

(608) 242-7402

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 12/10/2025

www.madison.craigslist.org

Delivery Driver/Warehouse Manager

Bauer Builders Inc.

compensation: \$20 - \$25 hr\ employment type: full-time\ job title: Delivery Driver/Warehouse Manager

Bauer Builders, Inc. is looking for a Delivery Driver/Warehouse Manager to help us with our day-to-day needs including but not limited to: Tool maintenance, inventory, fleet management, supply management and daily jobsite deliveries.

Delivery Driver/Warehouse Manager Duties and Responsibilities

Tool maintenance

Fleet management

Supply management

Daily jobsite deliveries

Unloading trucks with products for jobsite

Work with little supervision

Attention to detail and ability to respond quickly to field superintendents' and project managers' needs is imperative

Delivery Driver/Warehouse Manager Requirements and Qualifications

High school diploma or equivalent

Must have a valid driver's license and a clean driving record

Ability to do heavy lifting throughout the course of the day

Excellent teamwork and interpersonal skills

Ability to follow orders, especially under pressure

A positive outlook and a willingness to learn

Please apply using this link: https://bauerbuildersinc.com/employment-application/

Part-time snow shoveler - General Labor (Madison)

River Bend Apartments

compensation: 20.00 Hour\ employment type: part-time\ job title: Snow Shoveler & General Labor

We are looking for a part time laborer to help with snow shoveling at our 96-unit apartment complex and any other general labor that may arise. Reliable transportation required.

Please call 608-274-0713.

& Training Association, Inc.

(608) 242-7402

Assistant Construction Estimator/Project Manager

Bauer Builders Inc.

compensation: \$60,000 + depending on Experience\ **employment type:** full-time\ **experience level:** entry level\ **job title:** Assistant Construction Estimator/Project Manager

Bauer Builders is seeking a detail-oriented, thorough, and organized assistant construction estimator/project manager to join our growing team. In this position, you will help our estimators and project managers meet their daily goals. You will be in charge of soliciting Subcontractors for bids, following up and keeping organized.

Requirements

High school diploma or equivalent

Valid driver's license

Clean driving record

Work history in the construction industry

Knowledge, Skills, and Abilities

Competency in basic computer skills, including Microsoft Office products

Must have ability to read contract documents and contract drawings

Must have knowledge of the construction industry and estimating

The ability to communicate clearly on technical topics

Must have ability to read, interpret and clarify blueprint plans and specifications

Must possess excellent reporting and documentation skills

Must be a self-starter

Must be results oriented with the ability to manage "multiple" priorities effectively

Must be well-organized and reliable

Excellent teamwork and interpersonal skills

A positive outlook and a willingness to learn

Responsibilities

Analyze drawings and specifications.

Organize sub-contractor's quotations and negotiate to ensure quotes meet contract documents.

Understand contractual terms and conditions.

To apply please go to https://bauerbuildersinc.com/employment-application/

FOH Servers, Bartender/Mixologists (Capitol SQ)

D'Vino

compensation: Hourly plus tips/bonus potential\ employment type: part-time\ job title: FOH Servers, Bartender/Mixologists

Now Hiring:

Privately Owned | Small Team | Big Opportunity

We're a privately owned Sicilian/Italian-inspired restaurant & cocktail bar looking to add professional, dependable, and personable team members to our Front of House and Bar program!

If you thrive in a fast-paced, hospitality-driven environment and take pride in great service and great drinks, we want to meet you.

Positions Available

- Servers
- Bartender/Mixologists

Looking For Reliable, professional, and positive attitude, Strong guest-first mentality, Team players with great communication skills, Experience preferred, especially with Italian cuisine and craft cocktails. Passion for hospitality and learning your craft

We Offer Supportive, hands-on owner, High-quality food & beverage program, Great earning potential, Growth opportunities for the right candidates, A tight-knit, respectful work environment

This is a great opportunity for motivated professionals who want to be part of something special—not just another shift job.

Please email resume to 5271933560533260b12ddbc58e559915@job.craigslist.org

& Training Association, Inc.

(608) 242-7402

Courier Driver - weekday mornings (Madison)

Diamond Factory Service

compensation: \$17-\$18 per hour\ employment type: part-time

\ ob title: Courier Driver - Part Time

We are looking for a responsible part time employee to drive a company provided vehicle (van or small pick up) to and from nearby markets. The driving occurs Monday-Friday, departing Madison around 5:00 AM based upon the route you are running. You are typically back in Madison by 10:00 AM. Starting and ending point is off the Beltline, about a mile from Zimbrick Buick/Honda. Ultimately the ideal person can drive 2-3 days per week.

We are an appliance repair shop with techs based through Southeast and South-central Wisconsin. Couriers deliver parts to technicians for the service calls being run that day. There's limited face to face interaction for anyone that might be concerned about Covid/Germs. We also provide masks, sanitizer and gloves for anyone that wants them.

The shifts are spread over several people. Typically people choose to drive 2-3 days per week, but we've had some running 1 day, and others running 3-4 days. Being dependable with a clean MVR is essential. Limited light lifting is also required (5-25 pounds). Being comfortable driving in Wisconsin in the winter with snow is also important. All routes are run on 4 lane highways and we make adjustments based upon weather conditions.

Routes are not run on weekday holidays or weekends. These positions have proven to be ideal for someone retired, or a stay at home parent looking to pick up a few hours per week with being home later in the morning.

Please reply by email leaving your name and any brief details about what you are looking for along with how I can contact you. You can expect to be contacted within one-two business days in most instances.

Be sure to provide your email or phone number when you reply to the posting. Generally I've found that when I reply to a Craigslist email, the person typically doesn't gets the reply from me because it is in the junk bin. If I don't leave your phone or email, I have no way to reach out.

You can also visit our website at www.DiamondApplianceWisconsin.com to learn more about Diamond. You can apply under the About tab, and select Employment, or you can email to 2c2456f42f263e7fbd2bf45e036695df@job.craigslist.org.

Be sure to include your phone number and email address, and any other brief information you think is relevant.

Car Detailer (Stoughton)

compensation: Hourly\ employment type: full-time\ job title: Automotive Detailer

Full Time \$16. to \$20. Depending on experience. Preparing used cars for sale. Please send your information/resume with your description of experience and why you would be interested in this job. Thank You.

Please email resume to 2ebff3acca443715885a7ba54854fdf2@job.craigslist.org

Mason Tenders Wanted (Deforest)

compensation: \$20-\$35 per hour dependent on experience\ employment type: full-time\ job title: Mason Tender

We are currently seeking experienced Mason Tenders to join our crew. Please respond with contact information and work history. **General Requirements:**

2+ years tending or operating experience

Your own reliable transportation to and from the jobsites

Your own complete set of hand tools

Positive attitude and ability to work well with others

Ability to be on time and work all required days Ability to take directions Self-motivated

Mason Tender: Assist in building of scaffolding, stock material, shovel mortar and grout, temper mortar to the proper consistency, make accurate cuts, maintain a clean work area, ect...

Please email resume to ac65f66143e238028f1a9a22bc0ebc35@job.craigslist.org

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Seasonal Package Handler - Part Time (Warehouse like) (Madison, WI) FedEx

compensation: Up to \$19.60/hour\ employment type: part-time\ job title:

Seasonal Package Handler - Part Time (Warehouse li

Seasonal Package Handler - Part Time (Warehouse like) Up to \$19.60/hour Immediate Openings!

Apply Online Today! https://careers.fedex.com/jobs?keyword=P25-

94853&utm_domicile=P537&utm_persona=PACKAGEHANDLERS&utm_trackedsourced=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 \$18.60 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.
- Overtime paid after 40 hours a week.

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 \$19.60/hour!

Additional Posting Information: Now Hiring Part-Time Package Handlers for an Early morning with mandatory Monday availability! **EEO Statement** Federal Express Corporation is an Equal Opportunity Employer including, Vets/Disability.

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.

Applicants have rights under Federal Employment Laws:

- · Know Your Rights
- 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/jobs?keyword=P25-

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& Training Association, Inc.

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Courier/Swing Drvr/DOT (Madison, WI)

FedEx

compensation: \$23.52 per hour PLUS \$2.00 per hour\ employment type: full-time\ job title: Courier/Swing Drvr/DOT

Courier/Swing Drvr/DOT Immediate Openings!

Apply Online Today: https://careers.fedex.com/jobs?keyAword=P25-

253102&utm domicile=MSNA&utm persona=DRIVERS&utm trackedsourced=srm craigslist jb&utm subco=FECS

Operates company vehicles and provide courteous and efficient delivery and pick up of packages; to check shipments for conformance to FedEx features of service; Provides coverage for all assigned routes within the station's service area; Provides related customer service functions. Performs other duties as assigned.

Minimum Education High school diploma/GED.

Minimum Experience Six (6) months courier experience preferred. Must be able to demonstrate area knowledge.

Knowledge, Skills and Abilities

• Ability to lift 50 lbs. Ability to maneuver packages of any weight above 50 lbs with appropriate equipment and/or assistance from another person. Good human relations and verbal communication skills. Thorough knowledge of the station's service area preferred. Demonstrated skills in adaptability, dependability, and excellent courier methods. Must be at least 21 years of age. Ability to read and speak the English language sufficiently to understand traffic signs, communicate with traffic safety officials and to respond to official inquiries and directions in accordance with FMCSA enforcement guidance.

Job Conditions

Neat appearance since customer contact is required. Must meet and maintain the qualifications as outlined in the federal motor carrier safety regulations. Requires medical exam in accordance with FMCSA or FAA regulations. Note: there are specific requirements for any employee that operates a company vehicle. Please refer to policy 4-48 for exact job requirements. Must obtain and maintain a valid driver's license in accordance with your state requirements for type of vehicle assigned and have good driving record as outlined in policy. Non-covered safety-sensitive position. Ability to work in a constant state of alertness and in a safe manner.

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Pay \$23.52 per hour PLUS \$2.00 per hour pay premium for all hours worked.

Additional Details: Monday - Friday - Variable Shifts - Some Saturdays may be required

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- Employee Polygraph Protection Act

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- Right to Work Notice (English) / (Spanish)

Federal Express Corporation

3700 Kinsman Boulevard Madison, WI 53704

Apply Online Today!

https://careers.fedex.com/jobs?keyword=P25-

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& Training Association, Inc.

(608) 242-7402

Cleaning Technicians Needed! \$20-\$40/hr | Fun Team | Great Perks! (Madison) Happy House Cleaning

compensation: \$20-40/hour\ employment type: full-time\ experience level: entry level\ job title: Cleaning Technician

NOW HIRING: Residential Cleaning Technicians! 🌞

Happy House Cleaning – Madison Area Compensation: \$20–\$40/hr (avg. \$31/hr!)

Employment type: Full-time Experience level: Entry-level

Love a job where you can see your results?

Join Happy House Cleaning, a fast-growing, employee-focused residential cleaning company based in Middleton, WI! We're looking for motivated Cleaning Technicians who take pride in their work, love staying active, and want a job where your hard work = higher pay. No cleaning experience? No problem! We'll train you through our paid 4–6 week training program before you start cleaning solo homes around Madison.

