do not have experience.



**Package Handler (Warehouse like) (Madison, WI)**

FedEx

**compensation:** Up to \$19.75/hour\ **employment type:** full-time\ **job title:** Package Handler (Warehouse like)

**Package Handler (Warehouse like) Up to \$19.75/hour Immediate Openings!**

**Apply Online Today!** [https://careers.fedex.com/career-areas/package-handler/jobs?keyword=P537&utm\\_domicile=P537&utm\\_persona=packagehandlers&utm\\_trackedsource=srm\\_craigslist\\_jb&utm\\_subco=FECS](https://careers.fedex.com/career-areas/package-handler/jobs?keyword=P537&utm_domicile=P537&utm_persona=packagehandlers&utm_trackedsource=srm_craigslist_jb&utm_subco=FECS)

Come for a job and stay for a career! Federal Express Corporation (FEC) is part of the rapidly growing warehouse and transportation sector that helps keep America, and our economy, moving. Be part of a winning team and workplace community that cares about who you are as an individual, and your safety in the workplace.

**Perks and Benefits at Federal Express Corporation (FEC):**

- Competitive wages beginning at \$17.75 per hour paid weekly for both full and part time opportunities
- \$5,250 tuition reimbursement every year with no lifetime cap! All employees are eligible for this awesome benefit on their first day of employment!
- Generous paid time off program work your way up to 5 weeks of PTO a year!
- Medical, dental and vision benefits after a short waiting period.
- Flexible scheduling that helps balance your work and personal life.
- Valuable employee discounts on things like cell phone plans, electronics, cars and restaurants.
- Free Purple Pathways career development program for all Federal Express Corporation (FEC) employees.
- Paid parental leave for both moms and dads!
- Employee networks, and diversity, equity and inclusion programs available for all employees.

**What you can expect at Federal Express Corporation (FEC):**

- Fast paced and physical warehouse work why pay for a gym membership when you can get paid while working out?
- Warehouse duties include loading, unloading, and sorting of packages of various sizes.
- Part time Federal Express Corporation (FEC) employees work one shift a day; full time Federal Express Corporation (FEC) 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.

**Pay Transparency** This compensation range is provided as a reasonable estimate of the current starting salary range for this role across all potential locations. If this opportunity includes multiple job levels, the salary information represents the job level minimum and the job level maximum. Actual starting pay would be determined by experience relative to the job, market level, pay at the location for this job and other job-related factors permitted by law. An employee may be eligible for additional pay, premiums, or bonus potential. The Company offers eligible employees health, vision and dental insurance, retirement, and tuition reimbursement.

**Pay Range:** Up to \$19.75/hour!

**EEO Statement** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran. Reasonable accommodations are available for qualified individuals with disabilities throughout the application process. Applicants who require reasonable accommodations in the application or hiring process should contact [recruitmentsupport@fedex.com](mailto:recruitmentsupport@fedex.com).

Applicants have rights under Federal Employment Laws:

- Equal Employment Opportunity is the Law
- EEO is the Law Supplement
- Pay Transparency Policy
- Family and Medical Leave Act (FMLA)
- Employee Polygraph Protection Act

E-Verify Program Participant: Federal Express Corporation participates in the Department of Homeland Security U.S. Citizenship and Immigration Services' E-Verify program (For U.S. applicants and employees only). Please use the links below to learn more about the E-Verify program: E-Verify Notice (bilingual) Right to Work Notice (English) / (Spanish)

**Federal Express Corporation** 7322 Manufactures Road Madison, WI 53704

**Apply Online Today!** [https://careers.fedex.com/career-areas/package-](https://careers.fedex.com/career-areas/package-handler/jobs?keyword=P537&utm_domicile=P537&utm_persona=packagehandlers&utm_trackedsource=srm_craigslist_jb&utm_subco=FECS)

[handler/jobs?keyword=P537&utm\\_domicile=P537&utm\\_persona=packagehandlers&utm\\_trackedsource=srm\\_craigslist\\_jb&utm\\_subco=FECS](https://careers.fedex.com/career-areas/package-handler/jobs?keyword=P537&utm_domicile=P537&utm_persona=packagehandlers&utm_trackedsource=srm_craigslist_jb&utm_subco=FECS)



**DRIVER / LABOR (WINDSOR)**

A-1 SEWER SERVICE INC

**compensation:** SALARIED, HEALTH, VACATION PAY, 401 K\ **employment type:** full-time\ **job title:** DRIVER

DRIVER / LABOR SERVICE GREASE TRAPS, HOLDING TANK, SEPTICS, CARWASHES

Please call 608-249-5845 Lisa.

**Interviews Today \$ 17-20 to start! (Madison Area)**

**compensation:** \$ 17-20\ **employment type:** full-time\ **job title:** Assembly/Production

We're adding to our team on 2nd and 3rd shift. Positions include; assembly, general warehouse and shipping.

\$17.00-20.00/hr to start. Excellent benefits and incentives offered after probationary period. Wage increases offered based on skill/shift \$ 20-23 after completion of probationary timeframe. \*\*\*Weekly attendance incentives\*\*\*

**Apply at:**

672 West Washington Ave

Madison, WI 53703

**Maintenance Technician Needed**

the Carryl Company

**compensation:** Pay: Minimum \$25.00 per hour, Travel Reimbursements, Materials Reimbursements, Insurance Reimbursements.\ **employment type:** employee's choice\ **job title:** Maintenance Technician

We're Hiring!

The Carryl Company, based in Monona, Wisconsin, is looking for a dedicated individual to join our team. We specialize in condominium property management, ensuring quality and comfort for our communities.

**Community Locations:**

Sun Prairie

Oregon

Middleton (Old Sauk)

Fitchburg

**Position Overview:** We are seeking someone to assist our property managers with general property maintenance and upkeep, ensuring our communities are safe and well-maintained.

**Key Responsibilities:**

Perform general repairs, maintenance, landscaping, and snow shoveling.

Troubleshoot issues with pool equipment, plumbing, electrical systems, and appliances.

Assess structural elements, such as decks, for code compliance.

Deliver excellent customer service and handle tasks independently.

**Requirements:**

General maintenance skills with the ability to multitask.

Proficiency in using a smartphone for communication.

Valid driver's license and reliable transportation.

Willingness to assist occasionally after hours.

**Job Details:**

Job Type: Full-time

Pay: MINIMUM \$25.00 Hourly

Travel reimbursements available

Please email resume to [ecf74706724135efb09cca6811f4ff84@job.craigslis.org](mailto:ecf74706724135efb09cca6811f4ff84@job.craigslis.org)



## Horse Farm looking for stall cleaner (Oregon)

**compensation:** \$14\ **employment type:** employee's choice\ **job title:** Stall cleaner

Professional dressage training facility seeking a reliable stall cleaner starting immediately for Mondays, Tuesdays, and Wednesdays! Hours are flexible.

Work when it is convenient for you!

Just show up! Easy to do stalls before noon

1-4 hours per day! Clean stalls, rake aisles, move hay.

Starting Pay: \$14 per hour

**Please call 608-445-8531 Megan.**

## Bath Conversion Installer Wanted! (Madison and the surrounding area)

1800 HANSONS

**compensation:** \$3,000 - \$5,000 a week - Direct Deposit\ **employment type:** contract\ **job title:** Install Partner

We are looking for high quality Bath Conversion Install Crews for our Madison division, and the surrounding areas. Crews need an LLC, General Liability, and Workers Compensation. We are looking for installers with experience and formal training from industry leading bath/shower conversion kit manufacturers.

You will need proper transportation to pick up conversion kits from our warehouse and bring them to the customer's home. The ability to complete an install in 1-2 days is the expectation. The business is growing rapidly, and we want to be your partner of choice, and help you grow your business too.

Our goal is to create a lasting partnership, by developing a great working relationship. Come join the team and let's build something great.

- Twice A Week Direct Deposit Pay
- Dedicated Project Coordinators for every install
- Little to no paperwork using our Installer Portal
- Year end MVP appreciation event

Connect with us for more info or pay information: <https://hansons.com/installers/>

## Part Time Drivers Wanted! Company Vehicle Provided- \$220/Day (Stoughton)

**compensation:** Starting at \$220/Day\ **employment type:** employee's choice\ **job title:** Driver

Exclusively Roses is a family owned company that supplies fresh flowers to over 1,000 retailers in the one of the nation's leading flower markets.

On a regular basis dozens of routes travel to locations throughout Wisconsin and Illinois.

We are currently looking for energetic drivers to fill our weekly positions.

Up to three routes available per week.

### **Responsibilities:**

Stocking product in store displays

Tracking inventory

Frequent interaction with store management

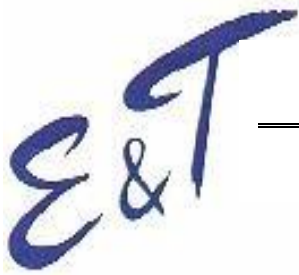
### **Benefits:**

401k + Safe Harbor Matching

Health Insurance

**For any questions** please contact us at **(608) 877-8879.**

ERI Floral (Exclusively Roses Inc.) is an equal opportunity employer.



## Vending operator and driver wanted (Madison, WI)

Crossroads Vending

**compensation:** \$15.00/ hr.\ **employment type:** part-time\ **job title:** General labor vending route

Help Wanted: Part time. Duties will include but not limited to: filling vending machines, cleaning machines, receiving deliveries, rotating stock and cleaning storeroom. Starting pay is \$15.00 per hour for 20 to 30 hours per week.

Must have valid drivers license.

**Please email resume to [bc024a924d1335b19d7e8a13ec1e7578@job.craigslist.org](mailto:bc024a924d1335b19d7e8a13ec1e7578@job.craigslist.org)**

## Hiring Drivers

**employment type:** full-time

**Semi retired? Retired? Looking for some additional income? Part-Time work? You are a perfect fit for us and our flexible schedules!**

**STRAIGHT SHOT EXPRESS** – Local & Longhaul Driving Positions Available NOW!

Our Drivers enjoy some of the best benefits in the industry! We are currently seeking Cargo Van, Sprinter, Straight Truck and Semi drivers in Neenah,WI, Madison, WI and Rockford/Belvidere, IL. **Full-Time & Part-Time openings.**

Our Straight Truck Drivers enjoy some of the best benefits in the industry!

- **\$1,500 HIRING Bonus!** (Class A & B only)

- Home Daily Positions available

- Flexible Schedules -1st and 2nd shift positions available

- Great Benefit package - Including Health, Dental, Vision and 401K match

- PTO

- Performance & Safety bonus

- Technology Systems designed to benefit you and easy to use!

- All License types welcome - Class A, B, C and regular

Semi retired? Retired? Looking for some additional income? Part-Time work? You are a perfect fit for us and our flexible schedules!

**Call Today - 414-391-5498 or apply at <https://intelliapp.driverapponline.com/c/straightshotexpress>**

**[[intelliapp.driverapponline.com](https://intelliapp.driverapponline.com)]**

Good Driving Record for 2+ years Professional Attitude

Straight Shot Express, LLC

## Low Voltage Wiring Specialist (Madison)

Cross Country Cable Corp

**compensation:** base on experience\ **employment type:** full-time\ **job title:** Installer

Cross Country Cable is seeking internal low voltage technicians to join our family team!! Tasks to include pulling fiber, coax cable and data cables. Enjoy working in a fast pace environment with a Monday - Friday work schedule!! Experience preferred.

Company Vehicle

Paid Vacations

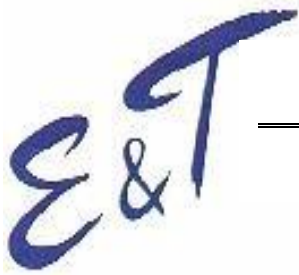
Health/Dental

401k with company match

Driver's license required

Background/Drug Testing

**Contact Rick@ 608-444-3028**



**Maintenance Technician (Madison, WI)**

CENTURY 21 Affiliated

**compensation:** \$22-28/hr; weekly incentive pay; 1.5x hourly rate for any after hour work\ **employment type:** full-time\ **job title:** Maintenance Technician

CENTURY 21 Affiliated's Property Management division (Waypoint Property Management Services) is trying to 'nail down' a Maintenance Technician. Our Maintenance Technicians play a pivotal role in ensuring the upkeep and functionality of multiple properties, primarily in the Madison, WI area. If you're skilled in maintenance tasks, possess a customer-centric mindset, and thrive in a dynamic environment, you should apply today.

Benefits: CENTURY 21 Affiliated offers a competitive benefits package, including: health, dental, vision, voluntary life, voluntary accident, voluntary critical illness, flexible spending accounts - Health and Dependent Care, employer-paid short term disability, Paid Time Off, paid holidays, 401(k) with a company match, and more!

**Responsibilities:**

- Perform routine and scheduled maintenance across multiple properties
- Perform repairs, installations, and replacements of appliances, fixtures, and damaged systems
- Diagnose and/or repair limited problems with heating, electricity, gas, and water systems
- Be on-call to respond to emergency issues after hours
- Maintain general property upkeep including landscaping, painting, and basic carpentry
- Inspect and maintain alarm systems
- Address plumbing issues such as unclogging drains and repairing toilets, sinks, bathtubs, and showers
- Perform basic electrical repairs such as switches, lightbulb replacement, plugs, and wiring
- Assist tenants by unlocking apartments in cases of lost or forgotten keys
- Other duties and special projects as assigned

**Requirements:**

- High School diploma or GED certificate preferred
- Vocational or trade school certification preferred
- 1-2 years of experience in maintenance or similar construction/carpentry role preferred but not required
- Customer-first attitude with a commitment to providing stellar customer service
- Ability to work well in a team environment while also being a dynamic self-starter
- Manual dexterity and strong problem-solving skills -Working knowledge of tools, common appliances, and devices
- Ability to perform under pressure, multitask, and prioritize workload
- Reliable transportation and valid driver's license required

**Physical Requirements:**

Medium physical demands, including the ability to lift and carry objects weighing up to 50 pounds

Schedule: Monday - Friday, 8:00am - 4:00pm. This position participates in an on-call rotation and will receive a weekly incentive.

**Please call 608-221-2121 ext.2664 Stephanie.**

**Deck Builders- Subs (Madison)**

**compensation:** To be discussed at meeting\ **employment type:** full-time\ **job title:** Deck Builders

- Are you an experienced deck builder?
- Do you have a passion for building amazing deck projects?
- Do you have an eye for details?
- Do you enjoy working with high-end quality products?
- Do you take pride in your work at the end of the day?

!!Then we have an opportunity for you! !!

We have consistent year-round work. Excellent pay! Variety of projects!

**Please email resume to 36bc56cd64d2315caf784d4edf2750d2@job.craigslist.org**





## Zubers Sausage making and packaging (Monroe)

**compensation:** 15-20+ depending on experience\ **employment type:** employee's choice\ **job title:** Meat packaging and processing

Job Title: Meat Packaging Location: Zuber's Sausage Kitchen

Department: Production/Packaging

Reports to: Packaging Supervisor

### **Why Zuber's Sausage Kitchen?**

We are under new ownership! Alex and Tom Ernster purchased the company this summer. If you join us you will have the opportunity to join a growing, successful business as we take our famous Zuber Landjaeger products from green county to the rest of the state and country. You will have the chance to grow with the business, as you learn more and become more capable at the various aspects of the business, more responsibilities, different positions, and different pay structures may become available to you.

You also have the opportunity to learn one of the oldest trades and sausage makers are always in demand. Sausage making can be an art form, and I promise after a few months you will take pride in seeing your skills grow.

### **Job Overview:**

As a Packaging Associate at Zuber's Sausage Kitchen, you will be responsible for the accurate, efficient, and safe packaging of sausage products. You will ensure that all products are packaged in compliance with company standards and food safety regulations, including HACCP (Hazard Analysis and Critical Control Points) guidelines. This role requires attention to detail, adherence to safety protocols, and the ability to work in a fast-paced environment.

### **Key Responsibilities:**

**Product Packaging:** Efficiently and accurately package sausage products into designated packaging materials (e.g., vacuum-sealed bags, boxes). Ensure that packaging is clean, intact, and labeled according to product specifications and regulatory standards.

**Quality Control:** Perform visual inspections to ensure that products meet quality standards and food safety regulations. Report any discrepancies or damaged goods to supervisors.

**Food Safety Compliance:** Follow all HACCP protocols to prevent contamination and ensure safe food handling practices. Monitor packaging conditions, including temperature control, hygiene, and sanitation.

**Sanitation and Cleanliness:** Maintain a clean and organized workspace. Follow standard operating procedures for cleaning and sanitizing equipment and workstations.

**Inventory Management:** Assist in monitoring inventory of packaging materials and report low stock levels to supervisors. Ensure that all packaging materials are properly stored and organized.

**Team Collaboration:** Work closely with other packaging team members and production staff to meet daily production targets.

**Communicate effectively** with supervisors regarding any issues or delays in the packaging process.

**Record-Keeping:** Maintain accurate records of packaging activities, including batch numbers, packaging materials used, and any issues encountered during the packaging process.

### **Required Skills and Qualifications:**

**Experience:** Prior experience in food packaging, production, or a related field is preferred. Knowledge of HACCP protocols and food safety regulations is a plus. But definitely not required.

**Physical Requirements:** Ability to stand for extended periods, lift heavy boxes (up to 50 lbs), and work in cold environments. Must be able to perform repetitive tasks with attention to detail.

**Safety Focused:** Strong commitment to following food safety protocols and maintaining a clean and safe work environment.

**Team Player:** Ability to work collaboratively in a fast-paced environment. Effective communication skills and the ability to follow instructions.

### **Preferred Qualifications:**

**HACCP Training:** Familiarity with HACCP principles and experience in a HACCP-regulated environment is a significant advantage.

**Attention to Detail:** Ability to follow detailed instructions and ensure products are packaged accurately and safely.

**Technical Skills:** Basic knowledge of packaging equipment and ability to troubleshoot minor issues when necessary.

### **Compensation:**

Wage: \$15.00 - \$20.00 per hour, based on experience and qualifications.

### **Working Conditions:**

**Environment:** Cold working conditions, standing for long periods, exposure to moving machinery.

**Shifts:** Availability for flexible work schedules, including possible weekends and overtime during peak production times.

**Please call 815-901-7529 Alex.**



**Part Time Cook 2 Wanted, Hiring urgently (Madison, Williamson Street)**  
Mad Rabbit Cafe

**compensation:** 18.00/hr\ **employment type:** part-time\ **job title:** Line Cook

We are the newest addition to Madison's bustling food scene. We specialize in plant-based, high quality cuisine with California and Southwest influence mixed up with out-of-the-box design and ambiance. We are the place to grab a beer and chow down on one of a kind burgers or go pinky up with a glass of wine and our unique selection of boutique plant-based cheeses. Nothing is off the table at Mad Rabbit Cafe

We are on the hunt for an experienced kitchen worker to execute the daily operations of our establishment's kitchen. To be successful in this role, the ideal candidate will have proven culinary experience. In addition to being an excellent communicator, you should also demonstrate leadership and organizational abilities.

**Job Responsibilities**

- Organize food orders.
- Learn memorize and execute the existing menu
- Work with management to execute features
- Monitor inventory levels
- Ability to work independently
- Work with the restaurant manager to price and change menu items
- Prep food, sauces in accordance with recipes provided
- Store all food products in compliance with health and safety regulations
- Ensure the kitchen is clean and organized

**Requirements:**

- A minimum of 3 years' experience in commercial kitchens operations.
- Knowledge of kitchen health and safety regulations.
- Ability to work well in a stressful and fast-paced environment.
- Excellent problem-solving and conflict management abilities.
- Outstanding communication and organizational skills.
- Food Handler Certification

**Please email resume to [9573a3ae6daa33f48bebc665875ac34e@job.craigslist.org](mailto:9573a3ae6daa33f48bebc665875ac34e@job.craigslist.org)**

**Experience Framers (West side madison)**

**compensation:** Based on experience\ **employment type:** full-time\ **job title:** Rough framer

Looking for rough framers and a Foreman to join our crews.

We have full time opportunities available for the right people.

**Please email resume to [2e0df73bff503e73830144424a81859d@job.craigslist.org](mailto:2e0df73bff503e73830144424a81859d@job.craigslist.org)**

**Sunday Brunch Position (Madison)**

**compensation:** Based on experience\ **employment type:** part-time\ **job title:** Sunday Brunch Cook

Sunday Brunch position available near the UW Madison campus at a student residence. The candidate will plan and prepare brunch for around 20 students that reside at the house.