PAY & BONUSES:

\$20/hr during training, \$21/hr+ after training

Average tech earns \$31/hr
Top techs earn up to \$40/hr!

Weekly bonuses – up to \$130/week

Tips average \$2,500/year

PTO after 6 months

Direct deposit every other Friday

REQUIREMENTS:

Reliable personal vehicle

Valid driver's license & insurance

Clean driving record

Positive attitude & strong work ethic

WHAT YOU'LL DO:

Clean residential homes following our proven checklists & systems

Work independently and efficiently (we run solo routes!)

Maintain quality scores of 95%+

Deliver friendly, professional service to every client

WE'RE LOOKING FOR:

Team players – great attitudes, great communication

Fast movers – stay active and efficient all day

Detail pros – spot what others miss

Reliable people – on time, prepared, and professional Hard workers – take pride in every home you clean

EMPLOYEE PERKS:

Paid time off + paid holidays

Weekly social events

Performance bonuses

Free snacks & drinks

Employee referral program

Company-paid oil changes

Employee savings/loan program

READY TO JOIN A HAPPY TEAM?

If you want a fun, fast-paced job where your hustle pays off, apply today!

Click the link below or visit our website to apply TODAY and start your career with Happy House Cleaning! https://docs.google.com/forms/d/e/1FAIpQLSeTMdns3KZhcE6sZfNBx5f3C1ExTVEoNtsmzQ9AllX4eXhRyg/viewform

& Training Association, Inc.

(608) 242-7402

Construction Worker/Framer Needed RYOE Builders

compensation: \$21-30 based on experience.\ employment type: full-time\ job title: Construction/Framer

Looking for skilled carpenters who have experience in framing houses and can work hard.

1+ year experience required in the field or related profession.

Great pay, Bonuses Available, Retirement Plan Option, Vacation Time given annually; Paid Holidays. Year-round work.

Please email resume to 6f1c4fc9fdbe3761a3b40a12bae98ad6@job.craigslist.org

Low Voltage Systems Technicians (Madison)

Protection Technologies, Inc.

compensation: \$15-\$30 hourly depending on experience\ **employment type:** full-time\ **experience level:** mid level\ **job title:** Systems Technicians

Protection Technologies, Inc., Wisconsin's recognized leading provider of high quality integrated security and fire alarm systems to the commercial building (not residential) market, has employment opportunities in our Madison area office. We are a progressive, growing company with a focus on customer satisfaction, technology, quality, employee job satisfaction and building long-term relationships. Due to increased business we are expanding our systems support staff.

Systems Technician

Commissioning, program and service of intelligent fire alarm systems, card access & CCTV systems. Duties include system design, panel configuration, panel wiring, programming, testing and inspection, coordination of electrical and mechanical trades. Some local travel required. Advancement potential includes systems design and project management.

Inspection and Test Technician

Perform scheduled maintenance and service of intelligent fire alarm systems, card access & CCTV systems. Assist Systems Technicians with new systems commissioning. Advancement to Systems Technician.

Job Requirement, Education, training, experience:

Minimum of ASEE degree required in electronics or related work field

valid WI drivers license and clean driving record is required

Minimum 2 years experience in COMMERCIAL Fire Alarm and Security industry

Must possess excellent communications skills

Strong working knowledge of Windows, computers and networking preferred

Knowledge of test equipment to include multi-meters, battery analyzers, decibel meters and communication devices preferred Ability to learn WI codes

Knowledge of basic construction and installation techniques and principals

NICET Fire Alarm Certification is a plus

We offer competitive wages, paid vacation, benefits, company vehicle for project work, factory training, advancement and a great work environment.

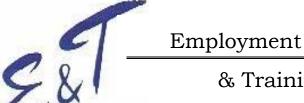
Protection Technologies is a Honeywell Fire Alarm Business Partner, an ACRE-Open Options VAR, Exacq and I-Pro installing dealer. Our technicians receive formal factory training on these systems.

Contact us today for more information! Hiring Manager 608.838.8208

Framers

compensation: Boe\ employment type: full-time\ job title: Framers

Framers wanted. Work Monday thru Friday 7-4. Benefits after 90 days. Must have reliable transportation and pouches. Year round work. We build custom homes. You can text Bob with Accurate custom construction at 608-514-5551



(608) 242-7402

Snow Removal Technician- \$25.00-\$30.00 an hour (Waunakee)

Clear Vision Prowash

compensation: \$25.00-\$30.00 an hour\ **employment type:** part-time\ **experience level:** no experience required\ **job title:** Snow Removal Technician

Snow Removal Duties: Perform the removal of snow and ice from sidewalks, parking lots, etc.

Salary: Starting pay \$25-\$30/hr.

Special Skills: Ability to provide above average service to customers, follow direction, and pay attention to detail. Ability to work long shifts during inclement weather in winter months.

Ability to lift 50 lbs. or more is required.

Opportunities for attendance and performance bonus'. With reserved full time spot for 2025 season if interested.

Please call 608-850-3147.

Deck Builder (Madison, WI And Surroundings Areas)

compensation: Depending on Experience\ employment type: full-time\ job title: Deck Builder- Crew Lead & Joerneymen

WE'RE HIRING!

We specialize in building decks and three- and four-season rooms, and we're looking to hire Crew Leads and Journeymen. Candidates should have framing experience and be willing to work on decks as well as three- and four-season room projects. We offer year-round work.

The ideal candidate should have their own transportation. We are one of the top deck-building companies in Madison and the surrounding areas, and we take our reputation seriously.

We're looking for responsible candidates who are ready to work. Being bilingual in English and Spanish is a plus, but not required.

Please call 608-640-0303.

Warehouse Work/Delivery Driver 1st Shift (Madison)

Auto-Wares

compensation: \$17-\$19+/hr\ employment type: full-time\ job title: Warehouse Work

We're getting busier and looking to add a few positions. We sell and deliver auto parts throughout Wisconsin, Michigan, Illinois, Indiana, and Ohio.

We are looking for a person to do general warehouse work. The work consists of unloading trucks, processing returns, picking parts and other various warehouse duties.

The ideal candidate will also possess a valid driver's license and be willing to fill in as a delivery driver.

Hours are Mon-Fri 6:00am to 2:30pm

Pay starts at \$17 per hour or more depending on qualifications and flexibility.

This is a physically demanding job that will require you to be on your feet most of the day

All full time employees are eligible for full benefits after 90 days. 401k with match after 6 months. Full and Part time employees also receive an employee discount on auto parts.

Must be able to lift 50 pounds and be able to pass a drug screen...THC is ok.

Please apply in person at Auto-Wares

4333 Robertson Rd

Madison, WI 53714

& Training Association, Inc.

(608) 242-7402

Painter (Madison)

American Painting Professionals

compensation: 20-30\ employment type: full-time\ experience level: entry level\ job title: Painter

We are looking for a skilled Painter or someone willing to learn to paint the interior and exterior of structures, buildings and other surfaces. Your job will be important since good painting has both practical and aesthetic benefits. An excellent painter is knowledgeable in selecting the right material for their job, and if you are not sure this is you, be ready to learn! You will experience painting with various tools and in various heights and spaces while observing all safety measures. Looking for someone who must be reliable and has great attention to detail in completing the work at hand. The goal is to deliver high-quality painting work. You must also be willing to learn and use methods of efficiency. This is a small business with lots of profitable work to do. You can share a part in that if you show up consistently and are willing to do the work.

Responsibilities:

Make on-site preparations such as building scaffolding, covering fixtures etc.

Prepare walls and other surfaces for painting by scraping, using sandpaper, removing old paint etc.

Fill cracks and holes with appropriate material (e.g. plaster)

Mix paint and other materials to prepare the right color or texture

Paint surfaces according to instructions with various tools

Apply varnish and other finishes

Take and adhere to all health and safety precautions

You may be asked to review blueprints/instructions and examine surfaces to determine the kind and amount of work necessary

Skills:

Proven experience as a painter not necessary, but desire to learn and become skilled a must

Knowledge of painting material and how to select, mix and apply them

Solid knowledge of commercial and/or construction painting techniques

Aptitude in using appropriate tools (brushes, caulking guns etc.)

Good basic math skills

Manual dexterity and balance to work on scaffolding, ladders etc.

Great attention to detail and ability to leave the job site cleaner than when you found it

American Painting Professionals values all employees and their honest effort to work. Please contact us if you are considering this position. We are a small team looking for new team members to work with 2-3 others. Lots of profitable work to do, and you will be a critical part of the team. The right candidate shows up for work on time and with the right attitude. New house construction and commercial building painting is the bulk of the work.

Please email resume to dec37025761732f78782c2606c033c63@job.craigslist.org

Afternoon Assistant for Person with a Disability (Madison)

compensation: \$17/hour\ employment type: part-time\ job title: Afternoon Assistant for Person with a Disability

12:30 PM to 5:00 PM Monday-Friday. I'm a person with quadriplegia who needs an assistant.

I need someone to help me with activities of daily living, such as meal preparation/feeding and light housekeeping. I am part of a small business and will need assistance completing some tasks. Applicants must have a valid Driver's license. No former experience is necessary. You can apply to any or all shifts. Thank you. **Please text 608-239-02-64.**

Interviews Today! \$ 17-22 to start (Madison)

compensation: \$ 17-22\ employment type: full-time\ job title: Assembly, Machine Operation, Forklift

We're hiring for several openings in the Madison area. Entry level assembly, machine operation and forklift. Currently have all shifts available. Excellent benefits and incentives offered after probationary period. Positions offer an increase to \$23-25 after training period. Stop in today to complete your application. Immediate interviews.

Call if you have questions 608-257-0511. 672 West Washington Ave Madison, WI 53703

& Training Association, Inc.

(608) 242-7402

Dairy farm (Deerfield)

compensation: will depend on experience\ employment type: employee's choice\ job title: dairy farm help

Part time or full time options available on our small dairy farm. We are looking for help with:

- -Skidsteer work moving snow, scraping cement cow yards, cleaning pens, moving hay
- -Cleaning pens daily cleaning of heifer pens using fork and dump cart
- -Milking Cows 2x milking of about 38 cows in a tie stall barn with 4 machines in a high-quality manner
- -Feeding Milk cows grain and hay is fed in barn through the day
- -Feeding heifers & Dry Cows feeding grain and stocking hay 2x
- -Calves feeding milk grain and water to about 10 calves and keeping them bedded in hutches
- Assist with daily cleaning inside barn running out the gutter, scraping sweeping bedding

We are looking for help in some or all of these areas. Number of hours depends on what you have experience with. We can work with training an entry level person on some of these things or an experienced person could fit all the spots for a full-time option. There is some flexibility in the hours you work depending on what you'd do. We prefer someone 5 - 7 days per week.

We put the care of our cows at the highest priority and are looking for reliable individuals who enjoy working with animals and can work well on their own once trained. It's a small crew with both owners actively working in the barn daily.

If interested text 6 0 8 2 1 8 0 8 2 5 With what experience you have on dairy farms or with other animals and we will get back to you if we think there could be a fit for you here.

This may be work for a few people or one experienced person, but there is NO housing available for either option.

HIRING NOW! General Labor/Maintenance Tech needed - 103 (Madison)

Lakeshore Management

compensation: All full-time employees will be eligible for benefits after 60 days and receive vacation, sick, and holiday time after 90 days.\ employment type: full-time\ experience level: entry level\ job title: Maintenance Technician - 103

SCOPE: A Maintenance Technician in property management is responsible for performing a variety of repairs and maintenance tasks across residential or commercial properties, including plumbing, electrical, HVAC systems, carpentry, and general upkeep, responding to resident/tenant service requests, and ensuring the overall functionality and appearance of the property by completing routine inspections and preventative maintenance procedures, often requiring on-call availability for emergencies; reporting to the property manager.

KEY RESPONSIBILITIES:

- Maintenance Repairs:
- Diagnose and repair plumbing issues like leaky faucets, clogged drains, and toilet malfunctions.
- Troubleshoot and fix electrical problems including faulty outlets, lighting fixtures, and wiring.
- Service HVAC systems, addressing issues with heating, cooling, and air filtration.
- Perform basic carpentry repairs like door and cabinet replacements, drywall patching, and trim work.
- Address appliance malfunctions.
- Conduct minor painting and touch-up work.

Preventative Maintenance: - Regularly inspect building systems including plumbing, electrical, HVAC, and fire safety equipment.

- Perform routine checks on exterior building components like windows, doors, and siding.
- Maintain landscaping and grounds as needed.
- Monitor and replace worn-out parts to prevent future breakdowns.

Resident Service Requests: - Promptly respond to resident maintenance requests and work orders.

- Communicate effectively with residents regarding repair status and updates.
- Prioritize urgent repairs and address emergency situations.

EDUCATION & EXPERIENCE: - High school diploma or equivalency. Requires a minimum of two (2) years' general experience in building trades - Bilingual preferred - Proficient in Microsoft Office Suite

Use link below to apply:

https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=294171&clientkey=F0E693D2A318CF894CB95F4CC4203096



(608) 242-7402

Indeed.com

Part-Time General Labor Production Associate - Starting Wage \$21.50/hr <u>Kraft Heinz Food Company</u> 419 S Center Street, Beaver Dam, WI 53916

\$21.50 an hour - Part-time

The General Laborer is responsible for performing tasks to support general operations of the facility. Tasks will include, but are not limited to material handling, the loading of packaging supplies into machinery, the basic operation of cream cheese packaging/processing equipment, and equipment cleaning and sanitizing. This position must support all business systems (such as QCDSM, ISO, GMP's) while working in a team environment.

Primary responsibilities/accountabilities:

- Load and unload items from machines, conveyors, and conveyances. Handling and Moving Objects Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things, and using your Hands to Handle, Control, or Feel Objects, Tools, or Controls while making Repetitive Motions. Performing General Physical Activities Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Start machines or equipment to begin production processes and Operate machinery used in the production process or assist machine operators. Prepare raw materials for processing, dumping materials such as prepared ingredients into machine hoppers prior to mixing. Lifting raw materials, finished products, and packed items, manually or using manual or powered lifts.
- Transfer finished products, raw materials, tools, or equipment between storage and work areas of plants and warehouses, by hand or using hand trucks or powered lift trucks.
- Responsible for conducting and documenting quality checks within the required structure such as weight control records, code date check sheets, etc. Record information, such as the number of products tested, meter readings, or dates and times of product production, read gauges or charts, and record data acquired.
- Remove products, machine attachments, or waste material from machines. Clean and lubricate equipment, wash work areas, machines, equipment, vehicles, or products.
- Break up defective products for reprocessing. Peeling rework and run through the salvage press for continuous hours of your shift.
- Perform all other duties as assigned by the Supervisor or Team Leader
- Responsible to follow FSQ requirements such as GMPs and other daily/job specific duties to support QRMP. Examine products to verify conformance to quality standards, while following all company established safety policies and procedures! (Wearing Common Protective or Safety Equipment such as Safety Shoes, Glasses, Gloves, Hearing Protection, Hard Hats!)
- Getting Information Observing, receiving, and otherwise acquiring information from all relevant sources and then Communicating with Supervisors and Peers Providing information to supervisors, and co-workers by telephone, in written form, or in person.
- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects. Making Decisions and Solving Problems Analyzing information and evaluating results to choose the best solution and tackle problems.
- Operating Vehicles, Mechanized Devices, or Equipment Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts and electric pallet jacks.
- Establishing and Maintaining Interpersonal Relationships Developing constructive and harmonious working relationships with others and maintaining them over time.

Work Environment/Physical Requirements:

• Work is performed indoors around industrial equipment in varying temperatures and the pace is determined by the speed of the equipment. Some extended hours on each shift along with some weekends and holidays. The positions will require periods of standing, walking, bending, and twisting. Must possess the ability to lift up to 50 pounds occasionally. The ability to use hands to handle, control, or feel objects, tools or controls is required in order to perform job duties efficiently and safely.
#INDMFGH

Benefits: Coverage for employees (and their eligible dependents) through affordable access to healthcare, protection, and saving for the future, we offer plans tailored to meet you and your family's needs. Coverage for benefits will be in accordance with the terms and conditions of the applicable plans and associated governing plan documents.



& Training Association, Inc.

(608) 242-7402

Labeler/Packager - job post Columbus Chemical Industries Columbus, WI 53925

From \$20 an hour - Full-time

This position works a 4 1/2 day work week. All positions at CCI are eligible for five \$600 bonuses each year! Join a 100% Employee Owned Company and make an Impact!

We currently have an opening for a Labeler/Packager to work in a friendly and supportive environment. In this role you'll be packaging and labeling a variety of chemicals. In this position there is the opportunity to advance within 12-18 months. The job requires that candidates demonstrate the ability to:

- accurately follow concise directions
- follow safety protocols
- lift up to 50 lbs
- maintain a high level of accuracy and attention to details
- use basic math skills
- use basic computer skills
- work in a wide variety of temperatures ranging from 60 90+ degrees

Prior experience is a plus! However, training will be provided to those with no experience. Applicants must demonstrate a solid work history and pass a pre-employment physical, drug screening, and background checks. To learn more about Columbus Chemical Industries, Inc. go to www.columbuschemical.com'

'Typical schedule is 6 AM to 3 PM (Monday - Thursday) and 6 AM to 10 AM on Fridays This job is ideal for someone who Is:

- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- Detail-oriented -- would rather focus on the details of work than the bigger picture
- Autonomous/Independent -- enjoys working with little direction

Warehouse Associate - 2nd shift - job post <u>Vita Plus</u>

3019 Progress Road, Madison, WI 53716 \$22 - \$25 an hour - Full-time

POSITION REQUIREMENTS:

- Ability to alternate driving, sitting, walking, climbing, and standing
- Safely lift, carry and stack feed bags; frequently moving up to 55-pound bags and occasionally moving 65-pound bags up to shoulder height
- Move handcart with up to 600 pounds of product
- Climb and maintain balance on ladders, stairs and top of bulk trailers
- Forklift certification
- Basic math and English reading, writing and speaking skills

ESSENTIAL DUTIES:

- Follow the production schedule and maintain accurate records
- Accurately complete warehousing processes to meet our quality standards such as:
 - Receiving/inspecting bagged/toted ingredients and finished products
- FDA tracking and record keeping
 - Loading product on trailers to serve other Vita Plus locations or customers
- Daily documentation and adherence to FDA and Safe Feed / Safe Food requirements
- Maintain inventory accuracy to minimize product shrink
- Friendly and courteous customer interaction
- Maintains the cleanliness of equipment and housekeeping in all areas
- Other duties as assigned by management

WORKING CONDITIONS:

- Environmental conditions: warehouse atmosphere and variable temperatures
- Warehouse: product movement, storage and retrieval
- Uneven or slippery work surfaces with multiple work levels: trailer docks, ramps and equipment

1819 Aberg Avenue ■ Madison, WI 53704-4201

& Training Association, Inc.

(608) 242-7402

Order Selector (Full Time) Madison - job post WP Beverages Pepsi-Cola Madison, WI

\$25.15 an hour - Full-time

At WP Beverages, we're proud to be a leading distributor of iconic brands like Pepsi, Mountain Dew, Gatorade, Lipton, Klarbrunn, Starbucks, Rockstar, Aquafina, and many more. If you've grabbed a drink at your local store or restaurant, chances are-we delivered it.

Why You'll Love Working Here

We believe in taking care of our people. Here's what you can expect:

- Generous Paid Time Off
- Comprehensive Medical, Dental & Vision Coverage
- Flexible Spending Accounts
- Critical Illness & Accident Coverage
- Life Insurance
- Short & Long-Term Disability
- 401(K) with Profit Sharing
- Parental Leave

DISCLAIMER: The information listed above is not intended to be an all-inclusive job description. A full list of duties and responsibilities for this position is available upon request.

What We're Looking For

- The ideal candidate will have a high school diploma with a minimum of two years of experience in: Warehousing, Distribution, or Merchandising
- Excellent oral and written communication skills with the ability to read, write, and comprehend the English language.
- Strong organizational, time management and decision-making skills with the ability to work within a highly distracting environment.
- Must have the ability to operate powered industrial equipment including a fork-truck in a safe manner and maintain annual fork-truck certification.
- Basic math skills. Must possess intermediate personal computer skills.
- Ability to continually lift 60 pounds from floor to waist height and occasionally lift 75 pounds from floor to shoulder height. Prolonged sitting, standing, twisting, and/or bending. The repetitive motion of one's neck, wrist, fingers, and/or arms.
- May be required to work weekends and holidays as needed.

Warehouse and Delivery - job post FLOOR360

5117 Verona Road, Fitchburg, WI 53711 \$20 - \$21 an hour - Full-time

We are looking for a reliable self-motivated team member to deliver flooring material to commercial and residential job-sites. Your primary responsibility will be driving to and delivering material to job-sites. You'll also be trained in our warehouse operations with tasks including, receiving material, organizing material, cutting material for orders, and helping keep a clean and orderly warehouse. FLOOR360 is an equal opportunity/affirmative action employer. Monday through Friday 7am-3pm.

- Must be able to lift up to 75 lbs on a regular basis
- Must have valid driver's license
- Must pass a pre-employment drug test
- Class B CDL and forklift experience a plus, but not required
- Hourly salary based on experience

BENEFITS

Competitive Benefits – Healthcare with Quartz, dental reimbursement, 401k contributions and matching

Ten Paid Calendar Holidays, including your own birthday

Paid Vacation, Paid Sick Time, Paid Bereavement Leave

Personal Development – Reimbursement for seminars, classes, memberships, with company-paid training

Career Advancement – Training, mentoring, regular feedback, merit raises and promotions

Community Service – Giving back to the community through Design for a Difference

Wellness Program – Catered lunch and learns, flu shots, and fitness challenges

Friendly Culture - Mallards game, Brewers game, volleyball team, chili cook-off and more

Team Discounts – Substantial savings on home improvement projects



(608) 242-7402

Warehouse and Delivery Manager - job post Grand Appliance and TV

201 Limestone Pass, Cottage Grove, WI 53527 Full-time

Join a family-owned company with over 90 years of excellence in customer care and service! Grand Appliance & TV is seeking a handson, experienced Warehouse & Delivery Manager to lead one of our distribution centers and oversee both warehouse and delivery operations. This leader will guide a team of 25 warehouse and delivery employees and play a key role in ensuring top-tier service, efficiency, safety, and accuracy every day.