The approximate hours are 7:30 a.m. to 11:30 a.m. working during the academic school year with summer, spring break, and winter break off. Pay based on experience.

**Please submit a resume if interested to [59e23045348b3e43a119dd77f129b4bf@job.craigslist.org](mailto:59e23045348b3e43a119dd77f129b4bf@job.craigslist.org)**





## Car Detailer, Automotive (Cambridge)

**compensation:** \$16 to \$20\ **employment type:** full-time\ **job title:** Automotive

Car Detailing, Preparing Used cars For Sale.

Full Time. \$16. to \$20. per hour depending on ability.

**Please email resume to [a941a11480b03fbda5c03a55486f7862@job.craigslist.org](mailto:a941a11480b03fbda5c03a55486f7862@job.craigslist.org)**

## Part Time Evening Positions - Madison & Cottage Grove (SW Madison & Cottage Grove) Valet Living

**compensation:** From \$18/hr\ **employment type:** part-time\ **job title:** Hiring ASAP- Part Time Evening Positions

**Apply Immediately (Video Preview of our Positions at bottom of page)**

**Locations Available in: SW Madison and Cottage Grove (Requires Pickup Truck)**

**Hours:** Sunday through Thursday evenings starting 7pm - 10-15 hours per week

**Pay: Starting at \$18/hr - MUST HAVE A PICKUP TRUCK!!**

**What You'll Be Doing:**

- Collecting trash bags and recycling door to door within a local apartment community and transferring to the trash compactor onsite

**Qualifications:**

- An open bed pickup truck, valid driver's license, insurance
- A smart phone to access our mobile app
- Ability to lift and transport up to 50 lbs.
- Ability to go up and down 2+ flights of stairs throughout the shift
- Be able to work outdoors and be exposed to various weather conditions

**Call/Text Shikara @ 608-622-2981**

## PRESSURE WASHER OPERATOR (Madison)

Kept Companies

**compensation:** \$20.00 / hr\ **employment type:** full-time\ **job title:** Pressure Washer Operator

**CALL OR TEXT NICK TODAY 608-738-2489 \$20/HR NO EXPERIENCE REQUIRED**

Kept Companies is the nation's largest cleaning and pressure washing company with over 130 locations. We have immediate openings for Pressure Washer Technicians in your area.

Kept Companies provides environmentally friendly cleaning services.

Pressure Washing – Fuel Stations, HVAC Systems, Sidewalks, Compactors, Residential and Commercial Buildings

Line Striping and Painting

Kitchen Exhaust Cleaning

Window Cleaning

Truck and Trailer Cleaning

Immediate openings for Pressure Washer Technicians for power washing and cleaning. We provide mobile pressure washing services for truck fleets, restaurants, and commercial properties. This is a field position where you will be working in all types of weather. Starting pay is \$20 per hour. Kept Companies will train driver techs and pay for DOT card. Yearly raises based on performance and reliability. Paid holidays. Medical, dental and vision insurance available for full-time employees after 90 days of employment. Must be able to work week weekends and evening/night hours when needed.

Must be a minimum of 21 years of age, have a valid driver's license and be able to pass a background check.

**CALL OR TEXT NICK TODAY 608-738-2489**



**BAKERY MANAGER (MONTELLO WI)**  
**KATHLEENS FLOUR BIN**

**compensation:** \$12.00 per hour WITH A REVIEW IN 90 DAYS! **employment type:** full-time **job title:** Bakery Manager

GET IN THE GROUND FLOOR BEFORE OUR GRAND OPENING!!

EXPERIENCED manager with the desire to learn the baking industry.

Small town well-established bakery.

We are seeking a highly skilled and attentive BAKERY/STORE MANAGER. The ideal candidate will provide exceptional customer services and support to ensure a memorable visit to our bakery. The successful candidate will handle all aspects of customer bakery/retail relations.

**Responsibilities**

- Greet customers upon arrival and provide a warm welcome, ensuring that all guests feel valued and respected.
- Manage the store and check-out area.
- Respond to customer inquiries and resolve any issues promptly and professionally.
- Opening and closing of bakery/gourmet food selection store.
- Provide expert recommendations on local attractions, dining, and activities to enhance the guest experience.
- Maintain accurate records of all customer purchases ensuring that all communication is clear and effective.
- Develop and maintain strong relationships with customers, ensuring that they feel valued and respected.
- Demonstrate a high level of professionalism and hospitality at all times.
- Be available to take calls and messages from customers.
- Assist with any special requests, including gift wrapping, gift certificates, and custom bakery orders.
- Work closely with the store owner to ensure that all guest needs are met and further develop your knowledge in the bakery industry.

**Skills**

- Excellent customer service skills and a warm, welcoming demeanor.
  - Strong communication skills, both written and verbal.
  - Proficiency in hospitality
  - Ensure that all tasks are completed efficiently and effectively.
  - Excellent customer service etiquette
  - A passion for delivering exceptional customer experiences and a commitment to providing the highest level of customer service.
- Perfect job for parents, seniors or anyone looking for an outstanding LONG TERM opportunity in a cozy small town bakery and gourmet/specialty food store.

We have a specialty foods market and a deli case and have recently added a gift shop. We have a Cafe where our guests can sit and chat while eating or have a few friends gather.

GREAT OPPORTUNITY JOIN OUR TEAM!!

Pay review after 90 days!!!!!!

**Please email resume to 9181cd1d6a493203a6abc00cea74e8ee@job.craigslist.org**

**Cleaning position (Madison)**

JC Cleaning

**compensation:** \$25/hour **employment type:** part-time **job title:** Cleaner

Hello! Professional/Licensed business looking for a female that would be interested in cleaning for a female client. 1 bath/1 bd apartment every two weeks.

She has a dog.

The time and day is flexible. Approximately a 2 hour job. Located on the Westside of Madison, Gammon Road area. Must have your own cleaning supplies.

Call to discuss, thank you!

**Please email resume to 9ddd7be5dffa3db681fe4ccc2506375c@job.craigslist.org**



## Lead Carpenter/Construction Laborer

**compensation:** Pay based on experience \ **employment type:** full-time \ **job title:** Lead Carpenter/Construction Laborer

### Duties include:

- Load and unload materials and equipment at the construction site.
- Clean and prepare construction sites.
- Collaborate with the construction team to ensure efficient workflow and project completion.
- Perform general maintenance tasks to support ongoing construction projects.
- Assist in any construction related needs.

### Requirements:

- MUST BE ABLE TO COMMUTE WITHIN APPROX 1 HOUR RADIUS OF DODGEVILLE.
- Previous experience in construction or a related field is preferred but not required.
- Ability to lift heavy objects and perform physically demanding tasks.
- Familiarity with construction tools and equipment is a plus.
- Strong work ethic and ability to work well in a team environment.
- Willingness to learn and follow instructions from supervisors.
- Valid driver's license.

### Lead Carpenter

The position of Lead Carpenter will handle every aspect of the job from Frame to Finish.

#### Requirements:

- Must be able to work efficiently with minimal supervision plus train and oversee employees as needed.
- Previous experience in construction framing and finishing.
- Ability to lift heavy objects and perform physically demanding tasks.
- Familiarity with construction tools and equipment.
- Strong work ethic and ability to work well in a team environment and individually.
- Willingness to learn and follow instructions from supervisors.
- Valid driver's license.

Join our team of dedicated construction professionals and contribute to the successful completion of various projects. This is a great opportunity for individuals looking to gain experience in the construction industry and develop valuable skills.

Compensation will be commensurate with experience.

Majority of work will be from Iowa-Dane County and occasionally other surrounding counties. Most work located within an hour of Dodgeville.

Driver's License (Required)

Dodgeville, WI: Relocate before starting work (Required)

- Inspect work progress, equipment, or construction sites to verify safety or to ensure that specifications are met.
- Read specifications, such as blueprints, to determine construction requirements or to plan procedures.
- Supervise, coordinate, or schedule the activities of construction or extractive workers.
- Assign work to employees, based on material or worker requirements of specific jobs.
- Coordinate work activities with other construction project activities.
- Estimate material or worker requirements to complete jobs.
- Analyze worker or production problems and recommend solutions, such as improving production methods or implementing motivational plans.
- Order or requisition materials or supplies.
- Train workers in construction methods, operation of equipment, safety procedures, or company policies.
- Locate, measure, and mark site locations or placement of structures or equipment, using measuring and marking equipment.
- Confer with managerial or technical personnel, other departments, or contractors to resolve problems or to coordinate activities.
- Provide assistance to workers engaged in construction or extraction activities, using hand tools or other equipment.

Join our team of dedicated construction professionals and contribute to the successful completion of various projects. This is a great opportunity for individuals looking to gain experience in the construction industry and develop valuable skills.

Compensation based on experience.

Paid Holidays

Please email resume to [b87d4690edf53f6cb84fff384ee5358f@job.craigslist.org](mailto:b87d4690edf53f6cb84fff384ee5358f@job.craigslist.org)



### **Kitchen Staff (Stoughton)**

Pizza Pit

**compensation:** \$11.50-\$14/hour depending on experience.\ **employment type:** full-time\ **job title:** Kitchen Staff Pizza Pit

Full and Part-time kitchen staff wanted. Paid training provided. Responsibilities include: making food, answering phones, food prep, and cleaning. Great company to work for. Must be able to work nights and/or weekends. Pay will depend on experience, but no experience is necessary (range is \$11.50-\$14/hr depending on experience)

**Fill out application at [www.PizzaPitJobs.com](http://www.PizzaPitJobs.com) or stop into 1060 W. Main St. to fill out an application**

High School students welcome to apply!

Delivery driver and manager positions also available.

### **Tree Service Ground Helper (Madison)**

Nikolas Tree Servcie LLC

**compensation:** Depend on experience.\ **employment type:** employee's choice\ **job title:** Ground helper

Nikolas Tree Servcie LLC looking for a ground helper. Must have experince of driving the truck with the trailer.

**Please email resume to [094c0f4bcc8a35c5ba1f1cc48b3ff1e7@job.craigslist.org](mailto:094c0f4bcc8a35c5ba1f1cc48b3ff1e7@job.craigslist.org)**

### **Caregivers (Monroe WI)**

Caring Hands Caregivers LLC.

**compensation:** Cleaning\ **employment type:** part-time\ **job title:** Caregiver

I need part time caregiver in Monroe WI. Compensation \$22 an hour. No experience needed.

**Please email resume to [f63fcf2c51933ebf9e7f5499487d6161@job.craigslist.org](mailto:f63fcf2c51933ebf9e7f5499487d6161@job.craigslist.org)**

### **MASON (Madison)**

**compensation:** Hourly pay based on experience\ **employment type:** full-time\ **job title:** Mason

T.S. Masonry, Inc. is looking to add experienced top tier STONE, BRICK and BLOCK MASONS to our Commercial team. We have been in business for 25 years doing residential and light commercial work. Valid DL a must - starting pay \$35-\$40/HR depending on experience.

**Benefits include:** EMPLOYER PAYS 50% OF medical insurance, earn up to 6 1/2 days of vacation per year, 401 K program, dental and vision benefits (employee paid). Paid holidays. Work hours are Monday - Friday 7am -3:30pm.

**Please email [tanya@tsmasonry.net](mailto:tanya@tsmasonry.net) for an application or call us at 608-845-5809.**

We look forward to hearing from you and thank you for considering T.S. Masonry, Inc. for employment.

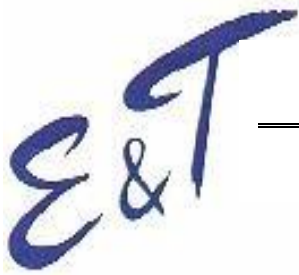
### **Roofing Subcontractor Needed (Madison)**

**compensation:** Contract\ **employment type:** contract\ **job title:** Roofing Subcontractor

We are looking for a roofing subcontractor to start immediately.

**Requirements:** -LLC or Corporation -Dump trailer & tools needed to get the job done -Insurance

**Please email information to [4dff7241660231c2920d26edd2a0181c@job.craigslist.org](mailto:4dff7241660231c2920d26edd2a0181c@job.craigslist.org)**



**Indeed.com**

*Distribution Center Associate - Outbound - job post Full Compass Systems LTD*

**9770 Silicon Prairie Parkway, Madison, WI 53593** Full-time

Work for a company that treats its employees like family! After all, Full Compass Systems is a family-owned business that has almost 50 years' worth of building relationships with our employees and customers. We are a one-stop shop for anything audio, video, lighting, and musical equipment related. We work with Fortune 100 companies, start-up companies, and every type of organization in between. Our benefits Include:

*On-site restaurant Volunteer Time Off Paid Time Off Health/Dental/Vision Insurance 401(k)*

**This is a full-time position with the hours being Monday - Friday: 10:00am – 6:30pm.** The Distribution Center, Outbound Associate is primarily responsible for completing Outbound activities within the assigned functional areas of Shipping and Picking (Outbound: Picking, Small Parcel Shipping, Freight Shipping, Customer Pickup). Emphasis shall be placed on supporting positive Same Day Service outcomes through meeting established attendance, safety, accuracy, and production standards.

**Essential Job Responsibilities**

- Pick orders using established double-check procedures. Organize orders on a cart to prepare for Shipping.
- Double-check picked orders in accordance with current procedure.
- Carefully and appropriately package orders in suitable size boxes with proper dunnage.
- Process shipment and apply shipping labels and packing list.
- Apply appropriate hazmat label(s) when required.
- Accurately palletize large shipments and secure load for safe freight transport including using auto stretch wrap machine. Review, print, and sign Bill of Lading for carrier.
- Provide Freight shipping estimates to sales when requested and necessary.
- Verify quantities and items against paperwork for customer pickups; invoice orders and maintain recordkeeping.
- Assist with loading into customers vehicle where appropriate.
- Support Same-Day-Service goals by maintaining established safety, accuracy, and production standards and benchmarks.
- Demonstrate consistent and predictable attendance.
- Maintain a positive approach and attitude by working effectively and constructively with others.
- Communicate progress, errors, system issues, misaligned procedures, and other problems to team lead or supervisor.
- Provide performance data (or other administrative requirements) from work completed as needed.
- Replenish workstation and other areas as needed to maintain good housekeeping and to provide a safe, clean, organized, efficient, and pleasant work environment.
- Participate in cross-training opportunities in other functional areas.
- Be prepared for and participate in additional training, feedback, and meetings.
- Work closely with team leads and supervisors to respond to unique work situations as they arise.
- Other duties as assigned.

Requirements:

**Required Education and Experience** High school diploma, or equivalent. High School Diploma, GED, or equivalent

**Preferred Education and Experience** Experience working in a warehouse setting a plus. Experience with standard warehouse equipment a plus.

**Qualifications**

- Experience using standard warehouse equipment including box cutters, tape guns/machines, computers, telephones, copiers, printers, and fax machines.
- Skilled in operating basic tools and equipment including a hand truck and various small hand tools.

**Competencies**

- Consistently demonstrate a positive approach and attitude by working effectively and constructively with others.
- Ability to accept and provide constructive performance feedback both on the floor and in scheduled meetings.
- Mindful of safety protocols.
- Detail-oriented.
- Strong interpersonal skills.



**Warehouse Associate - job post Alliant Power Alliant Power in Windsor, WI 53598 Full-time**

Alliant Power is the nation's leading provider of premium critical engine and exhaust gas aftertreatment repair components, specializing in Original Equipment fuel systems, turbochargers, and aftertreatment parts and installation kits for on road, off road, and marine engines. Our expansive product range and service network of certified repair experts will ensure the repair is done right and with quality parts. Alliant Power provides new and certified remanufactured parts and offers complete kit solutions to facilitate an efficient quality repair. Our 50+ year relationships with industry leading manufacturers has made us the largest integrated provider of premium engine repair components. With the dedication of our technical, inside sales and operational staff in four U.S. time zones, we ensure our partners get the support and timely, accurate service they need, visit <https://www.alliantpower.com> to learn more about our product offering and service network.

**Job Summary**

Under the direction of the Warehouse lead, perform warehouse functions to assure the correct and efficient flow of inventory for both incoming and outgoing shipments.

**Key Departmental Responsibilities**

- Receive shipments from vendors and customer parts returns. Verify correct part numbers and quantities shipped. Unpack and stock parts in correct bin locations.
- Pick parts for customer orders assuring correct item number and quantity; package orders for customers in a manner that will minimize damage during shipment; process orders using the delivery method required. Ensure this process takes place in a timely manner.
- Pick parts for technicians in the DSC and FIE departments assuring correct item number and quantity. Maintain clear and accurate records of service departments' part usage.
- Organize part returns for shipment back to vendors.
- Aid Warehouse Manager with daily inventories when required; maintain stock bins by assuring proper sizing, labeling and condition.
- Aid Warehouse Manager in securing warehouse contents against loss.
- Ensure personal safety and the safety of others by following OSHA mandated requirements; inform Warehouse Manager any dangerous behaviors in the workplace.
- Operate in conformance with the requirements of the Diesel Forward quality management system.
- Assist other employees both in and out of the department.
- Provide feedback on system needs/changes.
- Perform other related duties and assignments as required.

**Skills & Qualifications**

- High school diploma or equivalent.
- Forklift operator certification (training provided on-site if needed).
- Customer service oriented.
- Well organized.
- Detail oriented.
- Regular attendance is an essential requirement.
- Must have ability to lift up to fifty pounds on a regular basis and up to one hundred pounds occasionally.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Schedule: 8 hour shift Monday to Friday

Experience: Warehouse: 1 year (Preferred)

Shift availability: Day Shift (Preferred) Night Shift (Preferred)





**Packaging - job post Celerity Staffing Solutions Windsor, WI 53598**

\$18.50 - \$20.00 an hour - Full-time

Are you ready to jump into a high-energy role with fantastic perks? Our Windsor client is on the lookout for dynamic individuals to join their packaging team. If you thrive in a fast-paced environment and are looking for a temp-to-hire opportunity, this is your chance to shine!

**Why You'll Love It Here:**

- **Awesome Team Vibes:** Be part of a supportive and fun work environment!
- **Clean & Bright Facility:** Work in a modern, well-lit space.
- **Great Pay** Earn between \$18.50 and \$20 per hour.

**Your Day-to-Day:**

- **Package Perfection** Remove finished items from machines, sort out any rejects, and ensure only top-notch products make it to the final stage.
- **Quality Control** Inspect for defects and remove any faulty products or packaging.
- **Efficiency at Its Best** Stack, wrap, and pack items with precision—whether it's filling bags, cartons, or containers.
- **Label with Accuracy** Attach identification labels or use stencils to mark containers with essential details like lot numbers and shipping destinations.

**Assembler I - job post Ultratec, Inc.**

**5901 Research Park Boulevard, Madison, WI 53719** Full-time

*Advanced Assembly, Inc., located in University Research Park on the west side of Madison, is adding **Assembler I** positions to our well-trained and experienced staff. Advanced Assembly, Inc. is an electronics manufacturing services provider of electronic assemblies and products. Our exceptional reputation has been earned through the years, based on production capability, reliability and quality.*

*These full-time positions offer **EITHER a first shift schedule of Monday - Friday, 6 AM - 2:30 PM OR a second shift schedule of Monday - Thursday, 2:45 PM - 12:45 AM**, a competitive starting wage and a full benefits package. Absent undue hardship, Advanced Assembly will make reasonable accommodations for religious beliefs and individuals with disabilities.*

**New Employees - Sign-On Bonus:** *The company is offering a \$1,500 sign-on bonus to newly-hired full-time employees. The bonus will be paid on the first check following successful completion of the employee's 90-day probationary period.*

*Advanced Assembly offers a diverse, friendly and casual work environment. We have a proven track record of stability, growth and providing advancement opportunities. If you have an interest in working in a high-tech manufacturing environment, while learning, developing and advancing your career in a skilled trade, we highly recommend you apply!*

**Job Description:** The Assembler I performs routine assembly operations, of a repetitive nature, to produce quality products per product specifications. Primarily, this is an entry-level position.

**Essential Functions and Responsibilities:** (Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time).

- Assembles product and sub-assemblies according to written documentation
- Tests functional performance of assemblies using various meters and test equipment
- Moves material to and from work area
- Minimal soldering of components may be required
- Utilizes small hand tools, jigs and fixtures
- Packages product per process instructions
- Performs other job-related duties as assigned by primary supervisor

**Requirements:**

- High school diploma/GED preferred Manufacturing experience preferred Ability to read, speak and understand both verbal and written instructions in the English language Good hand-eye coordination and attention to detail (working with small electronic parts)

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit or stand in one area for long periods of time, with minimal breaks.
- Physical ability to move freely and have sufficient reflexes to perform the same tasks repeatedly using hands and power tools to complete the task at a constant rate.
- Ability to perform the same task repeatedly.
- Ability to lift up to 35lbs occasionally.