About Grand Appliance & TV

Grand Appliance & TV is a fourth-generation, family-owned retailer with over 90 years of history serving customers across the Midwest. We are committed to creating "Customers for a Lifetime" and "Employees for a Lifetime" by fostering a supportive, growth-oriented, and people-first work environment. With 30+ retail locations, multiple distribution centers, and a reputation built on trust and integrity, Grand is proud to be a place where team members build long-lasting and meaningful careers.

What You'll Do

- Lead and develop a team of 25 warehouse and delivery employees
- Oversee \$10M+ in inventory including accuracy, receiving, storage, and shipping

Employment

- Drive performance in Service, Safety, People, and Cost
- Standardize processes and share best practices across all warehouse locations
- Maintain and manage the vehicle fleet while building strong vendor partnerships
- Ensure DOT & OSHA compliance
- Oversee employee scheduling, timekeeping, attendance, hiring, and separations
- Support ongoing operational initiatives, tasks, and special projects

What We're Looking For

- Bachelor's degree preferred (Business, Information Systems, or Supply Chain)
- 7-10 years of leadership experience in a high-volume, multi-shift distribution or fulfillment environment
- Strong experience leading medium-sized employee teams
- Proven ability to build positive employee relationships and collaborate cross-functionally
- Excellent communication skills with the ability to deliver clear, consistent messaging

Warehouse Order Selector/Picker (4 PM Start Time) - job post Wisconsin Distributors

900 Progress Way, Sun Prairie, WI 53715 From \$18 an hour - Full-time

Our Warehouse is currently seeking a motivated, energetic individual to join our full-time team! The Warehouse Order Selector/Picker is responsible for picking beverage orders and building onto pallets which are then loaded onto Service Route Trucks as assigned.

Hours are Sunday through Thursday, starting at 4:00 p.m.

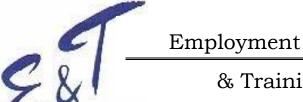
- Eligible for additional productivity incentives, ranging from \$1 to \$5 extra per hour
- Eligible for overtime

Education & Work Experience

- High school diploma or equivalent preferred.
- Experience working in a warehouse setting a plus.

Knowledge, Skills & Abilities

- Forklift experience preferred (will train and certify).
- Willingness to learn.
- Ability to lift/maneuver up to 75 pounds on a regular basis.
- Work at a fast but reasonable pace.
- Displays a positive attitude.
- Outstanding interpersonal skills.
- Self-motivated with the ability to multi-task and prioritize.
- Strong communication skills.
- Basic reading, writing and mathematical skills.
- High attention to detail.
- Ability to work well both individually and as part of a team.



(608) 242-7402

Corporate Warehouse/Maintenance Associate - job post Gordon Flesch Company 2675 Research Park Drive, Madison, WI 53711

Offering an opportunity to be part of a high-performance team, enjoy exceptional benefits, and a supportive work-life balance, the Gordon Flesch Company is an employer of choice throughout WI, IL, IN, IA and OH. The Gordon Flesch Company strives to recognize and appreciate our associate's commitment, creativity, and the results they deliver every day for our customers and the community. Salary for this position is based on level of experience.

In this role you will:

- Respond to any requests of light maintenance and janitorial duties for the GFC Fitchburg Office.
- Identify additional facilities work that needs to be done by contractors; working with manager to contact the appropriate contractors.
- Check in and receive in daily shipping packages for GFC Corporate and Elevity departments. Deliver packages throughout the GFC Fitchburg building to departments.
- Complete daily mail run between downtown Madison and the Fitchburg office.
- Complete bank deposit run as needed for the GFC Accounts Payable department.
- Safely operate the courier van between the Fitchburg office and the TLC as needed. Safely put product into its assigned areas in the warehouse.
- Maintain a safe & clean warehouse environment.
- Assist with deliveries as needed to customers in the Madison market.
- Assist as a backup driver for the TLC, Drive the GFC delivery truck at the TLC as needed, for machine deliveries and new installs in the Madison area.
- Pick, un-box, preassemble and prep equipment for set-up.
- Package, process, and ship customer supply shipments with a high level of accuracy.
- Verify configurations and serial numbers of equipment in the post setup staging area.
- Handle recyclable material in accordance with company standards.

You should have:

- High school diploma or equivalent.
- Valid driver's license.
- Pre-employment DOT physical exam (unless already maintaining current certification).
- A current Fed Med (DOT) card in order to drive GFC vehicles with a GVWR of 10,000 lbs. or more (or the ability to obtain and maintain a Fed Med card).
- Ability to drive 16-26' straight truck.
- Ability to lift 75 pounds individually and push/lift 200+ pounds with assistance.
- Ability to obtain and maintain stair climber certification; certification administered by internal GFC certifier.
- Proficient in Microsoft Office applications (i.e. Outlook).

The Gordon Flesch Company offers Medical, Dental, Personal Time, Vacation Time, 401(k) and 401(k) match, a Wellness Program and many benefits! For full details of our Benefits Program please go to: www.gflesch.com/careers.

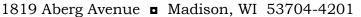
Janitor & Custodian - job post <u>GDI Services Inc US</u> Madison, WI 53716 \$17 an hour - Full-time

General Cleaners Responsibilities Include, but not limited to:

- Cleaning of a commercial office building
- Cleaning restrooms, breakrooms, dusting and trash removal
- Sweeping, mopping and vacuuming

Requirements:

- Experience with cleaning commercial buildings a plus, but not required
- Must have the ability to work with other crew members
- Must be able to listen to customer requests and follow supervisor instructions
- Must have reliable transportation
- Steel toed shoes required when applicable
- Ability to work in hot conditions





(608) 242-7402

Office Furniture Installer - job post Office Furniture Warehouse of Madison

2138 City View Dr, Madison, WI 53718 \$19 - \$23 an hour - Part-time, Full-time

Office Furniture Warehouse is a full-service provider of new and pre-owned office furniture throughout the Midwest. We design, deliver, install, and decommission commercial office spaces with a mix of new and pre-owned office furniture with discounts of up to 70% off. Our showrooms have product in stock to help meet tight deadlines, along with quick ship and delivery & installation options on custom orders to keep up with the evolving workspace.

For all your office furniture needs new and used, Office Furniture Warehouse has the biggest selection and best pricing on used office furniture and discount new office furniture.

Overview:

Office Furniture Warehouse - Madison

Furniture Delivery/Installer

Madison, Wisconsin Full-time OR Part-time

About the Job

Be part of an energetic young team! If you like independence, take pride in your work and want to be a key player in a fast-growing franchise headquarters, we look forward to meeting you!

We are looking for a delivery/installer to join our growing office furniture store! A typical day would be to report at 7:30, load your truck and then deliver and assemble furniture in 2 - 3 man teams. Return to the store after the jobs are finished!

Responsibilities:

- · Load truck so that the furniture doesn't get damaged.
- · Assemble furniture at clients location.
- · Clean area that work was done in.
- · Organize warehouse.
- · Unload trucks using the forklift.
- · Drive 26' straight truck (no CDL required)

The ideal candidate would have the following:

· Mechanical skills. · Ability to lift heavy objects. · Good work ethic with the ability to work independently. · Attention to detail. · Great customer service skills. · Drivers license. · Drug-free.

Starting pay is \$19-23/hour (time and half overtime). Experience in delivery or installation will pay more!

Warehouse Shipping & Receiving Associate - job post <u>Gordon Flesch Company</u>

2675 Research Park Drive, Madison, WI 53711

Offering an opportunity to be part of a high-performance team, enjoy exceptional benefits, and a supportive work-life balance, the Gordon Flesch Company is an employer of choice throughout WI, IL, IN, IA and OH. The Gordon Flesch Company strives to recognize and appreciate our associate's commitment, creativity, and the results they deliver every day for our customers and the community. Salary for this position is based on level of experience.

In this role you will:

- Pick, un-box, preassemble, and prep equipment for set-up
- Assist with deliveries to customers
- Package, process, and ship customer supply shipments with a high level of accuracy
- Verify product received from vendors
- Safely put product into its assigned area in the warehouse
- Verify the equipment picked and unboxed for an order is accurate and complete, including all associated supply items
- Perform tasks within eAutomate/Gateway as needed
- Verify configurations and serial numbers of equipment in the post setup staging area
- Communicate problems with Logistics team members
- Pick equipment from the warehouse and stage it for shipment to various Branch offices
- Safely operate the GFC courier van as needed
- Maintain a safe and clean warehouse
- Handle recyclable material in accordance with company standards
- Assist other Warehouse or Parts Department positions as needed

& Training Association, Inc.

(608) 242-7402

Picker - job post Keefe Group Madison, WI 53718

\$20.50 an hour - Full-time

Keefe Group is a division of TKC Holdings, Inc. that is the industry leader in the commissary market. We run an essential business serving our communities and our customers.

We are looking for operations team members to join our team within a warehouse and distribution environment.

Our positions are essential business in a non-retail and non-public environment. In addition, the company provides PPE to all employees.

Compensation

Competitive pay comprised of:

- Hourly compensation
- Weekly performance-based bonus
- Regular opportunities for overtime, paid at the corresponding overtime rate
- Regular pay raises based on performance and experience levels
- Weekly pay, every Thursday
- Holiday Pay for company recognized holidays

We now also offer DailyPay providing you immediate access to earned wages. Work Today, Get Paid Today!

We are proud to be a military and veteran friendly employer.

TKC Holdings is dedicated to providing opportunities for all. Past mistakes do not necessarily define an individual's future. All interested applicants are encouraged to apply.

About This Position:

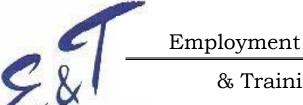
Developing teams and building careers are central to our success. As such, we have an opportunity to perform warehouse tasks from receiving product, preparing customer orders and shipping products to our clients. This is a **full-time position**, with some benefits starting from day one.

We expect our team to execute a number of processes and therefore believe in cross-training our team across the distribution departments. In addition, you can specialize in a specific area. The facility is a fully operational warehouse servicing multiple business lines, with opportunities to:

- Unload, receive and put away product as part of the Inbound Operations team
- Selecting product for individual customer orders as part of our Commissary (KCN) team
- Building, staging, and loading pallet orders on modern forklifts and material handling equipment (MHE) in support of our Bulk team
- Load third party and internal delivery trucks
- Manage inventory in a dynamic environment, to include counting product and correcting inventory
- Leverage technology and learn WMS systems to deliver orders through the use of: mobile scan guns, modern material handling equipment, computers, tablets and more
- Take pride in your surroundings by helping maintain a clean workspace
- Other duties as determined by the needs of the business

What You'll Need:

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience
- Ability to work well with others in a dynamic, changing work environment
- 1 year of WAREHOUSING EXPERIENCE PREFERRED
- Usage of an RF scan gun PREFERRED
- Order Auditing/Stocking PREFERRED
- Current/Previous Picking and Packing of orders PREFERRED
- Ability to lift up to 50lbs.
- Ability to become forklift and material handling equipment certified
- Familiarity with computers (including Microsoft Office programs) preferred
- ABILITY TO WORK: MONDAY FRIDAY 7 am 3:30 pm



(608) 242-7402

Delivery Driver/Warehouse Associate I - Cottage Grove, WI - job post <u>Continental Battery Systems</u> 235 Bonnie Road, Cottage Grove, WI 53527

Up to \$23 an hour - Full-time

Continental Battery Systems is a rapidly growing North American PE-backed company looking to add a highly-skilled, energetic, and collaborative employee to our Cottage Grove, WI team. We are seeking a career-minded candidate looking for an exceptional opportunity for business contribution, professional development, and career progression. The right candidate will be energetic, customer-focused, and determined to add value within a fast-paced organization.

We offer great benefits, including:

- Medical, Dental, and Vision
- Substantial 401k match
- Robust voluntary benefits package
- PTO and paid holidays off
- Significant employee product discounts (up to 12% over cost!)

At Continental Battery Systems, we want to help you grow! We invest training and resources in our employees, because we know that our people are what make our company a unique and special place to work. We offer great company discounts and a competitive benefits package, while also offering lots of opportunities for you to be your best self! Our focus on safety, wellness, and teamwork are the foundations of how we operate every day. We invite you to see for yourself.

Whether in the warehouse or in an office, our dedication to excellent customer service is what binds all of our team members across the country. We also pride ourselves on providing renewable solutions and a battery recycling program that delivers reliable power to our communities while also reducing our carbon footprint. We value the positive impact our business brings to the communities we serve and are looking for a candidate to join our team that has the same outlook on customer service.

Title: Warehouse Associate

Qualifications:

- · Excellent customer service skills
- · 21 years or older
- · Previous warehouse experience
- · Physically strong (we lift batteries)

Utility/Dishwasher- WEEKDAYS! - job post Nothing Bundt Cakes- Madison \$14 - \$16 an hour - Part-time

Nothing Bundt Cakes is a joyful, energetic company that is looking to hire individuals with a servants heart, spirit of a champion and have the ability to make genuine connections.

Flexible hours between:

• Monday-Friday (8:30am-5:00pm) Occasional Saturday (11:00am-5:00pm) Sunday (Closed)

Requirements:

- Possess a strong sense of teamwork
- Ability to follow instructions
- Has integrity
- Takes initiative
- Fits the Nothing Bundt Cakes Culture
- Has the ability to work well under pressure
- Possess strong physical stamina
- Finds comfort doing repetitious work
- Has a strong sense of pride in one's work
- Feels the necessity to keep a clean work environment

Responsibilities may include but are not limited to:

- Abide by all NBC policies and procedures Uphold NBC's image and brand
- Assist other departments when necessary Wash all dishes from frosting and baking departments
- Clean bathroom(s) Keep walls, floors, shelves and surfaces clean
- Clean refrigerator and cooler units Fold Boxes and label containers
- Empty trash and take to dumpster Clean floor drains Assist baker and froster(s) with daily tasks



(608) 242-7402

Dishwasher/Prep Cook - job post <u>DelecTable</u> 3248 University Avenue, Madison, WI 53705

\$15 - \$17 an hour - Part-time

We're currently hiring a **Dishwasher & Prep Cook Support** team member with availability for **Thursday**, **Friday and Saturday nights** (5:30 p.m. – 11:00 p.m.) scheduled as needed. Additional **daytime prep shifts** (5–10 hours/week, during the day, on Tuesdays and/or **Wednesdays**). This is a great opportunity for:

- A hardworking individual looking for their first job
- Someone seeking to earn supplemental income
- An aspiring culinary professional wanting to gain experience and grow in a respected kitchen

Key Responsibilities:

Dishwashing (Thursday, Friday & Saturday evenings)

- Scrape, rinse, and load dishes into the dishwasher
- Wash pots, pans, and utensils by hand as needed
- Put clean dishes and tools in their proper places
- Sweep, mop, and clean kitchen floors and surfaces
- Maintain and clean kitchen appliances (e.g. mixers, blenders, toasters)
- Empty and take out kitchen trash and recyclables
- Perform basic equipment checks and report any issues
- Follow all food safety and sanitation guidelines

Food Prep Support (1–2 weekday shifts)

- Assist with basic food preparation tasks (washing, chopping, portioning, etc.)
- Organize ingredients and tools needed by the chefs
- Help maintain a clean and orderly prep space

Dishwasher - job post <u>Cooper's Hawk Winery & Restaurants</u>

1611 Deming Way, Middleton, WI 53562 Full-time

At Cooper's Hawk, our Dishwashers are essential to every great guest experience. By keeping the kitchen spotless and supplies stocked, they create the foundation for smooth service and memorable meals. Through teamwork, attention to detail, and pride in cleanliness, our Dishwashers bring Uncompromising Hospitality to life behind the scenes.

What You Will Get

- 50 percent Dining and Carryout Discount; 40 percent Retail Wine Discount; 20 percent Discount on Retail and Private Events
- Monthly Wine Tastings for Two
- Medical, Dental, Vision, and Telehealth
- 401k with Company Match
- Paid Time Off and Flexible Schedules
- Early Pay Access
- Wellness and Mental Health Support
- Wine and Culinary Education
- Career Growth Flight Plan
- Team Member Rewards, Milestone Recognition, and Referral Bonuses

How You Will Succeed

Show Up Ready: Come Prepared, stay sharp, and start strong.

- Start every shift prepared by setting up a clean and organized dish area
- Follow daily routines and keep up with all cleaning checklists

Own What You See: Take Responsibility, jump in, and do what needs to be done.

- Clean and restock dishes, plates, glasses, and kitchen tools throughout the shift
- Keep the back dock, trash areas, and kitchen floors clean and safe
- Ensure a clean work environment by breaking down and removing all garbage & boxes to the dumpster or designated area.



(608) 242-7402

Porter-Culver's of Verona - job post <u>Culver's</u> 430 East Verona Avenue, Verona, WI 53593

\$14.50 - \$20.00 an hour - Part-time

Provides superior maintenance to the interior and exterior of the restaurant in a timely and accurate fashion.

Essential Functions:

- Demonstrates sanitation and food safety practices consistently.
- Checks over restaurant from previous close to ensure a safe and secure environment.

Employment

- Completes daily jobs timely and accurately.
- Completes weekly jobs timely and accurately.
- Completes monthly jobs timely and accurately.
- Maintains the appearance of the exterior of the building and grounds effectively.
- Follows Culver's safety standards at all times and looks out for the safety of other team members and guests.
- Coordinates job duties around other opening team members to help ensure efficient preparation for opening.
- Puts food order away accurately, rotates stock in cooler, freezer and dry storage.
- Takes temperature of required foods upon delivery accurately, providing documentation on the Quality Control/Safe Food Checklist.
- Maintains a basic working knowledge of the operation of all equipment in the restaurant.
- Completes scheduled maintenance on all restaurant equipment safely and correctly.
- Duties completed in given amount of time to be ready to work in the kitchen by the time lunch starts.
- Reports possible areas of incomplete closing to opening manager.
- Completes other miscellaneous tasks as assigned by the manager on duty.

Oualifications:

- Flexible schedule
- Reading and writing skills required
- Communicates with guests, team and management
- Maintains a sense of urgency
- Demonstrates trained food safety knowledge
- Climb up and down a ladder to a height of 25 feet
- Sweep, mop, and scrub using hazardous materials
- Work independently without supervision
- Reach, bend, and clean surfaces regularly
- Work frequently in hot, cold, and damp environments
- Work both indoors and outdoors
- Work safely to avoid hazards such as cuts, slipping, tripping, falling, burns, etc.

Physical Abilities:

- Stand constantly
- Walk constantly
- Sit occasionally
- Handling constantly
- Lift/carry 10 pounds or less constantly
- Lift/carry 11-20 pounds constantly
- Lift/carry 21-50 pounds frequently
- Lift/carry 51-100 pounds frequently

In 1984, Craig and Lea Culver, along with Craig's parents George and Ruth, opened the very first Culver's in the family's beloved hometown of Sauk City, Wisconsin, and began serving ButterBurgers® and Frozen Custard.

Craveable as our signature combination is, the Culver family knew right away that although the business is centered around the food, it is really about the people. While folks can vividly recall the first time they bit into a ButterBurger or tasted a scoop of rich, creamy Fresh Frozen Custard, it's our way of welcoming guests that truly makes Culver's delicious.

(608) 242-7402

Patient Scheduling Representative - Preventive Cardiology

Madison, WI, United States (Hybrid)

100% FTE, 40 Hours per week. Shifts scheduled Monday-Friday between the hours of 8:00 am - 4:30 pm. Hours may vary based upon operational needs of the clinic.

<u>Pay:</u> Pay starts at \$19.59 per hour, work experience that is relevant to the position will be taken into consideration when determining the starting base pay.

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

Administrative Operations Assistant, Prehospital Care and Medical Transport Admin Madison, WI, United States (Hybrid)

We are seeking an Administrative Operations Assistant to:

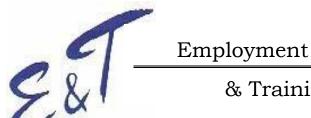
- Provide comprehensive leadership support, including calendar management, meeting preparation and follow-up, development of agendas and materials, and coordination of activities and schedules across multiple management and departmental teams.
- Assist in the creation, organization, and distribution of operational tools and communications for multiple operational departments across UW Health, ensuring timely updates, clarity, and strong cross-team alignment.
- Serve as a key resource for frontline and departmental staff, responding to questions and providing guidance related to policies, procedures, and other administrative workflows.
- Enhance operational continuity across high-acuity and fast-moving service lines by supporting data entry, document management, onboarding logistics, and standard work maintenance.

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 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.
- The opportunity to earn a referral bonus for referring friends, former colleagues or others to apply for open, posted positions.

Qualifications

- High School Diploma or equivalent Required
- Associate's Degree in Business Administration or related field PreferredWork Experience
- 1 year experience in an administrative support role Required
 - 3 years experience in an administrative support function Preferred
- Previous experience in a health care setting Preferred



(608) 242-7402

Culinary Production Assistant Madison, WI, United States

100% FTE, Days. Start times between 7 am to 9 am and end times between 3:30 pm to 5:30 pm based on operational needs. Must have flexibility to work Monday through Friday and every other weekend. You will work at the East Madison Hospital in Madison, WI. We are seeking a **Culinary Production Assistant** who:

- Provides outstanding customer and coworker service.
- Reviews production and stocking schedules.
- Accurately and safely prepares and portions food items.
- Sanitizes dishes, cookware, equipment, and environment.

Culinary Production Assistants are eligible for:

- 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.

Additional components of compensation may include:

Evening or night shift differential

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

Patient Transporter – Senior Madison, WI, United States

This is a part-time, 75% FTE position. Scheduled hours are 7:45am - 3:45pm on Saturdays, 8:00am - 4:00pm on Sundays, and 14 hours made up when available during the week. 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 **Patient Transporter – Senior** to:

- Function as a lead worker and technical expert for a team that provides transportation services to inpatients who need to be moved to and from nursing units and various therapy/laboratory areas throughout the University Hospital.
- Coordinate the movement of patient transport equipment (wheelchairs and stretchers).
- Ensure the team understands and practices all relevant safety policies and procedures and provides for patient comfort and safety during transport.
- Address phone and on-line patient transport requests and coordinates their team's response via the Patient Transport information system.