**Technician - job post National Seating & Mobility, Inc. Madison, WI 53714 Full-time**

**What is it like to work at NSM?**

National Seating & Mobility (NSM) serves a special mission. We provide each team member the opportunity to directly impact our clients' lives. We are dedicated to providing the best care for our clients' unique needs.

Whether the mobility needs are simple, complex, or somewhere in-between, National Seating and Mobility (NSM) is focused on providing our clients with 360-degree Complex Mobility Solutions. The solution may be customizing a power wheelchair, helping ensure independence and safety in the home or servicing equipment to keep our clients moving. At NSM, our goal is to help our clients move through life. NSM is located in over 200 cities and Canada. We are consistently growing our business and poised for expansion and development, which can offer meaningful experiences to learn and grow with us. Here at NSM, we are seeking mission-driven team members that can exemplify our HEARTS values: Honor, Excellence, Accountability, Respect, Teamwork, and Service.

**Position Highlights:**

- Responds to service calls and makes quality repairs in multiple and various environments to include branch, field, clinic, schools, and care homes
- Assembles seating, mobility, specialty ADL and home accessibility equipment per factory and clinical specifications
- Provides inventory control and counts for all custom, special orders and stock items processed in the branch.
- Delivers equipment as directed by Branch operations and Field leaders to include fitting, instruction, compliance, and customer service requirements
- Provide Technical Support to Rehab Technology Specialist as needed and directed by Operational Branch and Field leadership

**Qualifications for this position:**

- Able to lift 50 pounds (with or without accommodation) Must pass drug and background check Valid driver's license High School Diploma, GED, or equivalency certificate

**Benefits:**

- Paid Time Off Company paid holidays Health, Dental, Vision, & Life Insurance 401k Company Match Tuition reimbursement and Education Assistance

We are looking to grow our enthusiastic and engaged team at National Seating Mobility. At NSM we are an Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities. Submit your resume today and join a group of enthusiastic professionals dedicated to changing lives!

**NEW RATE - Warehouse Associate, Seasonal, days, \$18.00/hour - job post American Girl**

**612 Burton Boulevard, DeForest, WI 53532**

\$18 an hour - Temporary, Part-time, Full-time

**Seasonal Warehouse Associate:** American Girl is currently looking for seasonal Warehouse Associates to work in our Distribution Center.

**Two Day Shift Options:**

- 7:00 a.m. - 3:30 p.m. Monday-Friday (hours may vary slightly based on business needs)
- 8:30 a.m. - 2:30 p.m. Monday-Friday

**Position Responsibilities (Impact):**

- Rotate into Production, Fulfillment and Repackaging tasks as needed.
- Assemble and package product
- Pick, Pack and Ship customer orders
- Inspect and prep returned product
- Maintain established quality standards for product presentation
- Maintain established productivity standards

**Qualifications (Looking for):**

- Ability to transition quickly and effectively to various tasks and procedures.
- Ability to retain procedures from each of the assigned work areas.
- Basic computer skills including Outlook, Oracle, and WMS or the ability to be trained.
- Personal initiative to meet established goals while working independently or with a team.
- Ability to manage multiple tasks and respond quickly to changing priorities.
- Ability to lift up to 30 pounds



***Call Center Specialist - job post UW Credit Union***

**8417 Excelsior Drive, Madison, WI 53717**

\$19.50 - \$22.79 an hour - Full-time

Our vibrant Call Center (internally known as the Member Solutions Center) is growing, and we are thrilled to announce opportunities for dynamic individuals to join us as a Member Solutions Center Specialist! Step into our modern, cohesive, and high-energy Member Solutions Center - a place where work is fun, and innovation is celebrated.

Working side by side with a dynamic team of 100+ individuals, including a tenured and supportive manager group, your day will be filled with providing solutions to our rapidly growing community of 300,000+ members. At UW Credit Union, we're not just 'here for every you', we're 'everywhere you are!' Even if a member can't make it to a branch, our Specialists ensure they receive exceptional service!

Why choose us? Picture launching your career with a robust, supportive, and community-driven organization. The possibilities are endless - apply to this position today!

**Why work for UW Credit Union?**

Join one of Wisconsin's premier financial institutions, a 2023 Top Workplaces USA and multi-year recipient of Madison Magazine's Best Places to Work, Wisconsin State Journal's Top Workplaces, and Milwaukee Journal Sentinel's Top Workplaces to receive:

- 21.5+ days annual paid time off
- 2 weeks paid caregiver leave
- 2.5 weeks paid new child parental leave
- 2 days paid volunteer time
- 11 paid holidays (includes your birthday!)
- 401k company match of up to 5%, plus approximately 4% discretionary match
- Variable bonus reward
- Competitive Medical, Dental and Vision plans, including domestic partner eligibility
- Discounted Bublr membership
- Free bus pass
- Employee Assistance Program

**What You'll Do**

- Demonstrate results within the MSC Specialist scorecard, consisting of a balance between operational efficiency, interaction quality, leads, and referrals.
- Handle member interactions via phone, with an emphasis on providing excellence member experiences with an acceptable level of baseline credit union knowledge and expertise
- Demonstrate efficient and proper use of resources, including an internal knowledge base, as well as support department outreach.
- Analyze member needs and make personalized recommendations of products and services, including self-sufficiency service options.
- Efficiently and accurately resolve member inquiries and trouble shoot issues through proficient use of tools, resources, and use of appropriate support departments.
- Demonstrate sound judgement in handling member requests and exceptions. Offer solutions that resolve our members concerns and needs whenever possible.
- Compose accurate and informative Interaction History notes and documentation to concisely convey the member experience.
- Communicate complicated information simply and without the use of jargon, ensuring that the solution is easy to understand.
- Demonstrate positive problem-solving skills to effectively resolve member concerns and issues
- Maintain awareness of team performance and take initiative or action when needed
- Demonstrate strong working relationships with fellow MSC staff, and other groups within the organization, to ensure efficient and effective problem solving and issue resolution

Qualifications:

**These skills and experience are essential to your success:**

- Ability to work on-site with the possibility of hybrid during the duration of employment
- 8 months to 1 year of experience in a financial institution, contact center environment, or customer service environment required
- Associates degree in Business, Technology, or related field required/or equivalent work experience
- Proficiency with Microsoft Office products.
- Familiarity with major web browsers and operating systems.
- Ability to adapt to & discuss complex digital tools & technologies



**Material Handling Specialist - job post Alliant Power Alliant Power in Windsor, WI 53598**

Full-time

Alliant Power is the nation's leading provider of premium critical engine and exhaust gas aftertreatment repair components, specializing in Original Equipment fuel systems, turbochargers, and aftertreatment parts and installation kits for on road, off road, and marine engines. Our expansive product range and service network of certified repair experts will ensure the repair is done right and with quality parts. Alliant Power provides new and certified remanufactured parts and offers complete kit solutions to facilitate an efficient quality repair. Our 50+ year relationships with industry leading manufacturers has made us the largest integrated provider of premium engine repair components. With the dedication of our technical, inside sales and operational staff in four U.S. time zones, we ensure our partners get the support and timely, accurate service they need, **visit <https://www.alliantpower.com>** to learn more about our product offering and service network.

**Job Summary**

This position is responsible for performing core processing functions to assure the correct and efficient flow of core product for both incoming and outgoing shipments.

**Key Departmental Responsibilities**

- Receive core shipments from vendors and customers, while verifying correct part numbers and quantities shipped. Unpack and stock material in correct locations.
- Organize and package cores for vendor returns assuring correct item number and quantity; package returns in a manner that will minimize damage during shipment; process orders using the delivery method required. Ensure this process takes place in a timely manner.
- Assist with receiving and verifying inventory as needed.
- Transport product between Windsor facilities as needed.
- Assist warehouse personnel in securing warehouse contents against loss.
- Ensure personal safety and the safety of others by following OSHA mandated requirements; inform the Material Handling Team Leader of any dangerous behaviors in the workplace.
- Operate in conformance with the requirements of the Diesel Forward quality management system.
- Assist other employees both in and out of the department.
- Provide feedback on system needs/changes.
- Perform other related duties and assignments as required.

**Skills & Qualifications**

- High school diploma or equivalent.
- Forklift operator certification (training provided on-site if needed).
- Customer service oriented.
- Well organized.
- Detail oriented.
- Solid math skills.
- Must have the ability to lift up to fifty pounds on a regular basis and up to one hundred pounds occasionally.

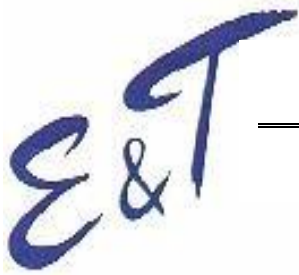
Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday



**General Manufacturing Associate 1 - 1st Shift - job post Fisher-Barton Inc.**

**515 Progress Way, Sun Prairie, WI 53590**

Full-time

If you are mechanically inclined, can work safely and efficiently as part of a team and are looking for an opportunity to grow, a role as a Fisher Barton General Manufacturing Associate might be for you. General Manufacturing Associates learn skills in one or more Production areas – such as: packaging, warehouse, straightening, broaching, facilities, and grit blasting. This role is a great introduction to Production at Fisher Barton. Fisher Barton values our 3C's Culture, working every day to execute Customer Excellence, A Culture of Fairness, and Community Involvement.

**At Level 1, You will:**

- Produce, inspect, or package product following work instructions
- Ensure materials are labeled and packaged properly
- Accurately complete daily production and quality paperwork
- Enter data into the computer systems on time
- Perform general maintenance and housekeeping of working areas
- May operate forklift and/or overhead crane to safely move materials

*The above statements are intended only to describe the general nature of the job and should not be construed as an all-inclusive list of position responsibilities. Responsibilities and impact may crossover technical fields/functions.*

**Required Qualifications:** Basic math skills

**Preferred Qualifications:** High School Diploma or Equivalent Experience working in a manufacturing environment

**Physical | Visual Demands:**

- Ability to stand 8-12 hours a day
- Ability to sit, stand, squat and bend
- Reach overhead with one or both arms
- Repetitive movement of lifting and placing parts on machines / up to 15 pounds
- Ability to occasionally lift up to 50 pounds
- Ability to occasionally push/pull up to 75 pounds

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Work Environment:**

- Manufacturing: Loud (Examples: metal can, manufacturing department, large earth moving equipment)
- The employee is occasionally exposed to a variety of environmental conditions.
- Fisher Barton provides our team members with safety footwear and prescription safety eye glass benefits.

**Work Location: 210 Business Park Dr. Sun Prairie, WI 53590**

**Shift Options: 1st Shift 5:00am-3:00pm Monday-Thursday Friday overtime required as necessary**

**Benefits Package:**

- Medical, Dental and Vision Insurance
- Company Paid Short & Long-Term Disability Insurance
- Company Paid Employee and Dependent Life Insurance
- Employee, Spouse and Child Life Insurance
- Critical Illness Insurance
- Prescription Drug Benefits
- 401(k) Retirement Savings Plan with Employer Match
- 96 hours (12 days) Paid Time Off to start
- 10 Paid Holidays per year
- Health Savings Plans (HSA, FSA and Dependent Flexible Spending Accounts)
- Eligibility to participate in the ONE Fisher Barton Quarterly Bonus Plan
- Tuition Assistance
- Wellness Programs
- Apprenticeship Programs
- Off-Site Team Building Events
- On-Site Cookouts and Celebrations

1st Shift: 5:00am-3:00pm Monday-Thursday





**Packer - job post Amlat Amlat in Belleville, WI 53508 \$17 - \$19 an hour - Full-time, Contract**

A Cheese Food Packaging Worker is typically responsible for packaging finished cheese products to ensure their freshness and compliance with hygiene standards during transportation and sale. Here are some responsibilities associated with this role:

**Packaging Operations:** Carry out the packaging of cheese products, ensuring that each package adheres to company packaging standards and specifications.

**Quality Inspection:** Conduct quality inspections on packaged cheese products to ensure they are free from defects, foreign objects, or other quality issues.

**Labeling and Recordkeeping:** Be responsible for accurately labeling products and maintaining records of packaging quantities and dates.

**Hygiene Standards:** Adhere to hygiene and safety regulations, maintaining a high level of cleanliness during the packaging process.

**Packaging Material Management:** Ensure an adequate supply of packaging materials and notify relevant personnel for replenishment when needed.

**Production Plan Adherence:** Follow production schedules to ensure timely completion of packaging tasks to meet order and delivery requirements.

**Team Collaboration:** Collaborate with the production team and other relevant departments to ensure the overall coordination and smooth operation of the entire production and packaging process.

**Equipment Maintenance:** Perform basic maintenance on packaging equipment to ensure its proper functioning.

These responsibilities are designed to ensure that cheese products maintain high quality and compliance with hygiene standards during the packaging process, while also meeting delivery schedules in a coordinated manner.

**Experience, Skills and Abilities:** Willingness to learn and work as a team, ability to walk, stand, bend and lift up to 50 lbs, and a desire to grow with a stable company.

**Hours/Employment Type:** Full Time

**Salary:** \$17/hr-22/hr

Job Types: Full-time, Contract Pay: \$17.00 - \$19.00 per hour Expected hours: 35 per week

Benefits: 401(k) 401(k) matching Employee discount Health insurance Paid time off

Schedule: Day shift

Ability to commute/relocate: Belleville, WI 53508: Reliably commute or planning to relocate before starting work (Required)

Experience: Manufacturing: 1 year (Preferred)

Shift availability: Day Shift (Preferred)

**Title Typist - job post Preferred Title, LLC**

**2728 Coho Street, Madison, WI 53713** \$20 - \$24 an hour - Full-time

(Must be able to work in Madison office; no telecommuting option)

Preferred Title, LLC. is looking for a detail orientated individual to join our Title team as a Typist.

Preferred Title is one of the oldest providers of title insurance in Dane County and we take pride in our long history of providing quality service. We are a full-service title company for both residential and commercial real estate transactions providing: title insurance, real estate closings, construction disbursements and other related services.

**Job Functions:**

Typist will:

- Accurately and efficiently produce title insurance documents (commitments and policies).
- Distribute documents to the appropriate parties in a timely manner.
- Perform miscellaneous administrative duties as requested, including: filing, labeling, faxing, copying, indexing, etc.
- Follow up with other staff members to ensure accuracy of each of the products produced.

**Job Requirements:**

- High School Diploma and/or GED, required
- Post High School Education, preferred (business administration, legal or related field).
- Experience in title/real estate, a plus.
- Ability to work independently.
- Ability to analyze information to completion.
- Accuracy and attention to detail.
- Typist-Ability to type with accuracy.

Job Type: Full-time Pay: \$20.00 - \$24.00 per hour Expected hours: 40 per week





**CNC Machine Operator - 2nd Shift, Monday-Thursday - job post Fristam Pumps USA  
2410 Parview Road, Middleton, WI 53562**

From \$23.50 an hour - Full-time

Fristam Pumps, a leading manufacturer of high quality stainless steel pumps, mixers and blenders, has immediate openings on 2nd shift for machine operators in our Middleton, WI manufacturing facility.

**What You'll Be Doing:**

- This position includes set ups, checking routine programs and operating manual, automatic or semi-automatic NC machine tools and/or CNC machining equipment to perform standard and/or repetitive sequences of operations to meet close tolerance and finish requirements.

**What You Will Bring with You (Qualifications/Experience):**

- Preferred: Minimum of 3 years of experience with manual, NC and/or CNC machining equipment and operations.
- Knowledge of machine shop practices and techniques, machine operation and tooling required.
- Ability to work with accuracy and attention to detail a must.
- Must be able to lift 40-45 lbs. frequently and sit or stand for long periods of time.

**What We Offer:**

- Competitive wages and excellent benefits package
- Generous paid time off and paid holidays
- Quarterly profit sharing
- On-the-job training, professional development and tuition reimbursement
- Clean, safe, climate-controlled work environment

**Benefit Conditions:**

- Waiting period may apply
- Only full-time employees eligible

**Work Location:**

- One location

**Typical end time:**

- 11PM

**Typical start time:**

- 3PM

**Work Remotely**

- No

**Job Type: Full-time**

**Pay: From \$23.50 per hour**

**Expected hours: 40 per week**

**Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Tuition reimbursement
- Vision insurance

**Schedule:**

- 10 hour shift
- 4x10
- 8 hour shift
- Overtime



***Production Assistant - job post Athens Grill***

**5430 Willow Road, Waunakee, WI 53597 \$15 - \$22 an hour - Part-time**

Athens Brands Processing is a small Independent business in Waunakee, WI.

Our work environment includes:

- Food provided
- Growth opportunities
- Relaxed atmosphere
- On-the-job training
- Safe work environment

Athens Brands Processing is a subsidiary of Athens Grill is an independently owned restaurant on Madison's far north side. Athens Brands & Knoche's Meats focuses on high quality hand made products that are boht locally and regionally distributed by Sysco Foods and Reinhart, we also have our own distribution in the Madison area. Working in our processing facility you will have the opportunity to work with both traditional Greek Meat products such as Gyros, as well as cut and grind fresh beef for Knoche's.

We are looking for a strong able bodied individual who is not afraid to lift 50lb+ regularly and work closely with our Production Supervisor.

Responsibilities include:

- Grinding and bagging fresh beef and other proteins.
- Mixing and forming Gyro Cones.
- Mixing, forming and slicing Gyro Meat.
- Cleaning the production facility at the end of production cycle.
- Keep cooler and inventory organized, rotate product.
- Follow all SOP's and Operating procedures.
- Follow all safety and sanitation regulations.

Job Type: Part-time Pay: \$15.00 - \$22.00 per hour

Expected hours: 15 – 25 per week

Benefits: Employee discount Flexible schedule

Supplemental Pay: Bonus opportunities

***Cashier/Customer Service - job post The UPS Store of Stoughton***

**2364 Jackson Street, Stoughton, WI 53589**

\$18 an hour - Full-time

We are a locally owned business that strives for great customer service, a friendly atmosphere, and being quick on our feet. Our center offers a variety of shipping, packaging, printing, freight, postal, and business services to our clients.

What We're Looking For:

We're seeking outgoing, motivated individuals for full-time shifts. The associate is responsible for selling products and services and delivering world-class customer service to all of our customers. They must be able to have the physical ability for the job (bending, lifting a 40 lbs item or box, etc.). The associate will operate point-of-sale terminals and will be responsible for handling money for sales, transactions, and opening/closing duties. Each employee will be expected to work 2 weekends per month. If you work a weekend, you will have 2 consecutive days off during the week. The store hours are M-F 8am to 6:30pm. Sat 9am to 4pm. Sun 10am-3pm.

Room to grow:

Our business is rapidly expanding. We own 3 other locations and are in the process of acquiring more. There will be opportunities to move up into Management, HR, and Marketing type roles as we continue to grow.

**QUALIFICATIONS**

Neat, clean, and professional appearance. Outstanding customer service skills and abilities. Able to lift 40+ pounds. Must be an energetic self-starter who is driven to succeed, detail oriented, organized, and able to multi-task. Prompt, reliable, and responsible. Good communication and people skills.

No experience? We will teach you everything you need to know!

Job Type: Full-time Pay: \$18.00 per hour Expected hours: 37 – 40 per week

Benefits: Employee discount Flexible schedule Paid time off

Shift: 8 hour shift Day shift Evening shift Morning shift

Experience: Customer service: 1 year (Preferred)



**Jobs.com**

**Mechanic - Auto / Diesel / Forklift Technician Crown Equipment Corporation**

Madison, WI 53711

Crown Equipment Corporation, one of the world's largest lift truck manufacturers, offers local support on a global scale with more than 15 manufacturing facilities worldwide and more than 500 retail locations in over 80 countries.

Our global sales and service network provides our customers with a local resource for a wide variety of quality material handling equipment, fleet management solutions, warehouse products and support services to meet their needs anytime, anywhere.

At Crown, we know that our employees are the driving force behind our success in the material handling industry. We cultivate a culture of passionate people and inspired innovation.

We support our employees and their professional goals because an investment in our people is an investment in our future. In fact, throughout Crown's history, more than 1,000 employees have reached a 25-year milestone, and we are proud to have traveled their career paths with them.