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

• One year of relevant direct clinical patient care experience (Required). Six months of experience as a UW Health Patient Services Aide may be considered to meet this requirement.

Licenses & Certifications

• CPR certification or the ability to receive certification within 60 days of hire (Required)



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Clinic Assistant – Urology Madison, WI, United States

Full-time, 100% FTE, day shift position. Shifts scheduled Monday through Friday between the hours 8:00 AM – 4:30 PM, no weekends required. Hours may vary based on the operational needs of the department.

<u>Pay</u>: 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.

We are seeking a Clinic Assistant to:

- Release urinanalysis lab orders.
- Send urinanalysis specimens to the main lab via the pneumatic tube system.
- Stock supplies and maintain inventory.
- Prepare labels for upcoming patient appointments.
- Process patient packets and health faxes.

Qualifications High School Diploma or equivalent Preferred

Work Experience Previous work experience in a healthcare setting Preferred

Supply Clerk Madison, WI, United States

This is a part-time, 40% FTE position. Scheduled hours are 10:00am - 6:30pm, Saturdays and Sundays with 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.

Qualifications

• High School Diploma or equivalent (Required)

Work Experience Relevant experience in a healthcare environment (Preferred)

Patient Transporter Madison, WI, United States

This is a part-time, 60% FTE position. Scheduled hours are 8:00am - 4:30pm, Monday through Wednesday. 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 **Patient Services Aide** to:

- Provide excellent customer service while safely transporting our patients to and from nursing units and various therapy/laboratory areas throughout the University Hospital and the American Family Children's Hospital.
- Ensure timely transportation and patient safety, comfort, and privacy throughout the transport.
- Utilize the Patient Transport information system to acquire and record transactional records regarding all transport requests.
- Document transport information on daily log sheets and obtain signatures from clinical staff for all cancelations, reschedules, and confirmations of patient drop-offs.

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 Relevant patient care experience in a healthcare environment (Preferred)

Licenses & Certifications

• CPR certification or the ability to receive certification within 60 days of hire (Required)

(608) 242-7402

Valet Driver Madison, WI, United States

This is a full-time, 100% FTE position. Scheduled hours are 8:30am - 5:00pm, 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.
- 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

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

Licenses & Certifications

- Valid Wisconsin driver's license (Required)
- Must be 21 years of age to drive a patient/family vehicle (Required)
- Ability to be insured by UW Health's Risk Management insurer, which requires: (1) A valid Wisconsin driver's license (2) Successfully passing a driver's background check (3) Two years of driving experience.

Senior Sterile Processing Technician Madison, WI, United States

This is a full-time, 100% FTE position. Scheduled hours are 11:00pm - 7:30am, Monday through Friday and on-call as needed. Hours may vary based on the operational needs of the department.

Be part of something remarkable

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We are seeking a Senior Sterile Processing Technician to:

- Perform all aspects of reprocessing at an advanced level with little supervision.
- Assist the supervisory staff in assuring that all employees adhere to processes, policies, and work rules.
- Lead the entire range of reprocessing services at the University Hospital and ensure that standards of operation are following the standards set by all regulatory agencies.

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

• Two years sterile processing experience (Required)

Licenses & Certifications

• Certification by CBSPD as a Certified Sterile Processing and Distribution Technician or IAHCSMM as a Certified Registered Central Service Technician (Required)

(608) 242-7402

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

100% FTE, 40 Hours per week. Shifts scheduled Monday-Friday between the hours of 8:00 am - 5:00 pm. Hours may vary based upon operational needs of the clinic.

Pay: Pay starts at \$19.21 per hour, work experience that is relevant to the position will be taken into consideration when determining the starting base pay.

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

Patient Nutrition Assistant - Part Time Madison, WI, United States

This is a part-time position. We have multiple shifts available between 12-24 hours per week. Every other weekend is required. Hours may vary based on the needs of the department.

Be part of something remarkable

We are seeking a Patient Nutrition Assistant who has the drive to create a unique dining experience for adult and pediatric patients.

We are seeking a **Patient Nutrition Assistant** who:

- Prioritizes patient care above all other duties.
- Accurately assembles and delivers patient meal trays.
- Maintains kitchen order by ensuring cleanliness of work areas.
- Sanitizes dishes, cookware, equipment, and environment.
- Is comfortable working in a fast-paced and continually changing environment.

View our video to learn more

Patient Nutrition Assistants are eligible for:

- 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.

Additional components of compensation may include:

Evening or night shift differential

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



(608) 242-7402

Medical Coding Specialist II - Fiscal Coding and Denials Middleton, WI, United States (Remote)

We are seeking a Medical Coding Specialist II:

- Utilize available encoder, grouper software, and other coding resources to determine the appropriate ICD-10-CM, CPT, and/or HCPCS including specialty specific codes and Evaluation and Management (E&M) codes.
- Maintain an understanding and apply knowledge of National Correct Coding Initiatives (NCCI), Local Coverage Documents and National Coverage Documents (LCD/NCD) directives, Medically Unlikely Edits (MUEs), and Medicare Teaching Physician Guidelines, applying knowledge of applicable regulatory requirements and institutional guidelines to select appropriate codes and modifiers.
- Responsible for resolution of pre-bill claim edits (OCE, CCI, MUE, Medical Necessity, etc.) from all Hospital Billing clinical areas. You will strive to produce the cleanest claim possible before it moves on to Billing or out to the payer.

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 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.
- The opportunity to earn a referral bonus for referring friends, former colleagues or others to apply for open, posted positions.

Qualifications

- High School Diploma or equivalent and medical coding education Required or
- In lieu of a medical coding education, an active coding certification Required
- Associate's Degree in a healthcare related field Preferred

Work Experience

- 1 year of progressive coding experience (For HCC-specific roles, experience must be specific to HCC) Required
- 2 years progressive coding experience in multiple specialties, HCC Risk adjustment Coding 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 or Certified Risk Adjustment Coder (CRC) Upon Hire Required or Registered Health Information Technician (RHIT) Upon Hire Required or Registered Health Information Administrator (RHIA) Upon Hire Required Registered Health Information Technician (RHIT) Preferred or Registered Health Information Administrator (RHIA) Preferred

Environmental Services Technician Madison, WI, United States

Multiple shifts and schedules available for part time and full time. Positions include a shift/weekend differential. Shifts include day, evening, or night shift.

If selected for an interview, we will discuss your shift preferences at that time. Hours may vary based on the operational needs of the department.

We are seeking an Environmental Services Technician (Housekeeping/Janitor) to:

- Perform general housekeeping and custodian responsibilities.
- Clean and disinfect facilities, using proper procedures and equipment.
- Aid in the prevention of diseases by sanitizing patient and public areas.
- Follow hospital procedures to dispose of contaminated items.
- Work independently as a Housekeeper under general supervisor.

Qualifications High School Diploma or equivalent education Preferred Work Experience

- Previous cleaning and/or customer service experience Preferred
- At least six (6) months of continuous employment with a single employer Preferred

(608) 242-7402

Surgical Services Supply Clerk Madison, WI, United States

This is a full-time, 100% FTE position. Scheduled hours are 6:00am - 2:30pm, Monday through Friday with rotating weekends and holidays. 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 Surgical Services Supply Clerk to:

- Effectively and efficiently fulfill all requests for medical/surgical supplies, so they are readily available to all clinicians in the UW Hospital operating rooms.
- Support Surgical Services by using the Materials Management system and bar code technology to perform a wide array of materials management activities.
- Ensure that all emergency carts are complete and urgently deliver patient medical equipment when needed.
- Demonstrate technical ability and follow job expectations and organizational policies/procedures.

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

- Materials management experience in any industry (healthcare experience not required) (Required)
- One year materials management experience in a healthcare environment (Preferred)

Patient Transporter – Senior Madison, WI, United States

This is a part-time, 75% FTE position. Scheduled hours are 7:45am - 3:45pm on Saturdays, 8:00am - 4:00pm on Sundays, and 14 hours made up when available during the week. 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 **Patient Transporter – Senior** to:

- Function as a lead worker and technical expert for a team that provides transportation services to inpatients who need to be moved to and from nursing units and various therapy/laboratory areas throughout the University Hospital.
- Coordinate the movement of patient transport equipment (wheelchairs and stretchers).
- Ensure the team understands and practices all relevant safety policies and procedures and provides for patient comfort and safety during transport.
- Address phone and on-line patient transport requests and coordinates their team's response via the Patient Transport information system.

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

• One year of relevant direct clinical patient care experience (Required). Six months of experience as a UW Health Patient Services Aide may be considered to meet this requirement.

Licenses & Certifications

CPR certification or the ability to receive certification within 60 days of hire (Required)

Apply at www.cityofmadison.com

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Absentee Voting Clerk*

SALARY \$18.03 Hourly LOCATION Madison, WI JOB TYPE HOURLY

JOB NUMBER 2025-00450

DEPARTMENT City Clerk's Office

OPENING DATE 12/03/2025

CLOSING DATE 12/17/2025 11:59 PM Central

COMP. GROUP/RANGE 20/00

The Clerk's Office is looking to hire individuals to administer absentee voting at various Madison Public Library locations and other locations citywide such as campus locations (UW, Edgewood, or Madison College), or community centers (Catholic Multicultural Center, Centro Hispano, Lussier Center, Hmong Institute, etc.). This position will be responsible for providing clerical support and public contact work. Specifically, you will provide general information regarding election procedures and the data entry of voter information. This work is performed under the supervision of the City of Madison Deputy Clerk.

Administrative Clerk (Bilingual Spanish)

SALARY \$27.27 Hourly \$2,113.30 Biweekly \$4,578.82 Monthly \$54,945.80 Annually

LOCATION Madison, WI

JOB TYPE PERMANENT FULL TIME

JOB NUMBER 2025-00428

DEPARTMENT Department of Civil Rights

OPENING DATE 12/04/2025

CLOSING DATE 1/5/2026 11:59 PM Central

COMP. GROUP/RANGE 20/09

The Administrative Clerk 1 – Bilingual (Spanish) position ensures the City of Madison can achieve its Vision of Our Madison: Inclusive, Innovative, and Thriving. At the Department of Civil Rights (DCR), we are strong and compassionate leaders for justice. This important position's main responsibilities include administrative support work within DCR in implementation and coordination of specific office functions necessitating judgement, discretion, and interpretation and application of program policies, procedures, and processes, including advancing meaningful language access with Spanish speaking communities.

Common Council Office Intern* (Hourly)

SALARY \$20.46 Hourly LOCATION Madison, WI JOB TYPE HOURLY

JOB NUMBER 2025-00425

DEPARTMENT Common Council Office

OPENING DATE 11/26/2025

CLOSING DATE 12/14/2025 11:59 PM Central

COMP. GROUP/RANGE 17/00

This internship position supports the Common Council Office's mission of assisting Common Council members as they navigate their duties as elected officials through policy research, communications, constituent relations, and general office support. This is a paid internship that lasts for up to four months or one semester, where you will work on meaningful projects that cultivate your areas of interest. Through this internship you will also have a chance to develop essential skills, broaden your network, learn more about future employment opportunities, and gain experience in public service.

1819 Aberg Avenue ■ Madison, WI 53704-4201

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Community Development Specialist 1

SALARY \$35.19 - \$41.43 Hourly \$2,726.90 - \$3,210.73 Biweekly \$5,908.28 - \$6,956.58 Monthly \$70,899.40 - \$83,478.98 Annually

LOCATION Madison, WI

JOB TYPE PERMANENT FULL TIME

JOB NUMBER 2025-00437

DEPARTMENT Community Development Division

OPENING DATE 12/02/2025

CLOSING DATE 12/16/2025 11:59 PM Central

COMP. GROUP/RANGE 18/6

The Community Development Specialist performs responsible, professional work as a member of the Community Development Division (CDD) team charged with managing multiple funding streams used by the City to pursue its community development goals. The Specialist helps administer programs that assist local partners with activities that promise to improve housing conditions, create new development opportunities, support resident stability, prevent or end homelessness, or support facilities in neighborhoods that primarily serve a public function. This work entails a wide range of responsibilities. The Specialist will make funding recommendations, administer contracts, manage projects, ensure adherence to program and contract requirements, coordinate impacted parties and work in collaboration with Madison/Dane County Continuum of Care (CoC) Coordinator to support CoC activities and help community partners achieve successful outcomes.

Finance and Administration Manager*

SALARY \$41.43 - \$49.79 Hourly \$3,210.73 - \$3,858.72 Biweekly \$6,956.58 - \$8,360.56 Monthly \$83,478.98 - \$100,326.72 Annually

LOCATION Madison, WI

JOB TYPE PERMANENT FULL TIME

JOB NUMBER 2025-00424

DEPARTMENT Traffic Engineering Division

OPENING DATE 11/24/2025

CLOSING DATE 12/15/2025 11:59 PM Central

COMP. GROUP/RANGE 18/10

The City of Madison is seeking a skilled and motivated professional to oversee the Finance and Administration Unit within the Traffic Engineering Division.

This position plays a vital role in shaping the division's financial strategy, managing revenues and expenditures, and developing policies and procedures that support efficient operations. The Finance and Administration Manager provides professional staff support in the development, analysis, and administration of the division's budget, while also assisting with the evaluation of programs, operations, and functions. This position coordinates inter-agency and private sector billing, directs the administrative aspects of service delivery, and supervises administrative staff to ensure smooth and effective office operations.

Marketing and Communications Specialist - Monona Terrace

SALARY \$33.10 - \$38.17 Hourly \$2,564.94 - \$2,957.82 Biweekly \$5,557.37 - \$6,408.61 Monthly \$66,688.44 - \$76,903.32 Annually

LOCATION Madison, WI

JOB TYPE PERMANENT FULL TIME

JOB NUMBER 2025-00447

DEPARTMENT Monona Terrace Community and Convention Center

OPENING DATE 12/02/2025

CLOSING DATE 12/16/2025 11:59 PM Central

COMP. GROUP/RANGE 18/04

This is skilled computer graphics work, web site content maintenance, and social media communications content creation for Monona Terrace Community and Convention Center. Work is performed independently for different work groups within the department including sales, community relations, event coordination, gift shop, administration, and Monona Catering. The work involves the exercise of judgment, discretion and initiative. The work also involves independently planning and executing multiple projects simultaneously. Work is performed under the general direction of the Associate Director – Marketing and Event Services.



(608) 242-7402

Apply at www.governmentjobs.com/careers/countyofdane

LTE Engineering Intern (Highway #1)

SALARY \$27.14 Hourly LOCATION Madison, WI

JOB TYPE Limited Term Employee

JOB NUMBER 2025-00539

DEPARTMENT Highway & Transportation

OPENING DATE 11/18/2025

CLOSING DATE 12/18/2025 11:59 PM Central

FLSA Non-Exempt

BARGAINING UNIT 720

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

LTE General Laborer (AEC - 65)

SALARY \$29.46 Hourly

LOCATION Madison, WI

JOB TYPE Limited Term Employee

JOB NUMBER 2025-00081

DEPARTMENT Alliant Energy Center

OPENING DATE 01/31/2025

CLOSING DATE Continuous

FLSA Non-Exempt

BARGAINING UNIT 65

LTE General Laborer positions at the Alliant Energy Center are a part of a pool of staff who are used for surge staffing needs. The department maintains an ongoing recruitment for LTE General Laborers in order to hire periodically as additional staff are needed. Supervisors review applications and contact applicants for interviews when there is a need to add LTE staff.

LTE Juvenile Court Counselor

SALARY \$33.86 Hourly

LOCATION Madison, WI

JOB TYPE Limited Term Employee

JOB NUMBER 2025-00085

DEPARTMENT Juvenile Court Program

OPENING DATE 01/17/2025

CLOSING DATE 12/31/2025 11:59 PM Central

FLSA Non-Exempt

BARGAINING UNIT 2634

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

LTE Juvenile Court Counselor-Trainee

SALARY \$27.36 Hourly

LOCATION Madison, WI

JOB TYPE Limited Term Employee

JOB NUMBER 2025-00086

DEPARTMENT Juvenile Court Program

OPENING DATE 01/17/2025

CLOSING DATE 12/31/2025 11:59 PM Central

FLSA Non-Exempt

BARGAINING UNIT 2634

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

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LTE Juvenile Court Worker

SALARY \$32.55 Hourly

LOCATION Madison, WI

JOB TYPE Limited Term Employee

JOB NUMBER 2025-00087

DEPARTMENT Juvenile Court Program

OPENING DATE 01/17/2025

CLOSING DATE 12/31/2025 11:59 PM Central

FLSA Non-Exempt

BARGAINING UNIT 720

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

LTE MORGUE TECHNICIAN

SALARY \$34.14 Hourly

LOCATION McFarland, WI

JOB TYPE Limited Term Employee

JOB NUMBER 2024-00500

DEPARTMENT Medical Examiner

OPENING DATE 10/14/2025

CLOSING DATE 11/20/2025 12:00 AM Central

FLSA Non-Exempt

BARGAINING UNIT 1871

The Dane County Medical Examiners Office is currently recruiting for a Limited Term Employee (LTE) Morgue Technician position. Limited Term employees are limited to 1,200 hours in a payroll year and are not guaranteed any hours per week. Under general supervision of the Director of Operations, responsible for the day-to-day administration of the morgue; works a rotating schedule with other morgue techs that includes vacancies on weekends and holidays; assists with autopsies; completes postmortem radiology; performs work involving specimen preparation and packaging; maintains the cleanliness of the morgue; performs other duties as required.

LTE Weapons Screening Attendant

SALARY \$24.83 Hourly

LOCATION Madison, WI

JOB TYPE Limited Term Employee

JOB NUMBER 2025-00166

DEPARTMENT Sheriff's Office

OPENING DATE 05/22/2025

CLOSING DATE Continuous

FLSA Non-Exempt

BARGAINING UNIT 720

The Dane County Sheriff's Office currently has a current vacancy for an LTE Weapons Screening Attendant. Limited Term Employees (LTEs) are limited to working 1,200 hours per year and are not guaranteed any specific hours per week.

DEFINITION

Under general supervision, performs weapons screening functions at the main entrance to the Dane County Courthouse during designated hours to maintain a safe environment in which to work and conduct government activities.

EXAMPLES OF DUTIES

Operates weapon screening equipment at stations in the Dane County Courthouse. Provides information to the general public and employees. Investigates and reports on disturbances, fire and safety hazards and suspicious persons and activities to proper authorities. Performs other related duties as assigned.

1819 Aberg Avenue ■ Madison, WI 53704-4201

& Training Association, Inc.

(608) 242-7402

Communicator (Prehire)

SALARY \$32.55 - \$35.12 Hourly LOCATION Madison, WI

JOB TYPE Full time (1.0FTE)
JOB NUMBER 2025-00537

DEPARTMENT Public Safety Communication

OPENING DATE 12/05/2025

CLOSING DATE 1/2/2026 11:59 PM Central

FLSA Non-Exempt

BARGAINING UNIT 720

Dane County Public Safety Communication in Madison WI is recruiting for vacant full-time (1.0 FTE) Communicator positions. The eligible list created from this posting will be used for future Communicator vacancies for the next six (6) months. This recruitment is to fill positions that will begin classroom training on March 30, 2026.

Deputy Sheriff I-II (DS123)

SALARY \$34.00 - \$43.59 Hourly

LOCATION Madison, WI

JOB TYPE Full time (1.0FTE)

JOB NUMBER 2025-00363

DEPARTMENT Sheriff's Office

OPENING DATE 07/12/2025

CLOSING DATE 12/26/2025 11:59 PM Central

Dane County offers a wide range of benefits including fully paid dental and HMO health insurance premiums for full time employees/pro-rated for part-time employees. The County will also provide contributions towards POS health insurance premiums and short/long term disability. Additional benefits available include long term care, vision coverage, flex spending account and deferred compensation programs paid in full by the employee and a wellness program (for further details visit www.countyofdane.com/emprel).

Economic Support Specialist (Bilingual - Spanish)

SALARY \$32.80 - \$35.44 Hourly

LOCATION Madison, WI

JOB TYPE Full time (1.0FTE)

REMOTE EMPLOYMENT Flexible/Hybrid

JOB NUMBER 2025-00500

DEPARTMENT Human Services Department

OPENING DATE 12/05/2025

CLOSING DATE 12/19/2025 11:59 PM Central

FLSA Non-Exempt

The Dane County Department of Human Services, Economic Assistance and Work Services Division, in Madison, Wisconsin, is recruiting for a full-time (1.0 FTE) Economic Support Specialist (Bilingual - Spanish) position. Employees who work in bilingual designated positions receive an additional \$2.00 per hour (not reflected in the above hourly rate).

Jail Clerk

SALARY \$33.13 - \$35.80 Hourly

LOCATION Madison, WI

JOB TYPE Full time (1.0FTE)

JOB NUMBER 2025-00514

DEPARTMENT Sheriff's Office

OPENING DATE 11/21/2025

CLOSING DATE 12/9/2025 11:59 PM Central

FLSA Non-Exempt

BARGAINING UNIT 720

The Dane County Sheriff's Office has a current vacancy for a full time (1.0 FTE) Jail Clerk.

Jail Clerks start on 2nd shift (2:30p-10:30p) or 3rd shift (10:30p-6:30a) and work a rotating schedule of 5 days working and 2 days off and 5 days working and 3 days off.

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Part-Time Registered Nurse BPHCC

SALARY \$42.80 - \$51.33 Hourly

LOCATION Verona, WI

JOB TYPE Part Time position (.2FTE)

JOB NUMBER 2025-00561

DEPARTMENT Human Services Department

OPENING DATE 12/05/2025

CLOSING DATE 12/19/2025 12:00 AM Central

FLSA Non-Exempt

BARGAINING UNIT 1199

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 a 0.6 FTE and 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. As positions with higher FTE percentages become available, they are offered to current employees first and are only posted externally If they cannot be filled internally. The eligible list created from this recruitment may be used to fill future vacancies that occur within 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 2025-00443

DEPARTMENT Human Services Department

OPENING DATE 09/19/2025

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 and Prevention (YJP) in Madison, WI.