From employee training and development to competitive compensation packages, we invest in our employees, knowing that people are always at the core of what moves us forward.

We are seeking knowledgeable customer focused auto, diesel, aircraft, or forklift technicians to join the Crown team.

**Want to Learn More?**

**Watch A Day in the Life of a Crown Field Service Technician! [click here.](#)**

**Internal Title:** Field Service Technician

**Job Responsibilities:**

- Troubleshoot, diagnose and repair Crown and all other makes of lift trucks.
- Perform all assigned planned maintenance on customer lift trucks.
- Maintain a service van and its inventory.
- Process paperwork after completion of each job.

**Qualifications:**

- High school diploma or equivalent.
- Good mechanical and electrical aptitudes, knowledge of electrical/electronic systems and hydraulics and internal combustion engines, and the ability to read and understand electrical and hydraulic schematics.
- Good written/verbal communication and customer care skills.
- Valid driver's license, good driving record, and ability to safely operate lift trucks.
- Technical degree, previous lift truck repair, welding experience, and knowledge of various types of testing equipment preferred.

**Work Authorization:**

Crown will only employ those who are legally authorized to work in the United States. This is not a position for which sponsorship will be provided. Individuals with temporary visas or who need sponsorship for work authorization now or in the future, are not eligible for hire.

No agency calls please.

**Compensation and Benefits:**

Crown offers an excellent wage and benefits package for full-time employees including Health/Dental/Vision/Prescription Drug Plan, Flexible Benefits Plan, 401K Retirement Savings Plan, Life and Disability Benefits, Paid Parental Leave, Paid Holidays, Paid Vacation, Tuition Reimbursement, and much more.

Crown also offers Service Technicians:

- Award-Winning Service Training
- Company Vehicle for Field Service Technicians
- Tool Insurance
- No Flat Rate
- 40 Hours Per Week plus Overtime
- Uniforms
- Specialty Tools
- Primarily 1st Shift
- Career Advancement Opportunities



**Warehouse 1st Shift 7:00am - 3:30pm Fabick Cat Madison, WI**

Fabick Cat is the authorized dealer of Caterpillar equipment, prime and stand-by power systems, parts and service, compact construction, and rental equipment for major portions of Illinois, Missouri, the entire state of Wisconsin and the Upper Peninsula of Michigan. We have been in business for over 100 years and are headquartered in Fenton, Missouri. For more information visit [www.fabickcat.com](http://www.fabickcat.com)

**Why Work For Us!**

At Fabick Cat, you are beyond just an employee, you are a part of the Fabick family. A family that has worked so diligently to cement a legacy that was built over 100 years ago through a collective vision "To Ever Serve Our Customers Better". This legacy could not have been possible without first employing then developing the best and brightest talent the market has to offer. We believe it to be of the utmost importance to invest in our workforce by supporting and empowering employees to develop the necessary skills to become successful in their own career.... to become a legacy. Are you ready to join our family legacy to continue our existence as 'the greatest service organization of its kind' over the next 100 years? The Fabick family appreciates and values the ongoing commitment of its employees and is pleased to provide a highly competitive total compensation and benefits package.

**Responsibilities:**

- \* Receive and count stock items, and record data manually or using computer;
- \* Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards;
- \* Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors;
- \* Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas;
- \* Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations;
- \* Examine and inspect stock items for wear or defects, reporting any damage to supervisors;
- \* Provide assistance or direction to other stockroom, warehouse, or storage yard workers;
- \* Accurately process, package and prepare parts orders for delivery to customers and Fabick technicians;Keep an orderly, clean, and safe work environment;
- \* Completion of all safety and training courses as required;
- \* Perform other duties as required.

**Qualifications:**

- \* High school diploma or GED required. \* 1-3 years warehouse experience preferred. \* 1-3 years forklift and scanner experience preferred. \* Forklift certification a plus. \* Candidate must be attentive to detail. \* Basic computer skills required. \* Mechanical aptitude is a plus.

**Physical Requirements:** While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit for long periods, stand, walk, bend and stoop to perform the essential functions of this job. Occasionally lift and/or move up to 20 pounds.

**Remote Claims Representative Metro Public Adjustment Oregon, WI 53575**

Benefit from our 30 years of experience in business. Work from home or in person. No experience is necessary as the company provides in-house training. Earn money while in training.

Part time \$35,000 - \$50,000 or full time \$75,000 - \$100,000+ Commission Based

This becomes a career with no downsizing or layoffs.

Management positions are available based on performance not on who likes you.

No physical labor just educating client's and inspecting homes and businesses.

We are seeking motivated, self-starters who want to succeed.

**You must be:**

Dependable, coachable, have a positive attitude, work independently and have fun while working.

**Duties and Responsibilities**

Conduct a virtual walk-through inspection of the property, take some pictures and complete about 5 mins of paperwork.

We are holding the following group overview presentations for the property inspector position each week.

Monday's @ 11am or 7pm Wednesday's @ 10am or 6pm Saturday's @ 10am or 1pm

**If you are interested and would like to hear more information about the position, please email me @**

**carlatpetty@metropa.com with the day and time you would like to attend along with the following information:**

Name Phone number Email Address State Residence



## Restaurant Assistant Manager Arby's Madison, WI

### *Why should you join the DReaM Team?*

- To be part of a family focused culture that allows you flexibility in your schedule to achieve your family dreams, improve your quality of life, and inspire the customer! As a member of our team you will have the opportunity and support to develop your professional and personal skills by participating in our free leadership development curriculum. Additional benefits to you can include; free and discounted meal benefits, comfortable working attire (You can wear JEANS!), career advancement opportunities, as well as health benefits! Health/Dental/Vision/Life Insurance\* Long Term Disability\* Paid Time Off\* Bonus Opportunities\* 401(k) Plan\* Employee Referral Bonus Opportunities!

### *What will you be doing in the restaurant?*

- Inspire and supporting your team to provide their best service to the customers in ensuring they meet their hunger needs, to fulfill their DReaM's in making a difference in our communities. Examples including but not limited to:
- Lead and inspire your team to ensure our customers have a positive and inviting experience by providing positive feedback and setting goals.
- maintain adequate staffing levels by assisting in the development of weekly team schedules, interviewing, and hiring of new DReaM Team members.
- Ensure the restaurant remains clean and provides a safe environment by utilizing maintenance and food safety guidelines.
- Assist in restaurant operations management in inventory control and record keeping.
- Be adaptable to a variety of situations to support your team's abilities and knowledge to handle their roles in meeting customer needs.
- Remain calm and utilize your knowledge to help diffuse and resolve customer issues and employee wellness concerns.
- provide coaching, training, and positive feedback to your team in developing their professional and personal skills to take on new challenges.
- Make positive and inspiring relationships with customers and coworkers to fulfill yours and their quality of life.
- Have FUN!

*What does it take to join the fun & inspiring DReaM Team?* The desire to grow and succeed in your personal \* professional development. Ex: Display strong, excellent, and effective people orientated relationship skills. Ability to occasionally lift up to 50lbs, and use your hands to prepare the meatiest sandwiches. Display drive, determination, punctuality, and maintain responsibility in working scheduled shifts. Have experience leading a diverse team in a restaurant capacity preferred. Adequate driving record to include valid driver's license & insurance. Ability to work flexible hours and work independently as well with a variety of personalities. Background check completed satisfactorily & be at least 18 years old. Ability to meet tight deadlines and work in a fast-paced environment.

## Server Ancho And Agave Middleton, WI 53562

**Ancho & Agave is hiring Servers to help us create the ultimate dining experience for our guests. If you love serving people and know how to "wow" with your customer service...we want you to be on our team!**

Applicants must be friendly, hardworking, team-oriented, honest, and comfortable with food and liquor service. Must be available to work consistently, always have a positive attitude and be an excellent communicator.

**Server responsibilities include but are not limited to** greeting guests, offering menu assistance, presenting menu specials, answering guests' questions about ingredients and menu items, order taking, delivering food and beverages, making sure guests' meals and their experience is as perfect as possible, serving guests with a warm, friendly smile, guest retention, cleaning, sanitizing, side work, teamwork of all varieties, reporting thoroughly to management, being responsible for cash and credit payments, etc.

**Server Skills & Qualifications:** -Minimum of 1 year experience as a Server in a table-service restaurant, preferred.

-Flexibility to work weekends, evenings and holidays.

-Valid alcohol certification.

-Ability to effectively communicate in English (verbal and written).

-Elevated knowledge of wine & spirits.

-Highly developed interpersonal skills.

-Basic bookkeeping knowledge.

-Working knowledge of point-of-sale systems.

-High level of stamina to work on feet for extended periods.





**Lead Driver 1st shift Full Time Staples, Inc. Madison, WI 53706**

**9:00am - 5:30pm/ Monday – Friday** Current Associates are not eligible for Retention or Sign On Bonuses.

**Staples is business to business.** You're what binds us together.

Join our Staples World Class Supply Chain Team and deliver essential products to our customers.

What you'll be doing:

As a Lead Driver, you will train and mentor new delivery drivers and fill in for supervisors and cover drivers as needed. You will lead daily completion of work to include scheduling and assisting with deliveries, performing routing functions and partnering with the Supervisor to address and resolve any issues.

In this role, you will transport products safely and deliver office supplies on your assigned route to customers. You will manage the routes for Drivers in the building.

At times, depending on volume, you will load vehicles. You will organize and load product for delivery utilizing the manifest assuring the most efficient delivery route and schedule.

Safety is our utmost priority so, in this role, we will look to you to ensure safe work practices and embrace and foster our safety culture. You will be a problem solver for our customers; providing customer support, accepting product returns and will be empowered to make your customers' day. You're our brand on wheels!

In your role as a leader, you will be essential to the success of Staples Supply Chain as we deliver to our customers.

**What you bring to the table:**

- An ability to be a safe and courteous driver who can navigate your way around a map and all kinds of weather and road conditions.
- An ability to make sound decisions, be it driving, parking, safety related and/or customer interaction related.
- An ability to learn and utilize software applications including a working knowledge of Microsoft Office-specifically Word and Excel
- An ability to use technology including GPS and mobile Proof of Delivery (POD) devices.
- A personal commitment to your growth and development
- An ability to bring new ideas that add efficiency and opportunities to grow the business.
- An inclusive approach with your colleagues and customers to forge strong relationships and foster collaboration to resolve issues.
- An ability and willingness to maintain cleanliness of vehicle including performing pre-trip vehicle inspections and reporting any maintenance concerns.

**Basic Qualifications:**

- Must have a valid drivers' license with a driving record indicating a safe driving history acceptable to the company and at all times remain eligible to drive a commercial motor vehicle under applicable laws and regulations.
- Ability to pass a DOT physical and drug screen to the extent legally permissible.
- Must obtain a 6-month DOT medical card specific to the role.
- Basic English language skills (both verbal and written communications)
- Full-Time associates must have the ability to work additional hours beyond scheduled shift; additional overtime hours will be required based on business needs
- Ability to lift up to 70lbs, push and pull items weighing up to 400 lbs with the assistance of hand carts/material handling equipment, and occasionally maneuver up to 130 lbs.
- Must be at least 21 years of age.

**Preferred Qualifications:** High school diploma/GED or equivalent work experience Minimum 1-year of truck driving experience (operating a 16ft or longer straight truck) or comparable driving experience. High volume / small package delivery experience

**We Offer:**

- **Competitive Pay: \$22.75/ hour - \$25.00/ hour, Based on Experience**
- **Earn an extra dollar an hour with our performance pay**
- **Receive a pair of work boots thru Zappos after 30 days. (A \$140 value)**





**Apply at UW Health**

**Driver (Float) Madison, WI, United States**

This is a full-time, 1.0 FTE position. Scheduled hours are 8:00am – 4:30pm, Monday through Friday with flexibility required. Hours may vary based on the operational needs of the department.

**Be part of something remarkable**

Bring your excellent customer service experience to UW Health.

We're seeking a **Driver** to:

- Operate a UW Health fleet vehicle to pick up and deliver a variety of materials, including supplies, medical equipment, labs, and medical records.
- Load and unload items for delivery.
- Work with both internal and external customers and demonstrate great customer service skills.
- Perform vehicle safety inspections and monitor the vehicle's oil and fuel levels.
- Follow proper procedures and safety precautions while operating a motor vehicle.

**At UW Health, you will have:**

- An excellent benefits package, including health and dental insurance, paid time off and retirement plans.
- Access to UW Health's Wellness Options at Work that support employee/family well-being.
- Tuition reimbursement - UW Health invests in your professional growth by helping pay for coursework associated with career advancement.

**Qualifications**

- High School Diploma or equivalent (Preferred)

**Work Experience**

- Experience in delivery setting involving multiple locations (Preferred)

**Licenses & Certifications**

- Valid Wisconsin Driver's License (Required)

**Sterile Processing Tech I/II Madison, WI, United States**

WI, United States

**This is a full-time, 1.0 FTE position. Scheduled hours are 3:00pm – 11:30pm, Monday through Friday. On-call rotation required. Hours may vary based on the operational needs of the department.**

**Be part of something remarkable**

Join the #1 hospital in Wisconsin!

We are seeking a **Sterile Processing Technician** to:

- Work in a fast-paced environment that requires detailed, technical skills.
- Have a role in keeping our patients safe and know that you are contributing to our remarkable patient care.
- Interact with cutting edge surgical instrumentation and reprocessing equipment.
- Be a member of a cohesive team assisting and supporting each other.
- Advance in your career and climb the Reprocessing Department's career ladder.

All required Personal Protective Equipment (PPE) is provided to our Sterile Processing Techs which meets OSHA and AMMI standards.

**At UW Health, you will have:**

- An excellent benefits package, including health and dental insurance, paid time off and retirement plans.
- Access to UW Health's Wellness Options at Work that to support employee/family well-being.
- Tuition reimbursement eligibility after 1 year of employment - UW Health invests in your professional growth by helping pay for coursework associated with career advancement.

**Education:**

Minimum – High School Diploma or equivalent

**Licenses and Certifications:**

Preferred – Certification by BCSPD as a Certified Sterile Processing and Distribution Technician or IAHCSSM as a Certified Registered Central Service Technician.



### Lead Culinary Services Madison, WI, United States

This is a full time 1.0 FTE position. Scheduled hours between 12:30pm – 9:00pm Monday through Friday. Every other weekend required. Hours may vary based on the needs of the department.

**Be part of something remarkable** Join the #1 hospital in Wisconsin! Culinary Services is seeking a Team Lead for our Culinary Retail Assistants. The ideal person will be a critical thinker, able to problem solve on the spot while delegating tasks to team members and managing workflows. Excellent time management and communication skills are a must! This position also helps train staff, so the ability to coach while adapting to others' learning styles is key. If this sounds like the opportunity you've been seeking, we welcome your application.

We are seeking a **Culinary Services Lead** to:

- Provide exemplary customer service while working with patients, visitors, and other staff members.
- Follow all UW Health guidelines and policies regarding food safety and sanitation.
- Train and orient new staff members.
- Act as an effective leader for the Culinary Services Department and the organization.

**At UW Health, you will have:**

- An excellent benefits package, including health and dental insurance, paid time off, retirement plans, two-week paid parental leave and adoption assistance.
- Access to great resources through the UW Health Employee Wellbeing Department that supports your emotional, financial, and physical well-being.
- Tuition benefits eligibility - UW Health invests in your professional growth by helping pay for coursework associated with career advancement.
- Options for a variety of schedules and shifts that offer flexibility and allow for work-life balance.

**Qualifications**

- High School Diploma or equivalent Required
- Associate's Degree in Culinary, Hospitality, or Nutrition Preferred

**Work Experience**

- 3 years food service, hospitality, or customer service experience Required
- 6 months leadership experience Preferred

**Licenses & Certifications**

- ServSafe Certification within 180 Days Required

### Valet Driver Madison, WI, United States

This is a full-time, 1.0 FTE position. Scheduled hours are 9:30am – 6:00pm, Monday through Friday. Hours may vary based on the operational needs of the department.

We are seeking a **Valet Driver** to:

- Provide remarkable customer service as a first and last impression of UW Health.
- Initiate the parking transaction by approaching the vehicle, greeting patients/visitors, and explaining services.
- Pick up patients/visitors at their vehicle and transport them in one of our UW Health golf carts.
- Manage and record valet parking transactions.
- Assist patients in and out of vehicles and with wayfinding.

**At UW Health, you will have:**

- An excellent benefits package, including health and dental insurance, paid time off and retirement plans.
- Access to UW Health's Wellness Options at Work that support employee/family well-being.
- Tuition reimbursement - UW Health invests in your professional growth by helping pay for coursework associated with career advancement.

**Qualifications** High School Diploma or equivalent (Required)

**Work Experience**

- 1 year of customer service experience (Preferred)
- 1 year of driving and parking vehicles experience (Preferred)

**Licenses & Certifications**

- Valid Wisconsin driver's license (Required)



## Medical Coding Lead-Medicine Services-Professional Billing Middleton, WI, United States (Remote)

This is a full-time, 1.0 FTE position that is 100% remote. Applicants hired into this position can work from most states. This will be discussed during the interview process. To be eligible to work remotely, you must be in an approved remote work state for UW Health. We've included a link below to view the full list of approved remote work states.

We are seeking a **Medical Coding Lead** to:

- Monitor coding work queues, including deployment of coders to areas of greatest need.
- Monitor coding operations with respect to workflows and regular reporting: evaluate workflows for maximum efficiencies and problem solve work queue issues when accounts/charges are not flowing properly, making recommendations as necessary.
- Answer charging, coding, Epic or other software related questions from Coders, CDI, clinical and Revenue Cycle staff.
- Review and reconcile missed charge reports and maintain all Encounter forms.

### At UW Health, you will have:

- An excellent benefits package, including health and dental insurance, paid time off, retirement plans, two-week paid parental leave and adoption assistance.
- Access to great resources through the UW Health Employee Wellbeing Department that supports your emotional, financial, and physical well-being.
- Options for a variety of schedules and shifts that offer flexibility and allow for work-life balance.
- Tuition benefits eligibility - UW Health invests in your professional growth by helping pay for coursework associated with career advancement.

**Qualifications** High School Diploma Required or equivalent and Medical Coding Education Required

### **Work Experience**

- 3 years progressive coding experience Required
- More than five (5) years of coding experience in an academic medical center Preferred

### **Licenses & Certifications**

- Certified Professional Coder (CPC) Upon Hire Required or
- Certified Outpatient Coder (COC) Upon Hire Required or
- Certified Inpatient Coder (CIC) Upon Hire Required or
- Certified Coding Specialist (CCS) Upon Hire Required or
- Certified Coding Specialist Physician-Based (CCS-P) Upon Hire Required or
- Certified Coding Associate (CCA) Upon Hire Required
- Registered Health Information Technician (RHIT) Preferred
- Registered Health Information Administrator (RHIA) Preferred

## Patient Access Representative – Hospital Madison, WI, United States

### Work Schedule:

This is a full time, 1.0 FTE position. Shifts will be scheduled Monday through Friday between the hours of 6:00 AM -2:30 PM. Hours may vary based on the operational needs of the department.

### Be part of something remarkable

We are seeking a **Patient Access Representative - Hospital** to:

- Enter and verify demographic and insurance information, identify and collect patient financial obligations, and registers or admits the patient.
- Promote a positive patient and family experience, exhibit empathy, engage in compassionate collections, and demonstrate strong communication skills.

### Education:

Minimum - High School Diploma or Equivalent.

Preferred - Associate Degree in Business, Finance. Health Information Management or related field

### Work Experience:

Minimum - One year of experience in a customer service related field.

Preferred - One year of experience in a healthcare, call center, business, financial or insurance related field.



### Patient Scheduling Representative - Ambulatory Lab Madison, WI, United States

50% FTE, 20 hours per week. Shifts scheduled Monday through Friday between the hours of 7:00 am - 11:00 am, Work one in four Saturdays, 7:30 am - 1:30 pm. If it's a working Saturday, the schedule is three days, Monday - Friday, from 7:00 am - 11:45 am. Hours may vary based on the needs of the clinic.

**Pay:**

Pay starts at \$18.40 per hour, work experience that is relevant to the position will be taken into consideration when determining the starting base pay.

**Be part of something remarkable**

Join the #1 hospital in Wisconsin!

We are seeking a **Patient Scheduling Representative** to:

- Schedule appointments via phone, in-person or electronic correspondence.
- Take incoming phone calls from patients and their families to assist them with their appointment scheduling needs.
- Make outgoing phone calls to patients to schedule their appointments.
- Coordinate with clinic staff to ensure that patients receive appropriate care in a timely manner.

**Education:**

Minimum – High school diploma or equivalent.

Preferred – Associate or Bachelor's degree in Business Administration, Healthcare, or other related field.

**Work Experience:**

Minimum – Six (6) months of previous experience in an office or customer service environment.

Preferred – Previous experience working in healthcare, previous experience scheduling of patients or previous experience answering phones and greeting clients in person.

### Medical Coding Specialist II - HCC Coder Madison, WI, United States (Remote)

This is a full time, 1.0 FTE position. Shifts will be scheduled 8:00 AM – 4:30 PM. Hours may vary based on the operational needs of the department. Applicants hired into this position can work from most states. This will be discussed during the interview process.

To be eligible to work remotely, you must be in an approved remote work state for UW Health. We've included a link below to view the full list of approved remote work states.

**Approved Remote Work States Listing**

We are seeking a **Medical Coding Specialist II – HCC Coder** to:

- Review medical record documentation and code encounters.
- Work closely with the Outpatient Clinical Documentation team to improve capture of Hierarchical Condition Categories.
- Experience with Epic software.

**At UW Health, you will have:**

- An excellent benefits package, including health and dental insurance, paid time off and retirement plans.
- Options for a variety of schedules and shifts that offer flexibility and allow for work-life balance.
- Access to UW Health's Wellness Options at Work that support employee/family well-being.
- Tuition benefits eligibility - UW Health invests in your professional growth by helping pay for coursework associated with career advancement.

**Qualifications**

- High School Diploma or equivalent Required and
- Medical Coding Education Required
- Associate's Degree in a healthcare related field Preferred

**Work Experience** 2 years progressive coding experience in multiple specialties, HCC Risk adjustment Coding Required

**Licenses & Certifications**

- Certified Risk Adjustment Coder (CRC) or Certified Professional Coder (CPC) and/or Certified Clinical Documentation Specialist-Outpatient or Certified Documentation Expert Outpatient (CDEO) Certified Coding Specialist (CCS), or Certified Coding Specialist Physician-Based (CCS-P), or a Certified Coding Associate (CCA) required Required
- Registered Health Information Technician (RHIT), Registered Health Information Administrator (RHIA) Preferred



### Supply Clerk Madison, WI, United States

This is a part-time, 75% FTE position. 10-hour shifts scheduled Tuesday, Wednesday, Friday from 1:30pm – 11:30pm, with weekend and holiday rotation. Hours may vary based on the operational needs of the department.

**Be part of something remarkable**

Join the #1 hospital in Wisconsin! Be a member of a cohesive team assisting and supporting each other.

We are seeking a **Supply Clerk** to:

- Ensure our physicians, nurses, and others have everything needed to care for our patients - medical/surgical supplies, linen, and equipment.
- Use their attention to detail and organizational skills in an exciting and fast-paced environment.
- Interact with a variety of computer applications to ensure timely and accurate inventory transitions.
- Interact with customers, both in person and over the phone, in a professional and supportive manner.

**At UW Health, you will have:**

- An excellent benefits package, including health and dental insurance, paid time off and retirement plans. Full time benefits for part time work
- Options for a variety of schedules and shifts that offer flexibility and allow for work-life balance.
- Access to UW Health's Wellness Options at Work that to support employee/family well-being.
- Tuition reimbursement eligibility after 1 year of employment - UW Health invests in your professional growth by helping pay for coursework associated with career advancement.

**Education:** Minimum – High school graduate or equivalent

**Work Experience:** Preferred – Relevant work experience in a healthcare environment

### Call Center Paging Representative Madison, WI, United States (Hybrid)

**Work Schedule:**

100% FTE, 2<sup>nd</sup> shift. Weekends required. Position rotates every third weekend, with a total of 5 shifts per week. Scheduled hours are from 2:45 pm – 11:15 pm.

**Be part of something remarkable**

Join the #1 hospital in Wisconsin and utilize your love for helping people by being the first point of contact for new patients and referring physicians, vendors and the public.

We are seeking a **Call Center Paging Representative (Communication Center Representative)** to:

- Support paging, messaging and scheduling, and appointment services for UW Health.
- Provide remarkable customer service to UW Health staff, physicians, and patients.
- Confirm and cancel appointments on nights, weekends and holidays for specifically designated clinics.
- Take various calls ranging from connecting callers to inpatient rooms, notifying an on-call physician about an organ offer, and executing emergency plans.

You will use:

- High quality personal computer workstations.
- State-of-the-art telephone technology in a call center environment.
- Proprietary software programs specifically designed for call handling, message taking, appointment scheduling and radio paging services.

**At UW Health, you will have:**

- An excellent benefits package, including health and dental insurance, paid time off and retirement plans.
- Options for a variety of schedules and shifts that offer flexibility and allow for work-life balance.
- Access to UW Health's Wellness Options at Work that support employee/family well-being.
- Tuition benefits eligibility after one year of employment - UW Health invests in your professional growth by helping pay for coursework associated with career advancement.

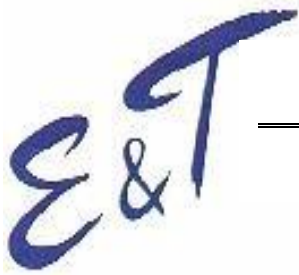
**Education:**

Minimum – High school diploma or equivalent

Preferred – Associate degree in Healthcare, Information Technology, Business, or related field strongly preferred

**Work Experience:**

Preferred – One year of experience in a medical, call center, or customer service environment



**Supply Clerk (Receiving and Mailroom) Madison, WI, United States**

**Work Schedule:**

This is a full time, 1.0 FTE position. Scheduled hours are 7:40am – 4:10pm, Monday through Friday. Hours may vary based on the operational needs of the department.

**Be part of something remarkable**

Join the #1 hospital in Wisconsin!

We are seeking a **Supply Clerk (Shipping and Mailing Clerk)** to:

- Be responsible for the accurate receiving and distribution of all materials coming through the University Hospital receiving dock.
- Use the Oracle computer system to accurately locate and sort all inpatient mail.
- Exhibit good organizational, analytical, and communication skills.

**At UW Health, you will have:**

- An excellent benefits package, including health and dental insurance, paid time off and retirement plans.
- Access to UW Health's Wellness Options at Work that to support employee/family well-being.
- Tuition reimbursement eligibility after 1 year of employment - UW Health invests in your professional growth by helping pay for coursework associated with career advancement.

**Qualifications**

High School Diploma or equivalent Required

**Work Experience**

Relevant experience in a healthcare environment Preferred

**Room Service Line Cook Madison, WI, United States**

**Work Schedule:**

This is a full time 1.0 FTE position. Scheduled hours between 10:00am – 8:30pm Monday through Friday. Every other weekend required. Hours may vary based on the operational needs of the department.

**Be part of something remarkable**

Join the #1 hospital in Wisconsin!

Work as a talented culinary expert to compose and prepare meals from scratch. The Food Production Cook is responsible for hot and cold food production in a high-volume kitchen. Enjoy this fast-paced, team environment while being able to quickly problem-solve and make decisions. External hires may be eligible for up to a \$1,000 sign-on bonus.

We are seeking a **Room Service Line Cook** to:

- Prepare large volumes of food with a high level of complexity, variety, and quality. Prepare entrees, sandwiches, soups, starches, vegetables, sauces, and desserts for general diets and modified diets.
- Assess quality and condition of ingredients used in food production.
- Prepare food production reports and documentation.

**At UW Health, you will have:**

- An excellent benefits package, including health and dental insurance, paid time off, retirement plans, two-week paid parental leave and adoption assistance.
- Options for a variety of schedules and shifts that offer flexibility and allow for work-life balance.
- Access to UW Health's Wellness Options at Work that support employee/family well-being.
- Tuition benefits eligibility - UW Health invests in your professional growth by helping pay for coursework associated with career advancement.

**Education:**

Minimum – High School Diploma or equivalent

Preferred – Associates degree in Culinary, Hospitality, or Nutrition

**Work Experience:**

Minimum – One (1) year experience in high volume food production setting

Preferred – Two (2) years' experience in high volume food production setting

**Licenses and Certifications:**

Minimum – ServSafe certification required within six (6) months of hire





**Patient Scheduling Lead – Phlebotomy Madison, WI, United States**

**Work Schedule:**

100% FTE, 40 hours per week. Shifts scheduled Monday - Thursday 9:00 am - 5:30 pm, and Friday 8:30 am - 5:00 pm. Hours may vary based on the needs of the clinic.

**Pay:**

UW Health offers a competitive compensation and benefits package. Work experience that is relevant to the position will be taken into consideration when determining the starting base pay.

**Be part of something remarkable**

Join the #1 hospital in Wisconsin!

We are seeking a **Patient Scheduling Lead** to:

- Act as a liaison with leadership in patient scheduling issues, training, education communication and problem solving.
- Coordinate, assign and guide the work activities of other patient scheduling staff.
- Monitor work schedules, maintain department scheduling guidelines and templates and train and mentor new staff.
- Perform patient scheduling duties including working with patients in person and over the phone.

**Education:**

Minimum - High school diploma or equivalent.

Preferred - Associate or Bachelor's degree in Business Administration, Healthcare, or other related field.

**Work Experience:**

Minimum – Twelve months of experience in patient scheduling or equivalent experience working in a medical office environment

**Culinary Retail Food Assistant Madison, WI, United States**

**Work Schedule:**

This is a full time 1.0 FTE position. Scheduled hours between 7:00am – 3:30pm Monday through Friday. Some holidays required. Hours may vary based on the operational needs of the department.

**Be part of something remarkable**

Join the #1 hospital in Wisconsin! Put your passion for food and culinary experience to use and join our remarkable culinary team. You will be responsible for ensuring the right food is safely provided to the right customer at the right time.

We are seeking a **Culinary Retail Assistant** who:

- Provides excellent customer service for all patients, families, staff, and visitors.
- Accurately sets up meal service lines, portioning food items, serving meals, and working as a short order line cook.
- Cashiers and provides efficient and accurate payment transactions in a professional manner.
- Sanitizes dishes, cookware, equipment, and environment.

**Culinary Retail Assistants** are eligible for:

- External hires may be eligible for up to a \$1,000 sign-on bonus.
- Paid time off, including 15 days of vacation time for full-time employees.
- A free bus pass to assist with transportation to and from work.
- Continuing education for both professional and personal growth.

**At UW Health, you will have:**

- An excellent benefits package, including health and dental insurance, paid time off, retirement plans, two-week paid parental leave and adoption assistance.
- Options for a variety of schedules and shifts that offer flexibility and allow for work-life balance.
- Access to UW Health's Wellness Options at Work that support employee/family well-being.
- Tuition benefits eligibility - UW Health invests in your professional growth by helping pay for coursework associated with career advancement.

**Qualifications**

High School Diploma or GED Preferred

**Work Experience**

Food service and/or customer service experience Preferred

**Licenses & Certifications**

ServSafe Certification Preferred



**Supply Clerk – Clinical Labs Madison, WI, United States**

**Work Schedule:**

100% FTE, day shift. Monday – Friday 7:30AM – 4:00PM. Hours may vary based on the operational needs of the department.

We are seeking a **Supply Clerk – Clinical Labs** to:

- Physically and electronically receive purchase orders for all incoming shipments from suppliers/distributors. Facilitate delivery to corresponding deliver-to locations.
- Work collaboratively with customers and internal stakeholders to establish supply chain processes that maximize efficiency, minimize expense.
- Perform a wide array of supply chain activities.
- May electronically and physically receive, deliver, inventory, and distribute supplies and other non-medical items within and outside the lab.
- Actively participate with cross-functional teams in continuous quality improvement efforts.

**At UW Health, you will have:**

- An excellent benefits package, including health and dental insurance, paid time off, retirement plans, two-week paid parental leave and adoption assistance. Full time benefits for part time work (for positions 60% FTE and higher).
- Access to great resources through the UW Health Employee Wellbeing Department that supports your emotional, financial, and physical well-being.
- Tuition benefits eligibility - UW Health invests in your professional growth by helping pay for coursework associated with career advancement.

**Qualifications** High School Diploma or equivalent Required

**Work Experience**

Relevant experience in a healthcare environment. Preferred

**Sterile Processing Technician II – University Hospital Madison, WI, United States**

**Work Schedule:**

This is a full-time, 1.0 FTE position. Scheduled hours are 3:00pm – 11:30pm, Monday through Friday. Rotating weekends, holidays, and on-call required.

**Required Training Schedule:** 7:00am-3:30pm, Monday through Friday for the first three-five months. If selected for an interview, shift preferences and availability will be discussed at that time. Hours may vary based on the operational needs of the department.

**Be part of something remarkable**

Join the #1 hospital in Wisconsin!

We are seeking a **Sterile Processing Technician II** to:

- Work in a fast-paced environment that requires detailed, technical skills.
- Have a role in keeping our patients safe and know that you are contributing to our remarkable patient care.
- Interact with cutting edge surgical instrumentation and reprocessing equipment.
- Be a member of a cohesive team assisting and supporting each other.

All required Personal Protective Equipment (PPE) is provided to our Sterile Processing Techs which meets OSHA and AMMI standards.

**At UW Health, you will have:**

- An excellent benefits package, including health and dental insurance, paid time off and retirement plans.
- Access to UW Health’s Wellness Options at Work that to support employee/family well-being.
- Tuition reimbursement eligibility after 1 year of employment - UW Health invests in your professional growth by helping pay for coursework associated with career advancement.

**Education:**

Minimum – High School Diploma or equivalent

**Work Experience:**

Minimum – One year experience in reprocessing

**Licenses and Certifications:**

Minimum – Certification by BCSPD as a Certified Sterile Processing and Distribution Technician or IAHCSPM as a Certified Registered Central Service Technician.



Apply at [www.cityofmadison.com](http://www.cityofmadison.com)

### Construction Inspector 1 or 2

**SALARY** \$30.23 - \$32.14 Hourly  
\$2,418.74 - \$2,571.49 Biweekly  
\$5,240.60 - \$5,571.56 Monthly  
\$62,887.24 - \$66,858.74 Annually

**LOCATION** Madison, WI

**JOB TYPE** PERMANENT FULL TIME

**JOB NUMBER** 2024-00326

**DEPARTMENT** Engineering Division

**OPENING DATE** 09/19/2024

**CLOSING DATE** 10/3/2024 11:59 PM Central

**COMP. GROUP/RANGE** 15/09

The Construction Inspector class series describes field work performed in a public works construction environment. Employees assist or perform construction inspections, serve as a member of a survey crew, and prepare appropriate documentation. Employees may be hired at the Construction Inspector 1 level based on education and experience in performing public works engineering activities (including inspection, CADD, surveying, and/or design) as described herein. Progression to a Construction Inspector 2 is normally contingent upon budgeted vacancies, experience gained as a Field Aide and/or Construction Inspector I (typically at least three (3) years), and is accomplished by competition. Hours/Week: 40 Monday - Friday 7:30 A.M. - 3:30 P.M.

### Engineer 4 - Construction Inspection\*

**SALARY** \$43.97 - \$53.08 Hourly \$3,407.72 - \$4,114.01 Biweekly \$7,383.39 - \$8,913.69 Monthly \$88,600.72 - \$106,964.26 Annually

**LOCATION** Madison, WI

**JOB TYPE** PERMANENT FULL TIME

**JOB NUMBER** 2024-00330

**DEPARTMENT** Engineering Division

**OPENING DATE** 09/17/2024

**CLOSING DATE** 10/1/2024 11:59 PM Central

**COMP. GROUP/RANGE** 18/12

This is advanced-level professional engineering and project supervision work performed in the office and field in connection with public infrastructure improvements constructed under public works and private development contracts. Assignments are received from a higher-level engineer or supervisor and the work involves the application of independent professional judgment to define the project and determine the best methods of addressing the situation(s), including the assignment of project components to lower-level staff. The work is performed under the general direction and coordination of a higher-level professional engineer or supervisor and regularly involves the supervision of lower-level staff including professional engineers.

### Engineering Intern\*

**SALARY** \$21.89 Hourly

**LOCATION** Madison, WI

**JOB TYPE** HOURLY

**JOB NUMBER** 2024-00342

**DEPARTMENT** Water Utility

**OPENING DATE** 09/26/2024

**CLOSING DATE** 10/25/2024 11:59 PM Central

**COMP. GROUP/RANGE** 17/00

The Water Utility is looking for qualified applicants for their Engineering Intern vacancy. This is entry-level professional engineering work for Madison Water Utility. The Engineering Internship is developed to advance agency goals and to foster professional development within the engineering career track, providing support and direction in an internship framework. The internship will include exposure to managerial and policy setting operations and activities, introduction to organizational structure, and operations of the Water Utility.



### Housing Maintenance Worker

**SALARY** \$28.04 Hourly \$2,243.08 Biweekly \$4,860.01 Monthly \$58,320.08 Annually

**LOCATION** Madison, WI

**JOB TYPE** PERMANENT FULL TIME

**JOB NUMBER** 2024-00350

**DEPARTMENT** CDA Housing Operations

**OPENING DATE** 09/24/2024

**CLOSING DATE** 10/6/2024 11:59 PM Central

**COMP. GROUP/RANGE** 16/10

The City of Madison Community Development Authority (CDA) is seeking a qualified, mission-driven individual to join our maintenance team. This is varied and responsible facility maintenance, repair and custodial work relating to residential facilities, building systems, related equipment and grounds of low-income housing within the CDA property portfolio. Work is completed in occupied apartments thorough work orders generated from residents, office staff, and/or management.

### Information Clerk

**SALARY** \$25.17 Hourly \$1,950.66 Biweekly \$4,226.43 Monthly \$50,717.16 Annually

**LOCATION** Madison, WI

**JOB TYPE** PERMANENT FULL TIME

**JOB NUMBER** 2024-00244

**DEPARTMENT** Streets Division

**OPENING DATE** 09/30/2024

**CLOSING DATE** 10/21/2024 11:59 PM Central

**COMP. GROUP/RANGE** 20/07

The City of Madison Streets Division seeks qualified candidates for the position of Information Clerk. This position performs routine and responsible administrative support work in processing office records, data, and materials based on the needs of the Streets Division. This position also provides information to the public and responds to complaints and requests for information on services of the Streets Division. Work is characterized by ongoing responsibility for assigned support activities and is performed under the general supervision of the Streets General Supervisor.

### Library Security Monitor

**SALARY** \$19.69 Hourly

**LOCATION** Madison, WI

**JOB TYPE** HOURLY

**JOB NUMBER** 2024-00352

**DEPARTMENT** Madison Public Library

**OPENING DATE** 09/25/2024

**CLOSING DATE** 10/13/2024 11:59 PM Central

**COMP. GROUP/RANGE** 16/00

The Madison Public Library is looking to hire Library Security Monitors. If you are interested in a Library Security Monitor position, this is your opportunity to apply. Library Security Monitors provide critical safety assistance and customer service to library customers and staff.

### Traffic Signal Maintenance Worker

**SALARY** \$28.94 Hourly \$2,315.56 Biweekly \$5,017.05 Monthly \$60,204.56 Annually

**LOCATION** Madison, WI

**JOB TYPE** PERMANENT FULL TIME

**JOB NUMBER** 2024-00310

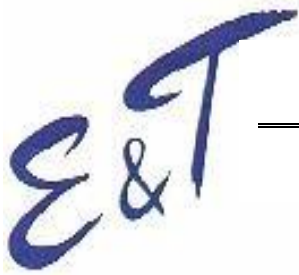
**DEPARTMENT** Traffic Engineering Division

**OPENING DATE** 09/30/2024

**CLOSING DATE** 10/14/2024 11:59 PM Central

**COMP. GROUP/RANGE** 16/11

The Traffic Engineering Division is looking for their next Traffic Signal Maintenance Worker to assist with the installation and on-going maintenance of traffic devices with a goal of efficient movement of people, goods and traffic safely and efficiently within the Madison metropolitan region. This is technical and semi-skilled electrical construction work assisting higher level staff in the installation, maintenance, and repair of electrical, electronic, computer-based equipment associated with traffic signals, street lighting, fiber optic networking, and other City-maintained equipment and systems



Apply at [www.governmentjobs.com/careers/countyofdane](http://www.governmentjobs.com/careers/countyofdane)

### LTE Breastfeeding Peer Counselor (Bilingual - Spanish)

**SALARY** \$30.40 Hourly

**LOCATION** Madison, WI

**JOB TYPE** Limited Term Employee

**JOB NUMBER** 2024-00354

**DEPARTMENT** Board of Health for Madison and Dane County

**OPENING DATE** 08/23/2024

**CLOSING DATE** Continuous

**FLSA** Non-Exempt

**BARGAINING UNIT** 720

The Board of Health for Madison and Dane County is recruiting for an LTE Breastfeeding Peer Counselor who is bilingual in both English and Spanish.

### LTE CARE COORDINATOR

**SALARY** \$31.86 Hourly

**LOCATION** Madison, WI

**JOB TYPE** Limited Term Employee

**JOB NUMBER** 2024-00345

**DEPARTMENT** Human Services Department

**OPENING DATE** 07/24/2024

**CLOSING DATE** Continuous

**FLSA** Non-Exempt

**BARGAINING UNIT** 1871

The Human Services Department has one (1) full-time and one (1) part-time Limited Term vacancy for a LTE Care Coordinator position in Madison, WI.

### LTE Case Manager (PEI - OHC)

**SALARY** \$33.86 Hourly

**LOCATION** Madison, WI

**JOB TYPE** Limited Term Employee

**JOB NUMBER** 2024-00405

**DEPARTMENT** Human Services Department

**OPENING DATE** 08/28/2024

**CLOSING DATE** Continuous

**FLSA** Non-Exempt

**Dane County Human Services is hiring for an LTE Case Manager (PEI - Out of Home Care).**

**Limited Term Employees (LTEs) are limited to 1,200 hours in a payroll year and are not guaranteed any hours per week.**

### LTE Fleet and Asset Assistant

**SALARY** \$30.91 Hourly

**LOCATION** Madison, WI

**JOB TYPE** Limited Term Employee

**JOB NUMBER** 2024-00392

**DEPARTMENT** Sheriff's Office

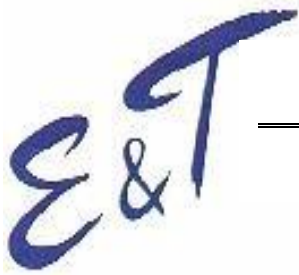
**OPENING DATE** 09/23/2024

**CLOSING DATE** 10/7/2024 11:59 PM Central

**FLSA** Non-Exempt

**BARGAINING UNIT** 720

The Dane County Sheriff's Office has a Limited Term vacancy for an LTE Fleet and Asset Assistant in Madison, WI.



### LTE Food Service Helper/Driver

**SALARY** \$29.06 Hourly  
**LOCATION** Verona WI, WI  
**JOB TYPE** Limited Term Employee  
**JOB NUMBER** 2024-00383  
**DEPARTMENT** Administration  
**OPENING DATE** 08/13/2024  
**CLOSING DATE** Continuous  
**FLSA** Non-Exempt

The Department of Administration - Division of Consolidate Food Services has two (2) Limited Term Employee vacancies .

### LTE GENERAL LABORER (65)

**SALARY** \$21.99 Hourly  
**LOCATION** Madison, WI  
**JOB TYPE** Limited Term Employee  
**JOB NUMBER** 2023-00556  
**DEPARTMENT** Alliant Energy Center  
**OPENING DATE** 09/12/2023  
**CLOSING DATE** Continuous  
**FLSA** Non-Exempt

LIMITED TERM EMPLOYMENT (LTE) OPPORTUNITY WITH NO GUARANTEED HOURS PER WEEK. Immediate limited term opportunity with the Alliant Energy Center complex for Housekeeping and/or Conversion/Setup Crew.

### LTE General Laborer (720)

**SALARY** \$22.98 Hourly  
**LOCATION** Madison, WI  
**JOB TYPE** Limited Term Employee  
**JOB NUMBER** 2024-00224  
**DEPARTMENT** Administration  
**OPENING DATE** 05/02/2024  
**CLOSING DATE** Continuous

Dane County Department of Administration has a vacancy for a LTE General Laborer position. This position will work 40 hours per week, Limited Term Employees (LTEs) are limited to working 1,200 hours in a payroll year.

### LTE Juvenile Court Worker

**SALARY** \$23.36 Hourly  
**LOCATION** Madison, WI  
**JOB TYPE** Limited Term Employee  
**JOB NUMBER** 2023-00841  
**DEPARTMENT** Juvenile Court Program  
**OPENING DATE** 01/17/2024  
**CLOSING DATE** 12/31/2024 11:59 PM Central

LIMITED TERM EMPLOYMENT OPPORTUNITY WITH NO GUARANTEED HOURS PER WEEK (limit of 1,200 hours per payroll year).

### LTE Program Coordinator - Operations

**SALARY** \$31.19 Hourly  
**LOCATION** Madison, WI  
**JOB TYPE** Limited Term Employee  
**JOB NUMBER** 2024-00443  
**DEPARTMENT** Board of Health for Madison and Dane County  
**OPENING DATE** 09/23/2024  
**CLOSING DATE** 10/7/2024 11:59 PM Central  
**FLSA** Non-Exempt

The Board of Health for Madison and Dane County has a Limited Term vacancy for an LTE Program Coordinator - Operations.





### Electrician

**SALARY** \$46.16 Hourly

**LOCATION** Madison, WI

**JOB TYPE** Full time (1.0FTE)

**JOB NUMBER** 2024-00445

**DEPARTMENT** Airport

**OPENING DATE** 09/27/2024

**CLOSING DATE** 10/11/2024 11:59 PM Central

**FLSA** Non-Exempt

**BARGAINING UNIT** TRADES

The Dane County Regional Airport has a current vacancy for an Electrician. Normal work hours: Monday – Friday, 7:00 am to 3:30 pm. Must be available and willing to work nights, holidays and weekends during snow and other airport emergencies.

### Part-Time Registered Nurse BPHCC

**SALARY** \$42.80 - \$51.33 Hourly

**LOCATION** Verona, WI

**JOB TYPE** Part Time position (.2FTE)

**JOB NUMBER** 2023-00601

**DEPARTMENT** Human Services Department-BPHCC

**OPENING DATE** 09/29/2023

**CLOSING DATE** Continuous

**FLSA** Non-Exempt

The Dane County Department of Human Services (DCDHS) - Badger Prairie Health Care Center (BPHCC) is recruiting for Part-Time Registered Nurses (RNs). Currently DCDHS is hiring 0.2 FTE positions that work every other weekend float shift positions with opportunities to work additional shifts based on individual availability and scheduling needs.

### Public Safety Communications Technical Services Manager

**SALARY** \$55.52 - \$74.24 Hourly

**LOCATION** Madison, WI

**JOB TYPE** Full time (1.0FTE)

**JOB NUMBER** 2024-00386

**DEPARTMENT** Public Safety Communication

**OPENING DATE** 09/20/2024

**CLOSING DATE** 10/18/2024 11:59 PM Central

**FLSA** Exempt

The Dane County Public Safety Communications (PSC) Department in Madison, Wisconsin, is recruiting for a full-time (1.0 FTE) Public Safety Communications Technical Services Manager position. The Eligibility List created may be used to fill future vacancies over the next six (6) months.

### Social Worker - Children, Youth and Families

**SALARY** \$33.86 - \$43.12 Hourly

**LOCATION** Madison, WI

**JOB TYPE** Full time (1.0FTE)

**JOB NUMBER** 2024-00040

**DEPARTMENT** Human Services Department

**OPENING DATE** 02/23/2024

**CLOSING DATE** Continuous

**FLSA** Non-Exempt

Dane County Human Services, Children, Youth and Families (CYF) Division has full-time (1.0 FTE) vacancies for Social Worker I and Social Worker II in Child Protective Services (CPS) and Youth Justice (YJ) in Madison, WI.



**Apply at wisc.jobs**

**Registered Nurse - Central Wisconsin Center Job ID 12771**

***Salary Information***

Starting salary is between \$41.61 and \$48.16 /hour (approximately \$86,500 and \$100,100 annually), based on years of licensure. Additional increases are based on years of licensure in the chart below.

<u>Years of Licensure</u>	<u>Pay Rate</u>
0	\$41.61
3	\$43.74
5	\$44.84
7	\$45.95
9	\$47.06
11	\$48.16

- \$1.40/hour differential for 1<sup>st</sup> shift RNs that work hours between 6pm and 6am.
- \$3.90/hour differential for permanent 2<sup>nd</sup> or 3<sup>rd</sup> shift RNs for work hours between 6pm to 6am.
- \$0.80/hour weekend differential applies to worked shifts.
- **\$2,000** sign-on bonus applies to those with no prior state service in the last five years; who stay with the facility in the position until completing probation. Bonus will be split, \$1,000 upon hire and \$1,000 after completing probation.
- A 12-month probationary period is required. The pay schedule and range is 11/02.
- Pay for current or former state employees will be set based on the rules that apply to compensation for the applicable transaction.

***Job Details***

All applicants will be required to allow DHS to conduct a background check to determine whether the circumstances of any convictions may be related to the job being filled. All appointees will be required to receive a TB test, which will be administered by CWC or medical personnel approved by the facility prior to their start date. All appointees will be required to be CPR certified.

DHS does not sponsor work visas for this position, thus, in compliance with federal law, selected candidates will be required to verify eligibility to work in the United States by completing the required I-9 form upon hire.

***Qualifications***

At a minimum, you'll need the following:

- Licensure or eligibility\*\* for licensure as a Registered Nurse in the State of Wisconsin. Selected candidate must be licensed in Wisconsin within 3 months of appointment.
- Education or experience providing nursing care to patients according to Nursing Practice Standards.
- Excellent communication skills.
- An ability to participate as a member of an interdisciplinary team.

\*\*Eligibility is defined as your license application/exam is in process with the **Wisconsin Department of Safety and Professional Services** or you currently hold a license in another state and are eligible to obtain a license in the State of Wisconsin.

It'd be great if you also have at least one of the following:

- Two (2) or more years as a Registered Nurse
- Long Term Care and/or Medical/Surgical direct care or relevant experience
- Excellent problem and conflict resolution skills.
- Ability to effectively delegate and oversee the work of LPN's and CNA's.
- Experience applying Nursing Standards of Practice to meet the specific needs of the IDD population at CWC.

For a guide on developing your resume and what should be included, click here.

***How To Apply***

Applying is easy! Click "Apply for Job" to start your application process. Sign in to your account or click "Register Now" to create an account before applying for the job. Follow the steps outlined in the application process and submit your application.

Helpful Tips: Once your application is submitted, no changes are allowed. Click "Save" to allow changes to your application as needed before submitting by the deadline.

Submitted materials may be evaluated by a panel of job experts according to the qualifications above. Please monitor your email for communications related this position. Current or former permanent, classified, state employees must complete the online application process to be considered. If viewing through an external site, please apply directly at Wisc.Jobs. DHS is an Equal Opportunity and Affirmative Action employer seeking a diverse and talented workforce. Veterans are encouraged to apply. For complete information on veterans' hiring programs with the WI Department of Veteran's affairs, click here. For technical assistance and general information, please see Frequently Asked Questions. For questions about the position, to request a copy of the full position description, or for other employment inquiries, please contact Jacque Strook in Human Resources at [Jacqueline.Strook@dhs.wisconsin.gov](mailto:Jacqueline.Strook@dhs.wisconsin.gov).

***Deadline to Apply Applications will be accepted until positions have been filled.***

**Cook – Mendota Mental Health Institute Job ID 15234**

The Department of Health Services (DHS), **Mendota Mental Health Institute (MMHI)** is currently recruiting for a Cook. MMHI is located on the north side of Madison and offers a beautiful campus environment, convenient free parking and an onsite workout facility. MMHI is an inpatient psychiatric facility, with one outpatient program. MMHI is a psychiatric hospital specializing in serving patients with complex psychiatric conditions, often combined with certain problem behaviors. A secure setting to meet the legal and behavioral needs of our patients is provided. MMHI is an integral part of the entire Wisconsin mental health service delivery system. As an employee of the State of Wisconsin, you'll also have access to an [amazing benefits package](#), including:

- 3.5 weeks of vacation, 9 paid holidays and ample sick time.
- Top rated health plan options starting at \$39/month for single plans and \$97/month for family plans, after 2 months of state service.
- Premium pension plan with at least a 6.9% employer match in 2024. Plus, a tax advantaged supplemental retirement savings plan which allows you to save money directly from your paycheck for retirement. Use this [Total Rewards Calculator](#) to see the total value of our competitive benefits package!
- Several flex spending accounts: medical, dependent care, commuter, parking and High Deductible Health Savings.
- [Well Wisconsin](#) Wellness Program
- A free and confidential employee assistance program that offers employees and their immediate family dependents a variety of tools, resources, and professional consultation services to support their health, goals, and overall well-being.
- [Public Service Loan Forgiveness Program](#) employer.

This position will work four - 10 hour rotating shifts each week; 5:00am - 3:30pm, 6:00am - 4:30pm, 6:30am - 5:00pm and 7:00am - 5:30pm. The position will be required to work every other weekend.

**Position Summary**

As a Cook at MMHI, you will be responsible for:

- Preparing large quantities of food for individuals with regular and modified diets. Food portions may be prepared hot or cold for distribution to various units at MMHI.
- Preparing food item requests for patients, including snacks, foods for medication, nourishments, and activity therapy.
- Ensuring proper sanitation and safety practices are followed at all times.

**Salary Information**

The starting salary is \$19.55 per hour, plus excellent benefits. A 12-month probationary period is required.

Pay for current or former employees is based on the rules that apply to compensation for the applicable transaction. This position is classified as a Cook 2 and is in pay schedule and range 03/11.

**Qualifications**

Minimally qualified applicants will have the following:

- Ability to work scheduled hours as needed, which may include weekends, holidays, early mornings or early evenings, and overtime as needed.
- Ability to follow written and oral instructions, and accept work assignment changes as needed.
- Knowledge of basic sanitation, hand washing and safety standards in a food service environment.
- An ability to communicate effectively in the English language both verbally and in writing.

For a guide on developing your resume and what should be included, click [here](#).

**How To Apply**

Applying is easy! Click "Apply for Job" to start the application process. Sign in to your account or click "Register Now" to create an account before applying for the job. Follow the steps outlined in the application process and submit your application.

Helpful Information:

- You will be required to attach your current resume in a Word or PDF compatible format and answer one or more questions.
- Once your application is submitted, no changes are allowed. Click "Save" to allow changes to your application as needed before submitting by the deadline.
- You may want to save a copy of the job posting for referencing after the deadline.
- Please monitor your email for communications related to this position.
- Current or former permanent, classified, state employees must complete the online application process to be considered.
- If viewing through an external site, please apply directly at [Wisc.Jobs](#).
- For technical assistance and general information, please see [Frequently Asked Questions](#). For questions about the position, to request a copy of the full position description, or for other employment inquiries, please contact Rachel Libera in Human Resources at [rachel.libera@dhs.wisconsin.gov](mailto:rachel.libera@dhs.wisconsin.gov). DHS is an Equal Opportunity and Affirmative Action employer seeking a diverse and talented workforce. Veterans are encouraged to apply. For complete information on veterans' hiring programs with the WI Department of Veteran's affairs, click [here](#).

***Deadline to Apply Applications will be accepted until the position is filled.***

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**Custodian LTE Job ID 10686**

Please review information regarding Limited Term Employment (LTE) employment with the State of Wisconsin linked [here](#). Of special note:

- LTE positions are not civil service classified positions, do not give any rights to a permanent civil service classified position, and do not lead to permanent status.
- Wisconsin residency is required for LTE positions.
- No more than 1039 hours may be worked in one year.

MMHI is part of the Division of Care and Treatment Services (DCTS). DCTS is committed to helping all state residents live their best lives through an interconnected web of behavioral health services. [Watch this video to learn more about the work of DCTS.](#)

**Position Summary**

As a Custodian, you will be responsible for performing a variety of cleaning and maintenance tasks at MMHI. Duties include, but are not limited to, operating automatic cleaning equipment, such as automatic scrubbers, sweepers, and wall washers, wet/dry vacuums, and carpet cleaning equipment; stripping and sealing of floors; cleaning of toilets, showers, and furniture; shoveling snow; and replacing light bulbs.

**Salary Information**

The starting pay is \$16.18 per hour. These are LTE appointments and are limited to 1039 hours in a year. Pay for current or former state employees will be set based on the rules that apply to compensation for the applicable transaction. These positions are in pay schedule and range 03/08.

**Job Details**

All applicants who may be appointed to these positions will be required to allow DHS to conduct a background check to determine whether the circumstances of any conviction may be related to the job being filled. All appointees will be required to receive a TB test, which will be administered by MMHI or medical personnel approved by the facility prior to their start date. These positions have physical requirements which may include but are not limited to lifting up to 50 pounds, standing, climbing, bending, reaching, and twisting. Applicants may be required to pass a physical evaluation to assess these requirements. DHS does not sponsor work visas for this position, thus, in compliance with federal law, selected candidates will be required to verify eligibility to work in the United States by completing the required [I-9](#) form upon hire.

**Qualifications**

Minimally qualified applicants will have all of the following:

- Ability to work scheduled hours as needed, which may include weekends, holidays, early morning or early evenings, and overtime as needed.
- Ability to follow written and oral instructions, and able to accept work assignment changes as needed.
- Ability to follow proper safety standards when using chemical cleaning agents.
- Ability to use cleaning tools and appropriate sanitizing procedures.

For a guide on developing your resume and what should be included, click [here](#).

**How To Apply**

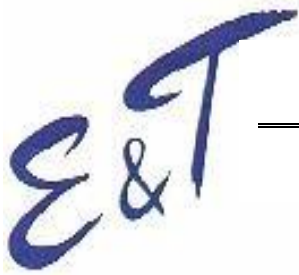
Applying is easy! Click “Apply for Job” to start your application process. Sign in to your account or click “Register Now” to create an account before applying for the job. Follow the steps outlined in the application process and submit your application. Helpful Tips:

- Once your application is submitted, no changes are allowed. Click “Save” to allow changes to your application as needed before submitting by the deadline.
- You may want to save a copy of the job posting for referencing after the deadline.

Please monitor your email for communications related these positions. Current or former permanent, classified, state employees must complete the online application process to be considered.

If viewing through an external site, please apply directly at [Wisc.Jobs](#). DHS is an Equal Opportunity and Affirmative Action employer seeking a diverse and talented workforce. Veterans are encouraged to apply. For complete information on veterans’ hiring programs with the WI Department of Veteran’s affairs, click [here](#). For technical assistance and general information, please see [Frequently Asked Questions](#). For questions about the position, to request a copy of the full position description, or for other employment inquiries, please contact TuVayra Terwilliger in Human Resources at [tuvayra.terwilliger@dhs.wisconsin.gov](mailto:tuvayra.terwilliger@dhs.wisconsin.gov).

**Deadline to Apply Applications will be accepted until the position is filled.**



**Food Service Assistant 2 Job ID 14725**

**Position Summary**

As a Food Service Assistant, you will:

- serve meals to patients in one of three serving areas, clean and sanitize food trays and utensils, prepare desserts,
- transport food from kitchen to patient buildings, clean and sanitize pans,
- perform cleaning and sanitation tasks, and
- store food and supplies in storage areas.

**Salary Information**

Pay for these positions is \$17.12 per hour, plus excellent benefits. A 12-month probationary period is required.

A \$2,000 sign-on bonus applies to those with no prior state service in the last five years; who stay with MMHI until completing probation. Bonus will be split, \$1,000 upon hire and \$1,000 after completing probation. Must sign an agreement to remain in the position until completing probation. Employees who do not remain in the position for any reason through the probationary period, must reimburse DHS the sign-on bonus, unless DHS agrees otherwise.

Pay for current or former state employees is set based upon the rules that apply to compensation for the applicable transaction. These positions are classified as a Food Service Assistant 2 and are in pay schedule and range 03/09.

**Job Details**

All applicants will be required to allow the DHS to conduct a background check to determine whether the circumstances of any convictions may be related to the job being filled.

All appointees will be required to receive a TB test, which will be administered by MMHI or medical personnel approved by the facility prior to their start date.

These positions have physical requirements which may include but are not limited to lifting up to 50 lbs., pushing 100lb food carts, climbing ladders, bending, twisting, reaching, kneeling, stooping, standing, sitting and working on feet for extended periods of time. Applicants may be required to pass a physical evaluation to assess these requirements.

These positions require the ability to work in an environment that may be hot and humid with temperatures reaching 90 degrees for short periods of time.

DHS does not sponsor work visas for this position, thus, in compliance with federal law, selected candidates will be required to verify eligibility to work in the United States by completing the required I-9 form upon hire.

**Qualifications**

Minimally qualified applicants will have all of the following:

- Working scheduled hours as needed, which may include weekends, holidays, early mornings or early evenings, and overtime as needed.
- Experience with basic sanitation, hand washing and safety standards in a food service environment.
- The ability to follow written and oral instructions and accept work assignment changes as needed.
- An ability to work effectively as a member of a team.

Well-qualified applicants will also have one or more of the following:

- Experience with food service in an institutional setting.
- Experience with safety and sanitation procedures including recording food temperatures, reducing food waste, and preventing food-borne illness/spoilage.

For a guide on developing your resume and what should be included, click [here](#).

**How To Apply**

Applying is easy! Click "Apply for Job" to start the application process. Sign in to your account or click "Register Now" to create an account before applying for the job. Follow the steps outlined in the application process and submit your application.

Helpful Information:

- Once your application is submitted, no changes are allowed. Click "Save" to allow changes to your application as needed before submitting by the deadline.
- You may want to save a copy of the job posting for referencing after the deadline.
- Please monitor your email for communications related to this position.
- Current or former permanent, classified, state employees must complete the online application process to be considered.
- If viewing through an external site, please apply directly at [Wisc.Jobs](#).
- For technical assistance and general information, please see [Frequently Asked Questions](#). For questions about the position, to request a copy of the full position description, or for other employment inquiries, please contact Rachel Libera in Human Resources at [rachel.libera@dhs.wisconsin.gov](mailto:rachel.libera@dhs.wisconsin.gov).

**Deadline to Apply Applications will be accepted until all positions are filled.**





**Certified Nursing Assistant, Entry Level (16+ years of age), Veterans Home at King Job ID 14852**

**Position Summary**

**Want to experience the rewards of providing care to Wisconsin veterans?**

This is entry-level Certified Nursing Assistant (CNA) work providing direct and indirect basic nursing care following individual care plans for geriatric, disabled and/or cognitively impaired residents at WVHK. Nursing care is provided in accordance with American Nurses Association and gerontological nursing standards; federal, state, and Veterans Administration regulations; the mission, philosophy, policies and procedures of WVHK and the Department.

Responsibilities include providing basic nursing care following a written care plan to help meet the therapeutic, preventative, restorative, spiritual, psychosocial, cognitive and rehabilitative needs of WVHK members. This includes cognitive techniques to help maintain the demented member at the highest functional level. Our CNAs are an integral part of the health care team and work under the limited supervision of a Nursing Supervisor, with day-to-day direction by licensed nursing staff.

Job duties require the ability to assist in patient mobility efforts, stand and/or walk up to 75% of eight-hour day to provide assessments, kneel, stoop, make visual observations, lift, push, pull, carry, reach, maintain hygiene, use special safety equipment, and wear protective clothing.

To view a copy of the job description, [click here](#).

**Salary Information**

The pay for this position is \$18.42 per hour with additional compensation for nights, weekends, holidays and overtime.

Pay and hours expectations will follow all state and federal laws and regulations for minor employees.

This job does not offer employee benefits.

The position is in pay schedule-pay range 06-10.

This position is not represented by a bargaining unit.

**Job Details**

These are flexible part-time positions with the option to pick up additional hours as desired with no required overtime. Shifts are available AM, PM, NOC, holidays and weekends. Candidate preferences gathered at time of interview.

LTE jobs are limited to 1,039 hours in a 12-month period and do not include employee benefits.

Due to the nature of the positions, WDVA will conduct a criminal background check prior to an offer of employment.

Employment in this position is contingent upon passing a pre-employment tuberculosis (TB) skin test.

Employees at this healthcare facility are required to report their COVID-19 vaccination status, whether vaccinated or not, and provide supporting documentation if vaccinated. Newly hired employees will be required to submit this information by their third day of employment.

**Qualifications**

These jobs require **certification or eligibility for certification as a Wisconsin Nurse Aide and eligibility to work in a federally certified nursing home as a CNA**. Candidates must be 16 years old and certified at the time of hire.

In addition to the CNA requirement, **minimally qualified applicants** will have experience:

- Providing basic patient care; and
- With professional communication; and
- With medical recordkeeping

**Well-qualified applicants** will also have experience:

- Maintaining equipment and inventory; and/or
- Using computer programs; and/or
- Performing safely and security duties; and/or
- Providing advanced nursing care; and/or
- Working as a CNA in a relevant setting (i.e., health care, geriatrics, 24/7 facility)

Per Wisconsin Statute 230.26, Wisconsin residency is required for LTE appointments. The definition of Wisconsin residency for LTE employment can be found [here](#).

**How To Apply**

To be eligible for consideration for a position, complete the online application process. For instructions, refer to the following link: [Applying to State Service](#). You will be required to attach a resume. To ease the application process, upload your resume to WiscJobs prior to attaching it.

Periodically, applicant credentials will be verified and qualified applicants will be asked to participate in the next step of the hiring process. **If you are selected for an interview, you will be contacted via email or phone. Make certain your contact information is correct and check your messages regularly.**

Veterans are encouraged to apply. For information on veterans' hiring programs that may benefit you, go to the [Employment Assistance](#) page on WDVA's website.

Applicants must be legally authorized to work in the United States (i.e., a citizen or national of the U.S., a lawful permanent resident, or an alien authorized to work in the U.S. without WDVA sponsorship) at the time of application.

If you have questions, contact Jeni Anderson, Human Resources Assistant-Advanced, [jenniferm.anderson@wisconsin.gov](mailto:jenniferm.anderson@wisconsin.gov), 715-256-3241.

**Deadline to Apply**

Applications will be accepted until the staffing needs of the Home are met.





**Social Worker - Substance Abuse Counselor Job ID 14705**

The Department of Corrections is focused on public safety through the custody and supervision of those in our care. Corrections employees have the opportunity to positively impact the lives of others through careers in a variety of fields. Using cutting-edge research and evidence-based approaches, employees implement lasting change with a positive impact for the people of Wisconsin.

The Department of Corrections, is currently accepting applications for **Social Worker (Substance Abuse Counselor)** vacancies throughout the state.

**Position Summary**

This position identifies the nature and cause of client's problem(s) and incapacities as they relate to chemical abuse, social functioning, vocational functioning, legal functioning, and leisure time functioning.

This position formulates service delivery plans, implements case plans upon approval of the supervisor, provides treatment and guidance in line with accepted modules, and develops and refers clients to appropriate community resources.

A Social Worker credential and a substance abuse credential from the Wisconsin DSPS is required to be considered.

**Salary Information**

Social Worker is in pay schedule and range 12-64 with pay starting from **\$30.90/hour - \$32.68/hour**.

Social Worker - Senior is in pay schedule and range 12-63 with pay starting from **\$33.66/hour - \$41.54/hour**.

This position may receive a **\$1.00 to \$2.00 per hour** add-on pay based on the type of SAC credential possessed at the time of hire.

Pay will be set in accordance with the Compensation Plan and Wisconsin Administrative Code in effect at the time of hire. A probationary period is required.

Candidates with no prior permanent employment with the State of Wisconsin in the past 5 years may be eligible to accept a **sign-on bonus of \$2,000**. The sign-on bonus will be paid in two installments: \$1000 on the first paycheck and \$1000 with the paycheck for the pay period in which the employee attains permanent status (usually 1 year). (UW System employment isn't disqualifying.)

To receive the bonus, a candidate must sign an agreement indicating they will remain in that position for a year. If the candidate leaves their position prior to completing the one year, they may be required to reimburse the initial payment.

In addition to meaningful and rewarding work, we offer a competitive benefits package featuring:

- Substantial leave time including at least 3.5 weeks of vacation to start, 9 paid holidays, and ample accrued sick time that rolls over each year.
- Insurance: Excellent and affordable health, dental, vision, and life insurance.
- An exceptional pension plan including a lifetime retirement payment.
- An optional tax-advantaged 457 retirement savings plan.
- The Well Wisconsin Program helps participants set health and well-being goals, track progress, stay motivated, and earn incentives.
- Our Employee Assistance Program offers employees and their immediate family a variety of tools, resources, and professional consultation services to support their health, goals, and overall well-being.
- DOC is a qualifying employer for the Public Service Loan Forgiveness program.
- Please click [here](#) for a summary of State of Wisconsin employment benefits or click [here](#) to explore employment benefits on the website.

To help you understand what your benefit package would be worth, please see the Total Rewards Calculator [here](#). Part-time employees will receive some of the benefits listed above on a prorated basis. Candidates hired into positions that are less than 60% of a full-time position may not be eligible for all benefits.

**Job Details**

These positions will normally be on site, but certain sites may have occasional remote work available. You can ask about a specific location if you are offered an interview.

Anticipated schedule will be day-time hours Monday – Friday. Specifics can be discussed at time of interview. This position is FLSA Exempt. This position is not anticipated to travel regularly.

Applicants must be legally authorized to work in the United States (i.e. a citizen or national of the U.S., a lawful permanent resident, or an alien authorized to work in the U.S. without DOC sponsorship) at the time of application.

The Department of Corrections may conduct pre-employment drug screens. Any applicant who is offered employment in a position which requires a pre-employment drug screen must pass the screen as a contingency of employment.

The Department of Corrections will conduct criminal background checks on applicants prior to selection. Upon hire, all new DOC employees are subject to fingerprinting.

For more in-depth information on employment with the State of Wisconsin, please see the State Employee Handbook.

**Qualifications**

**SPECIAL REQUIREMENTS:**

Applicants MUST possess an active Social Worker credential issued by the Wisconsin Department of Safety and Professional Services in the form of a:

- Social Worker Training certificate (127)
- Social Worker certificate (120)
- Advanced Practice Social Worker certificate (121)



- Independent Clinical Social Worker certificate (122) or
- Licensed Clinical Social Worker license (123)

(Applicants with a temporary credential may be considered, but the regular Social Worker credential must be obtained during the first 12 months of employment.)

Applicants **MUST also possess an active Substance Abuse Counselor credential** issued by the Wisconsin Department of Safety and Professional Services in the form of a:

- Substance Abuse Counselor In-Training certificate (SAC-IT) (130)
- Substance Abuse Counselor certificate (SAC) (131) or a
- Clinical Substance Abuse Counselor certificate (CSAC) (132)

An applicant may also apply to be considered if:

- You have applied for a SAC-IT credential with DSPS
- Your application status on the DSPS site shows all criteria met or your **only** unmet criteria is the Employment Verification Form.
- You submit your PAR # to confirm your application status.

Anyone hired with a *pending* SAC-IT application must obtain the SAC-IT credential during the first 12 months of employment.

**IF YOU DO NOT HAVE \*BOTH\* A CURRENT SOCIAL WORKER CREDENTIAL AND A CURRENT SAC CREDENTIAL, YOU WILL NOT BE ELIGIBLE FOR FURTHER CONSIDERATION.**

In addition to the credential above, in order to be considered for direct hire at the Social Worker - Senior level:

Applicants must also have a non-Training Certificate Social Work Credential AND 12 or more months of social work experience with correctional clients or 2 or more years of total social work experience.

#### **How To Apply**

To apply, click on "Apply for Job" to start the application process. Follow the steps outlined in the application process and submit your application.

The initial screening prior to interview is based on a review of your license(s)/credential(s). You will affirm your possession of the required credential and enter your credential number into a text box. Submitted information will be evaluated and qualified applicants will be invited to participate in the next step of the selection process.

You will be asked about your **Social Worker credential/license** in the application process, and there will be a field for you to enter your credential number. Please enter it as it appears on the DSPS website as this is how we will verify your credential. This is the credential # that ends in "-120, -121, -122, -123, or -127". If your credential is listed under a former name, please include your former name in the same text box after you enter your credential number.

You will be asked about your **Substance Abuse Counselor credential** in the application process, and there will be a field for you to enter your credential number. Please enter it as it appears on the DSPS website as this is how we will verify your credential. This is the credential # that ends in "-130, -131, or -132". If your credential is listed under a former name, please include the former name. If you are in the process of applying, please enter your **PAR #** instead. If your application does not have all criteria listed as met except Employment Verification, please wait until it does to apply.

Permanent classified employees who are eligible for consideration as a transfer or voluntary demotion must complete the application process in order to be considered.

The State of Wisconsin is an Equal Opportunity and Affirmative Action employer seeking a diverse and talented workforce. We provide reasonable accommodations to applicants and employees with disabilities.

The State of Wisconsin offers a special program for qualified veterans with a 30% or greater service-connected disability. Qualified veterans with a 30% or greater service-connected disability should send their cover letter, resume, DD-214, and documentation of their service-connected disability rating (dated within 12-months) to the HR Specialist below. Current State employees are not eligible for non-competitive appointment.

Questions can be directed to Athena Foster, HR Specialist - Senior, at [Athena.Foster@wisconsin.gov](mailto:Athena.Foster@wisconsin.gov).

#### **Deadline to Apply**

Applications will be accepted on an ongoing basis until the needs of the department are met. This posting will be up until: **Wednesday December 18<sup>th</sup>, 2024**. At that time, we anticipate creating a new job opening to continue recruiting for this classification, and individuals will need to reapply to be considered. Applications are processed every week, usually on **Thursdays**. After your application is processed, you will receive an eligibility designation. The register created from this announcement will be used to fill vacancies, statewide, as they occur for up to 6 months.

For general wisc.jobs user information and technical assistance, please see the wisc.jobs Commonly Asked Questions page. Some users report better performance when using the **Chrome** browser.



**Lots of openings at Porchlight: <https://porchlightinc.org/careers/>**

- [Office Coordinator \(Full-time\)](#)
- [Case Manager – VTHP \(Full-time & Part-time\)](#)
- [Case Manager – Safe Haven Shelter \(Full-time\)](#)
- [Case Coordinator \(Full-time\)](#)
- [Maintenance Tech – Porchlight Properties \(Full-time\)](#)
- [Human Resources Intern \(FTE\)](#)

**Other Job Opportunities**

- [City of Madison Fire Department](#)
- [City of Madison Police Department](#)
- [Public Health Madison & Dane County](#)
- [UW-Madison Jobs](#)
- [Dane County Jobs](#)
- [State of Wisconsin Jobs](#)

**Other Employment Sites:**

[www.jobs2careers.com](http://www.jobs2careers.com)

[www.ziprecruiter.com](http://www.ziprecruiter.com)

[www.glassdoor.com](http://www.glassdoor.com)

[www.careerjob360.com](http://www.careerjob360.com)

[www.jobcase.com](http://www.jobcase.com)

[www.monster.com](http://www.monster.com)

[www.jobsinmadison.com](http://www.jobsinmadison.com)

[www.careerbuilder.com](http://www.careerbuilder.com)

[www.simplyhired.com](http://www.simplyhired.com)

[www.linkedin.com](http://www.linkedin.com)

[www.dice.com](http://www.dice.com)

[www.findprimejobs.com](http://www.findprimejobs.com)

[www.mdsearch.com](http://www.mdsearch.com)

[www.joblift.com](http://www.joblift.com)

[www.care.com](http://www.care.com)

[www.healthcarejobsite.com](http://www.healthcarejobsite.com)

<https://madison365.com/jobs/>

[www.cityofsunprairie.com](http://www.cityofsunprairie.com)

[www.catholiccharitiesofmadison.mitcawm.com](http://www.catholiccharitiesofmadison.mitcawm.com)

Felon friendly job link:

<https://www.jobsforfelonshub.com/locations/jobs-for-felons-in-madison-wisconsin/>

[www.honestjobs.com](http://www.honestjobs.com)



Employment

1819 Aberg Avenue ■ Madison, WI 53704-4201

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& Training Association, Inc.

(608) 242-7402

**Madison Public Library - [www.madisonpubliclibrary.org](http://www.madisonpubliclibrary.org)**

***Madison Public Library - Pinney***

**Address:** 516 Cottage Grove Rd, Madison, WI 53716

**Phone:** (608) 224-7100

***Madison Public Library - Hawthorne***

**Address:** 2707 E Washington Ave, Madison, WI 53704

**Phone:** 608-246-4548

***Madison Public Library - Lakeview***

**Address:** 2845 N Sherman Ave, Madison, WI 53704

**Phone:** 608-246-4547

***Madison Public Library - Central***

**Address:** 201 W Mifflin St, Madison, WI 53703

**Phone:** 608-266-6357

***Madison Public Library - Monroe Street***

**Address:** 1705 Monroe St, Madison, WI 53711

**Phone:** 608-266-6390



## LEGAL EXPUNGEMENT CLINICS

Register for September 25, 2024

Register for October 24, 2024

Register for November 19, 2024

### FREE LEGAL EXPUNGEMENT CLINICS

*Is your Wisconsin criminal record hurting your job search?*

*Did you know that you may be eligible to have certain convictions expunged or certain arrests removed from your record?*

*Do you live in Dane County?*

We may be able to help. Our FREE expungement clinics are partnership between the Urban League of Greater Madison, Legal Action of Wisconsin, Foley & Lardner, and the Wisconsin Association of African American Lawyers. Attendees will receive:

- FREE criminal record reviews with an attorney.
- Advice regarding your eligibility for arrest removal and correction; expungement; and pardon.
- Assistance with paperwork and filing court documents IF eligible.
- Information about your rights related to employment and criminal records.
- Advice for answering job application and job interview questions about your background.
- Job leads & information about FREE career training opportunities.

**Clinics are held approximately once each month. Pre-registration is required** (registration links above).

*COVID-19 NOTE: The Urban League takes your health and the health of others in our building seriously. To help ensure public health and comply with local mandates, a mask must be worn when entering the Urban League facility and your temperature will be taken. The Urban League is also cleaning our facility frequently, and taking other precautions to help slow the spread of the virus.*

#### **PRE-REGISTRATION IS REQUIRED**

*Space is limited, so we encourage you to sign up right away.*

**Southwest Madison  
Employment Center**  
1233 McKenna Blvd., Madison, WI  
53719

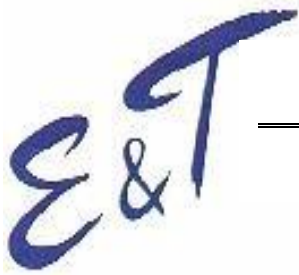
**Urban League Center for Workforce  
& Economic Development**  
2222 S. Park Street, Madison, WI  
53713

**Southwest Madison  
Employment Center**  
1233 McKenna Blvd., Madison, WI  
53719

**September 25**

**October 24**

**November 19**



*Or call (608) 729-1200 to register*

**Business Services Team Employer Visit** - Company Name: Bell Labs

**Address:** 6501 N Towne Rd, Windsor, WI      **Website:** <https://www.belllabs.com/>

Can Job Center Partners make referrals? If so, contact name and information: Gina Kratcha, GKratcha@belllabs.com

Current pain points/areas of greatest need: 1<sup>st</sup> and 3<sup>rd</sup> shifts, Weekends

The current hiring process is that new hires will start on weekend shifts and then based on the level of seniority, staff will have the ability to apply for weekday shifts as opportunities present themselves. The entry-level shifts are all Packer positions.

Salary range: \$18-\$22

Shift days/hours: 1<sup>st</sup> shift 7am-3pm, 2<sup>nd</sup> shift 3pm-11pm- 3<sup>rd</sup> shift 11pm-7am

The positions of Packer 2 & 3, Operator, and Inspector are all opportunities that are promoted from within, but everyone starts out as a Packer I.

Company product or services (tell the story/paint the picture for potential candidates):

Bell Laboratories is an exclusive manufacturer of rodent control products, Bell Laboratories produces the highest quality rodenticides and other rodent control products available to the pest control and agricultural industries on six continents.

What are the things that stand out in regards to the company culture (why would you want to work there)? Culture:

- Family Owned
- Nominated for being an inclusive employer
- Cleanliness
- Opportunity for promotions (everyone starts as Packer 1 and then higher positions have all come from promotions within)
- Opening up old location in Madison on Kinsman soon (close to bus route)
- Candidates get a tour after their interview to ensure their interest in working at Bell
- Good benefits - No deductible for health insurance
- All voluntary overtime for hourly staff (nothing is mandated)
- They do fun things like celebrate National Doughnut Day, Oktoberfest, Cookouts, and National bingo day (workers got bingo cards and they draw numbers throughout the day. Gave out Amazon gift cards to winners)

Overall Company:

- The company was part of saving the Galapagos Turtles through use of their products to control non-native pests that had been previously introduced to the island and were endangering the survival of the species. The company has been a part of several such environmental initiatives on other islands.
- Bell Labs is currently working with the 18 & Beyond Program through Sun Prairie H.S.





## Business Services Team Employer Visit

Company Name: City of Fitchburg

Address: 5520 Lacy Road, Fitchburg, WI 53711

Website: <https://www.fitchburgwi.gov/1871/Job-Seekers>

Can Job Center Partners make referrals? If so, contact name and information: Amy Tracy, Sarah Olson, Sarah Masa-Myers

Amy Tracy: [amy.tracy@fitchburgwi.gov](mailto:amy.tracy@fitchburgwi.gov)

Current pain points/areas of greatest need: Entry-Level and Lateral Police Officers

Down to three vacancies, applicant flow is low, no college degree needed, pay for and send to Academy

Engineers – Civil, currently staffed, but struggle when they open

Salary range: \$64,428.00 Annually

Shift days/hours:

Other employment opportunities: Public Works Maintenance Worker – Parks and a Second Year Fire Science Resident Intern

Salary range: \$12.00/hour

Shift days/hours:

Positions:

○

Company product or services (tell the story/paint the picture for potential candidates):

What are the things that stand out in regards to the company culture (why would you want to work there)? Culture:

**Sarah offered to volunteer her team to help our Business Services Team arrange for Mock interviews for program participants if needed. So that we do not overwhelm them with requests, please work through Jeff Westra if you want to make arrangements in this regard. It was a very gracious offer, but we want to be sure not to over run their team.**



**Business Services Team Employer Visit** Company Name: **EK Machine**

Address: Fall River, WI

**Website:** [https: EK - Complete Manufacturing & Power System Packaging Products \(ekmachine.com\)](https://www.ek-machine.com)

Can Job Center Partners make referrals? If so, contact name and information: Yes, anyone in HR will get a proper partner if a referral is made.

Make referrals to Lori Giese: [lorig@ekmachine.com](mailto:lorig@ekmachine.com)

Current pain points/areas of greatest need: Growing rapidly 12 current openings.

Salary range: \$20/hour minimum starting

Shift days/hours:

Other employment opportunities:

**Production**

3rd shift Batch Painter / Pintor de tercer turno

Fall River, WI

3rd SHIFT BRAKE PRESS OPERATOR / Operador de prensa de freno- tercer turno

Fall River, WI

Electrical Tech

Fall River, WI

Laser Operator-3rd Shift / Operador de prensa de frenos

Fall River, WI

Machine Operator-3rd Shift

Fall River, WI

Material Handler/Inventory Specialist 1st Shift

Fall River, WI

Mechanical Technician 1st Shift / Técnico mecánico, primer turno

Fall River, WI

Mechanical Technician, Evening Shift / Técnico mecánico, turno de noche

Fall River, WI

Traveling Journeyman Electrician

Fall River, WI

Welder, 1st Shift

Fall River, WI

Welder, Evening Shift

Fall River, WI

Welder, Weekend Shift

Fall River, WI

**Skilled Trades**

Electrician

Fall River, WI

**Student Opportunities**

Youth Apprenticeship- Paint

Fall River, WI

Company product or services (tell the story/paint the picture for potential candidates):

EK Machine has a long history of supplying manufactured steel components and assemblies to many industries throughout the United States and worldwide. With the addition of our Power Products division, dedicated to providing complete, reliable packaging solutions for power products, our facilities now span over 200,000 square feet. EK combines adaptable, advanced manufacturing equipment, and processes with expert manufacturers and diligent project management to fulfill even the most rigorous needs of our customers.

**Built in Wisconsin**

Established in 1970 as a repair shop for area businesses, EK has grown over the last 50 years to become a premier manufacturing and power product packaging solutions company in the Midwest and beyond. Our products are developed, built, and tested right here in the United States and are shipped all over the world to keep businesses running. They manufacture enclosures for backup power supplies,



think rooftop generators. One of the generators that they were working on for a customer can produce enough power to supply the needs of the entire city of Fall River.

What are the things that stand out in regard to the company culture (why would you want to work there)? Culture: Great referral system, Growing in Wisconsin, turning down more work than they can take on, gives sense of job security.

They have a bi-lingual recruiter - Ruby.

Low turnover

Sales in the pipeline have production booked through 2026, and leadership expects to be booked soon through 2027.

- Referral bonuses:
  - A current employee will get a \$25 gift card if their referral shows for the interview
  - They would then get an extra day of time off if the referral is hired.
  - If the referral stays for 6 months, they will get \$2500.
  - \$3000 sign on bonus for production workers

Overall Company:

- Been around 55 years
- Expanding to build 2 larger buildings/warehouse
- So successful that they are not taking on new business at least through 2026



**Colony Brands  
Dane County Job Center  
Main Lobby**

**Monday, October 7, 2024**

**9am to 12pm**

**Friday, October 25, 2024**

**10am to 2pm**

**Meet in person with recruiters from  
Colony Brands to learn about their current  
hiring needs.**



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An equal opportunity Employer/Service Provider. Auxiliary Aids and services are available upon request to individuals with disabilities. If you need this printed material interpreted to a language you understand or in a different format, or need assistance in using this service, please contact us: 608.405.4404.

Deaf, hearing or speech impaired callers may reach us by the Wisconsin Relay number 711.





# FUTURE FAIR BEAVER DAM



**DATE**

Monday, November 4th



**TIME**

11:30 AM - 01:30 PM



**LOCATION**

Moraine Park Technical College  
Beaver Dam Campus  
Rooms: H104, J-105, K-133, K-135



**MORE INFORMATION**

920-924-3205  
TTY/VP: USE RELAY/VRS



**INTERNSHIPS**



**JOB OPPORTUNITIES**



**COLLEGE TRANSFER INFORMATION**



FUTURE FAIR ADVICE



**MORaine PARK  
TECHNICAL COLLEGE**





**Kwik Trip Onsite Recruitment  
Dane County Job Center  
Main Lobby**

**Wednesday, November 13, 2024  
10am to 2pm**

**Meet in person with recruiters from  
Kwik Trip to learn about their current hiring needs.**



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**UPS  
Dane County Job Center  
Main Lobby**

**Wednesday, October 02, 2024  
11am to 3pm**

**Meet in person with recruiters from  
UPS to learn about their current hiring needs.**



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# Manufacturing Job Fair

**When : Wednesday, October 17, 2024**

**1pm to 3pm**

**Where: Dane County Job Center**

**1819 Aberg Ave., Madison, WI 53704**

Meet with up to 15 employers from the Manufacturing industry:

**|Bring your resume**

**|Dress for success**

**|Be interview ready**

**There are computers and a printer in Job Service's resource room, located in the lobby of the Dane County Job Center. Go to window 8 for assistance.**



An equal opportunity employer/service provider. Auxillary Aids and services are available upon request to individual with disabilities. If you need this printed material intepreted to a language you understand or in a different format, or need assistance in using this service, please contact us:608-405-4400. Deaf, hearing or speech impaired callers may us by the Wisconsin Relay number 711.





## INSPIRE Job-Shadowing Opportunities

**Inspiring Student Professionals in Residence (INSPIRE)** is hosted by the City of Madison, Disability Rights and Services Program and Department Human Resources in honor of National Disability Employment Awareness Month. We hope to inspire young people to work in public service and to foster diversity in the City's workforce. High school, college, and technical school students with disabilities who are seeking job-shadowing experience with the City of Madison are encouraged to apply.

You will have the opportunity to explore future employment opportunities by shadowing City staff on the job for the day. Learn about different jobs by observing one or more positions at the worksite.

- Gain On-the-Job experience
- Explore career goals and areas of interest
- Attend a Job Application and Interviewing Workshop
- Learn self-advocacy tips for applicants and employees with disabilities
- Network with City staff
- Obtain a City of Madison **INSPIRE** Certificate

**INSPIRE** positions will be selected by students September 30 - October 4, 2024

[Apply](#) to reserve your spot today.

**For More Information Contact:**  
**Rebecca Hoyt, Disability Rights and Services**  
Program Specialist  
Department of Civil Rights  
[RHoyt@cityofmadison.com](mailto:RHoyt@cityofmadison.com)



**Victoria Larson, Occupational Accommodations Specialist**  
Department of Human Resources  
[VLarson@cityofmadison.com](mailto:VLarson@cityofmadison.com)





Urban League of  
Greater Madison

# NOW HIRING!

We are seeking youth empowerment coordinators to join our growing team.

## Qualifications and Responsibilities:

- ✓ Youth Programming
- ✓ Academic Tutoring
- ✓ Youth Events
- ✓ And Related Duties



**APPLY NOW**



608-729-1225



aschilcher@ulgm.org



2222 S Park St STE 200,  
Madison, WI 53713





# WE ARE HIRING!

COME JOIN OUR TEAM

## OPEN POSITION : LUMBER YARD ASSOCIATE

\*Great Benefits - Including: Health, Dental, Vision, 401K Match, Life Insurance, Short Term and Long Term Disability Insurance

\*Paid Time Off

\*Full Time Hours

\*Fun Work Environment

Hours: 7:30AM-4PM Monday-Friday, and some Saturdays 8AM-Noon. (1-2 Saturdays/Month)

This position is responsible for maintaining the day-to-day operations of the warehouse and lumber yard. Responsibilities include physical and manual labor as well as forklift operation. Additional responsibilities include but not limited to building loads for customer pick up, lifting and moving misc. lumber, as well as assistance in maintaining a safe, clean, and well-organized lumber yard and facility.

### Duties:

- Forklift Operation
- Load and unload inbound/outbound semi loads
- Pulling and loading customer orders
- Inventory counting and organization
- Replenish inventory in warehouse
- Operating and handling power tools and other equipment
- Sales Support and other duties and responsibilities upon request

### Skills:

- Interpersonal and organizational skills
  - Positive, friendly attitude
  - Provide professional customer service and work in a team-oriented environment
  - Attention to detail
  - Ability to lift 50-100 pounds
  - Work indoor/outdoor under adverse weather conditions
- Education: High school or equivalent (Required)

Compensation: Negotiable

+ Experience a plus

+ Bilingual a plus

Send resumes to  
[jacob@cedardirect.com](mailto:jacob@cedardirect.com)

Office: 608-924-0064  
3350 County Road BB  
Dodgeville, WI. 53533  
[www.cedardirect.com](http://www.cedardirect.com)



APPLY NOW



REENTRY SERVICE FAIRS



Journey Home is a signature initiative of the United Way of Dane County that provides on-going support for individuals returning to the community from prison. Service Fairs are held on the third Tuesday of each month to share information about available community services.

During 2024, Reentry Service Fairs will mainly be held from 5:00 p.m. to 6:30 p.m. at:

Madison College South Goodman Campus
Community Rooms, 2nd Floor
2429 Perry Street, Madison, WI 53713

To better serve the community, location may occasionally change throughout the year, which will be communicated with vendors and participants in advance.

Community members can join the service fair. Service Fairs are open to all community members 18 years and older who are involved with the criminal justice system. Individuals are invited to come out and learn about: housing, employment, education, support, treatment/health, transportation, and other resources available in the community.

The program for each service fair includes

- Short presentations from a vendor
Welcome & JustDane Introduction
Vendor introductions
Time for participants and vendors to connect
Survey & Raffle

2024 Reentry Service Fairs Tentative Monthly Scheduled Dates

- Tuesday, January 16
Tuesday, February 20
Tuesday, March 19
Tuesday, April 16
Tuesday, May 21
Tuesday, June 18
Tuesday, July 16
Tuesday, August 20
Tuesday, September 17
Tuesday, October 15
Tuesday, November 19

For more information or to register as a vendor, contact Kim Wolf at kimw@justdane.org or Sheridan Heckel at sheridan@justdane.org





**JUST BAKERY**  
A JustDane Initiative

Upcoming Classes 2024

**Information Session January 16**  
Class starts February 5

**Information Session March 12**  
Class starts April 8

**Information Session May 14**  
Class starts June 10

**Information Session July 16**  
Class starts August 12

\* **Information Session September 10** \*  
Class starts October 14

**Love cooking and baking? Having difficulty finding or keeping employment??**

Free class with a potential 12 credits towards a culinary degree, plus hands on experience with commercial baking. Information sessions take place in person at 1708 Thierer Rd starting at 12:00. Class is Monday-Friday from 9:00-4:00 for the first two months; third month is Tues, Thur, Fri 9:00-4:00. If you are interested, please attend the information session to learn more!

*We are currently in person for Just Bakery*

Contact Jaclyn with any questions or for more information:

Call/Text 608-220-1690 | Email [jaclyn@justdane.org](mailto:jaclyn@justdane.org)



# RESOURCE FAIRS

**Wednesdays 12-4pm**

**2024**

February 14

May 15

August 14

November 13

At these events, you can apply for a bus pass/gas card, connect with other local organizations, eat a free meal on us, receive access to our personal hygiene/toiletries and food pantry, and even shop through our donated clothes!

There will also be a designated kids zone to provide intergenerational support to families.

## **Upcoming Tabling Organizations:**

Forward Service Corporation, LSS/Connections, Familia Dental, Molina Healthcare, The Road Home, Tenant Resource Center

If you have questions or your organization is interested in volunteering or tabling at this event, contact Alisha at [alisha@neighborhoodhousemadison.org](mailto:alisha@neighborhoodhousemadison.org).

## **Hours & Info**

29 S. Mills St, Madison, WI 53715

608-255-5337

Monday-Thursday 9:30AM-9PM

Friday 9:30AM-6PM

Saturday 10-11:30AM

Sunday 10AM-4PM



# Owe Child Support? Assistance Available

## On-site help



### OUR SERVICES

- Assist with completing required forms to move cases forward
- Lift Sanctions
- Genetic Testing
- Applications to open case
- Update current case
- Provide financial management update on a case
- Answer child support questions
- Liaison between assigned case worker or the CSA attorney

Dane County Child Support  
on-site at the  
Job Center the  
first Monday of the Month  
12:00-4:30

Available during Job Fairs  
at the Job Center  
February 15 1:00-3:00  
March 21 1:00-3:00  
June 20 1:00-3:00





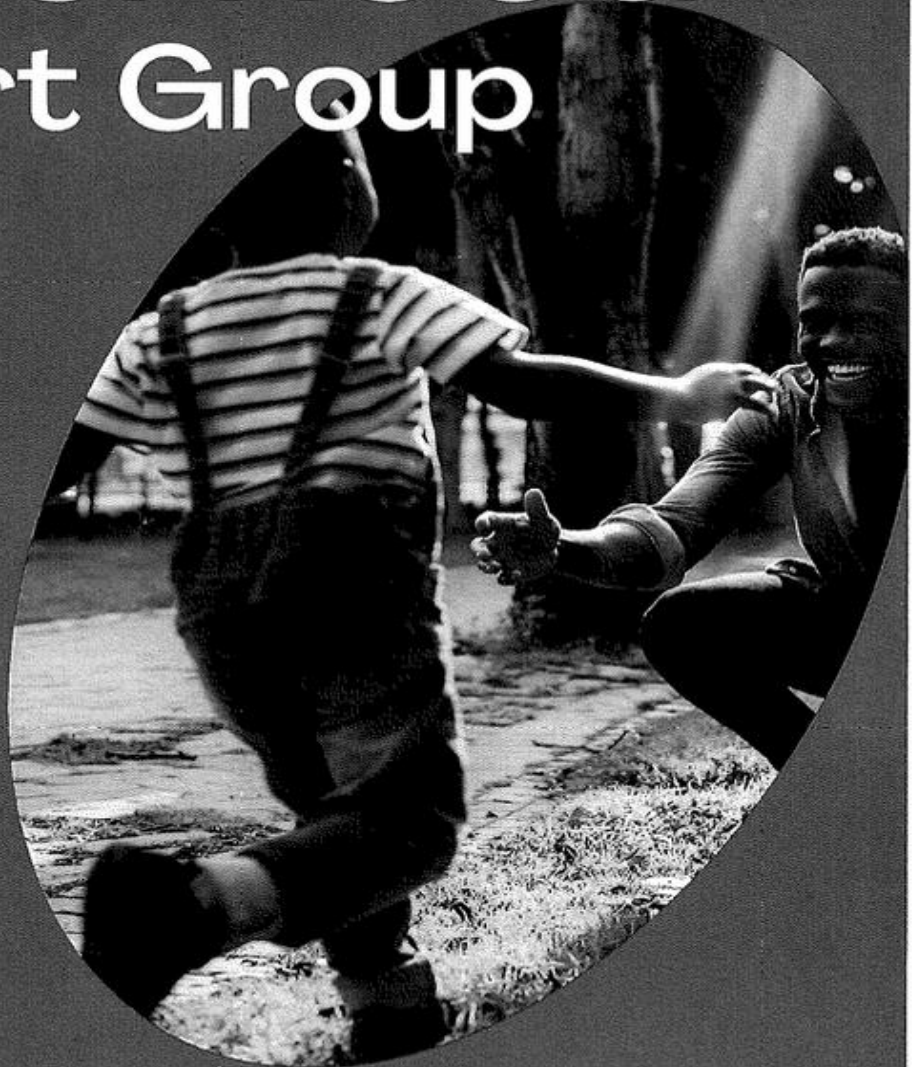
# Fatherhood Support Group

Connect with others.  
Share your story. Get support. Be a mentor.

No matter where you are on your fatherhood journey, this is for you.

**Receive:**

- Healthy relationship counseling
- Re-entry counseling
- Parenting classes
- Family counseling and advocacy
- Emotional intelligence classes
- Referrals for things like child support services



Drop in:  
Tuesdays &  
Thursdays 1-3 p.m.

Southwest Madison  
Employment Center  
1233 McKenna Blvd  
Madison, WI 53719

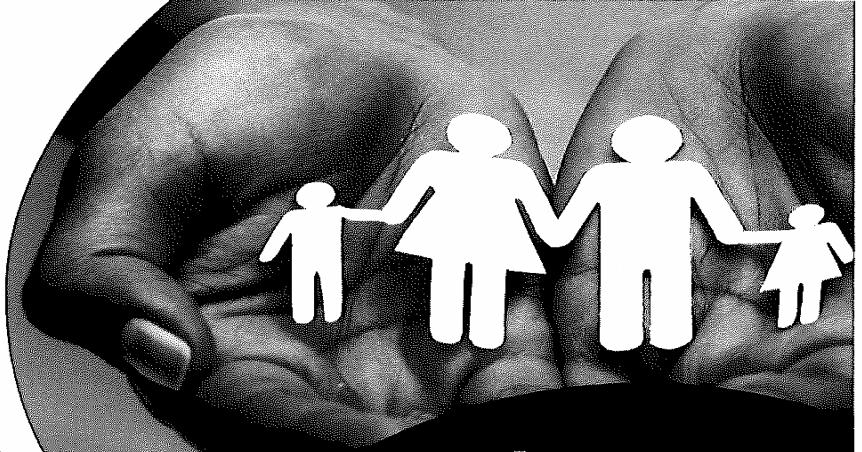






Urban League of Greater Madison

# CHILD SUPPORT LEGAL RESOURCE CLINIC



The Child Support Legal Resource Clinic is your connection for tackling child support concerns, creating flexible payment plans, resolving custody and placement questions, drivers license recovery assistance, fatherhood support groups and employment services.

## Register Today!



### SCAN ME!



<http://tinyurl.com/ChildSupportClinic>



LIFT WISCONSIN  
Legal Interventions for Transforming Wisconsin

## Our Services Include:

### Urban League of Greater Madison

Our mission is to Educate, Employ and Empower underserved members of the community. We host weekly fatherhood support groups and provide employment services to job seekers.

### Dane County Child Support

Our mission is to empower parents to provide for their children, strengthen families, and build community.

### Family Court Clinic

Family Court Clinic students provide legal information, forms, and guidance to unrepresented litigants under the supervision of experienced clinical faculty.

### Lift Wisconsin

Get free legal advice and an understanding of the steps it might take to reinstate a license or to resolve other suspension issues.



## EVERY 3RD FRIDAY IN 2024

1:00 pm - 3:00 pm

Urban League of Greater Madison  
2222 S. Park St.

Jan. 19 - Feb. 16 - Apr. 19 - May 17  
Jul. 19 - Aug. 16 - Oct. 18 - Nov. 15

### Questions?

### Contact: 608-729-1200

Southwest Madison Employment Center  
1233 McKenna Blvd.

Mar. 15 - Jun. 21 - Sep. 20 - Dec. 20