The Eligibility List created will be used to fill future vacancies over the next six (6) months. All are encouraged to apply.

Weapons Screening Attendant - .5 FTE

SALARY \$24.58 - \$29.26 Hourly

LOCATION Madison, WI

JOB TYPE Part Time Position (.5FTE)

JOB NUMBER 2025-00547

DEPARTMENT Sheriff's Office

OPENING DATE 12/05/2025

CLOSING DATE 12/19/2025 11:59 PM Central

FLSA Non-Exempt

BARGAINING UNIT 720

The Dane County Sheriff's Office currently has a current vacancy for a part time (.5 FTE) Weapons Screening Attendant. The Eligibility List created will be used to fill future full-time and part-time vacancies over the next six (6) months.

<u>NOTE to Applicants</u> - For the 2026 budget year there is a 1% reduction in wages (reflected in the posting), an additional 21 holiday hours and continued earning of longevity and merit steps.

EXAMPLES OF DUTIES

Operates weapon screening equipment at stations in the Dane County Courthouse. Provides information to the general public and employees. Investigates and reports on disturbances, fire and safety hazards and suspicious persons and activities to proper authorities. Performs other related duties as assigned.

& Training Association, Inc.

(608) 242-7402

Apply at wisc.jobs

Custodian Job ID 17282

Position Summary

As the Custodian, you will be responsible for performing a variety of cleaning and maintenance tasks at CWC. 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 salary is \$16.18 per hour, plus excellent benefits. There is a \$.80 night differential and a \$.80 weekend differential, which will be combined for \$1.60 when working nights on weekends. A 12-month probationary period is required.

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.

A \$2,000 sign-on bonus applies to those who do not have prior state service in the last five years; who stay with CWC in the position until completing probation. Bonus will be split, \$1,000 upon hire and \$1,000 after completing probation.

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 CWC or medical personnel approved by the center 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 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.

How To Apply

Applying is easy! Click "Apply for Job" to start your application process. Sign in to your account or 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 DHSCWCHumanResources@dhs.wisconsin.gov.

DHS is an Equal Opportunity and Affirmative Action employer. Veterans are encouraged to apply. For complete information on veterans' hiring programs with the WI Department of Veteran's affairs, click here/beta/46/.

Deadline to Apply

Applications will be accepted until all positions are filled.

Applicants are strongly encouraged to allow ample time to finalize their applications keeping in mind that technical assistance is only available Monday through Friday 7:45 am - 4:30 pm.

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& Training Association, Inc.

(608) 242-7402

Custodian Lead Job ID 15935

Position Summary

As the Custodian Lead, you will be responsible for performing a variety of cleaning and maintenance tasks at MMHI. You will direct other custodians responsible for cleaning and maintenance activities. Duties include, but are not limited to:

- Operating automatic cleaning equipment, such as automatic scrubbers, sweepers, wall washers, wet/dry vacuums, and carpetcleaning equipment
- Mopping, stripping and sealing of floors
- Cleaning toilets, showers and furniture
- Shoveling snow
- Replacing light bulbs

Salary Information

The starting salary is between \$17.12 per hour, plus excellent benefits. A 12-month probationary period is required.

Pay for current or former state employees is set based upon the rules that apply to compensation for the applicable transaction. The pay schedule/range is 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.

This position has physical requirements which may include but are not limited to lifting up to 50 lbs., standing, sitting kneeling, climbing ladders, crawling, and stooping. Applicants will 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 <u>I-9</u> form upon hire.

Qualifications

Minimally qualified applicants will have both of the following:

- Ability to work weekends, holidays, early mornings, early evenings, and/or overtime may be required as needed.
- Experience using proper cleaning techniques, powered cleaning equipment, and cleaning chemicals.

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

- Experience training, leading, overseeing, or directing staff in the use of proper cleaning techniques, the use of powered cleaning equipment, or cleaning chemicals.
- Experience planning, laying out, and organizing cleaning tasks, projects, and schedules in order to accomplish tasks efficiently. For tips in developing your resume and what should be included, click <u>here</u>.

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 <u>Wisc.Jobs</u>.
- For technical assistance and general information, please see <u>Frequently Asked Questions</u>. For questions about the position, to request a copy of the full position description, or for other employment inquiries, please contact Shea O'Malley in Human Resources at shea.omalley@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 <u>here</u>.

Deadline to Apply

Applications will be accepted until filled.

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Facilities Maintenance Specialist - Advanced Job ID 18131

Chippewa Valley Correctional Treatment Facility in Chippewa Falls, WI (Chippewa County) Dodge Correctional Institution in Waupun, WI (Dodge County) Fox Lake Correctional Institution in Fox Lake, WI (Dodge County) Green Bay Correctional Institution in Green Bay, WI (Brown County) Lincoln Hills & Copper Lakes Schools in Irma, WI (Lincoln County) Milwaukee Secure Detention Facility in Milwaukee, WI (Milwaukee County) Oshkosh Correctional Institution in Oshkosh, WI (Winnebago County) Redgranite Correctional Institution in Redgranite, WI (Waushara County) Stanley Correctional Institution in Stanley, WI (Chippewa County) Waupun Correctional Institution in Waupun, WI (Dodge County) Wisconsin Secure Program Facility in Boscobel, WI (Grant County)

Position Summary

This position is responsible for inspection and analysis of equipment, diagnosing malfunctions, and the maintenance and repair of mechanical and electrical equipment and systems.

This includes systems such as: electrical, heating, ventilation, refrigeration, plumbing, locks and security doors, fire control, and fuel storage and delivery.

This position is also responsible maintenance on vehicles, motors, kitchen appliances, motorized equipment, and for the operation of electrical and mechanical equipment such as welding torches, lifts, and generators.

This position also operates groundskeeping equipment such as plow trucks, snow blowers, and mowers.

This position uses blue prints and schematics and makes repairs to the facility's structure and fixtures.

This position provides supervision and training of inmates in mechanical maintenance and repair work assignments and maintains security in the work environment. This position keeps maintenance records and researches needed parts and equipment for repairs or improvements and submits selections for purchase.

Job Details

This position is not eligible for remote work. Anticipated schedule will be day-time hours Monday – Friday. Specifics can be discussed at time of interview. This position is FLSA Non-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.

Qualifications

Minimally qualified applicants will have:

Experience or training in construction or repair of structures (such as using wood, steel, or other metals to make structural repairs to buildings or experience making repairs to building fixtures and furniture, etc.)

Experience or training in general maintenance and repairs (in areas such as: plumbing, HVAC, electrical work, vehicles, motors, kitchen appliances, motorized equipment, welding, lifts, and generators, etc.)

Experience operating powered grounds maintenance equipment (such as plow trucks, snow blowers, lawn mowers, slid steers, lifts, utility vehicles etc.)

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.

Your resume and letter of qualifications should detail your training and experience specifically related to the qualifications section listed in the job posting and are limited to a maximum of 2 pages each.

The Department of Corrections has created extra guidance to assist you in developing your resume and letter of qualifications, if interested please click <a href="https://example.com/here.com/

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. If you are a qualified veteran, please visit the <u>Veterans Employment</u> page for application instructions to be considered for the Veterans Non-Competitive Appointment program.

Questions can be directed to Athena Foster, HR Specialist - Senior, at 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 17th, 2025**. 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.



Employment

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

Social Worker Job ID 18129

Position Summary

This position assesses problems and capabilities of assigned persons in our care, formulates case plans, monitors progress, provides counseling, and develops and refers individuals to the appropriate institution and community resources upon transfer or release. In addition, treatment efforts are coordinated with other institution and unit staff, parole agents, family members and/or community resources.

A Social Worker Credential from the Wisconsin DSPS is required to be considered for interview.

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 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
- <u>Licensed Clinical Social Worker license</u> (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.)

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

Applicants must <u>also</u> 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 <u>DSPS website</u> 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.

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. If you are a qualified veteran, please visit the <u>Veterans Employment</u> page for application instructions to be considered for the Veterans Non-Competitive Appointment program.

Questions can be directed to Athena Foster, HR Specialist - Senior, at 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 17th, 2025**. 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.

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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
- <u>City of Madison Police Department</u>
- Public Health Madison & Dane County
- <u>UW-Madison Jobs</u>
- <u>Dane County Jobs</u>
- <u>State of Wisconsin Jobs</u>

Other Employment Sites:

www.jobs2careers.com

www.ziprecruiter.com

www.glassdoor.com

www.careerjob360.com

www.jobcase.com

www.monster.com

www.jobsinmadison.com

www.careerbuilder.com

www.simplyhired.com

www.linkedin.com

www.dice.com

www.findprimejobs.com

www.mdsearch.com

www.joblift.com

www.care.com

www.healthcarejobsite.com

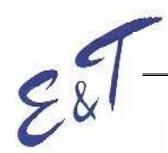
https://madison365.com/jobs/

www.citvofsunprairie.com

www. catholiccharitiesofmadison.mitcawm.com

Felon friendly job link:

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



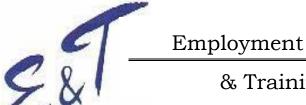
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www.honestjobs.com

Background Friendly Employers:

- 1) Aprilaire https://careers.aprilaire.com/home
- 2) Madison-Kipp Corporation https://www.madison-kipp.com/about-us/careers/
- 3) Bell Laboratories https://www.belllabs.com/careers/
- 4) OnTrac https://www.ontrac.com/careers/ SEP
- 5) Clack Corporation https://www.clackcorp.com/careers/
- 6) Evco Plastics https://www.evcoplastics.com/careers
- 7) Fisher Barton TST https://www.fisherbarton.com/products/engineered-coating-solutions/
- 8) Placon https://www.placon.com/careers/[SEP]
- 9) Amazon https://www.placon.com/careers/
- 10) Village Hearth Baking https://www.villagehearthbakerycafe.com/hiring-opportunities
- 11) Colony Brands https://www.colonybrands.com/careers/
- 12) ShopBop https://www.shopbop.com/ci/v2/careers.html
- 13) Kwik Trip https://jobs.kwiktrip.com/us/en/search-results
- 14) Future Foam https://www.futurefoam.com/careers/
- 15) Wisconsin Foam https://www.wifoam.com/company/join-our-team
- 16) Lakeshore Recycling Systems https://www.lrsrecycles.com/about/careers/
- 17) Pelitteri Waste Systems https://www.pellitteri.com/pages/employment
- 18) Franklin Electric https://www.franklin-electric.com/company/careers/ []
- 19) Ho Chunk https://ho-chunknation.com/employment/ [SEP]
- 20) GSP Companies https://www.gspretail.com/careers/ 🔛
- 21) Superior Linens https://healthcarelinensg.com/family-of-companies/superior-health-linens
- 22) Family Dollar https://careers.dollartree.com/us/en/family-dollar-careers
- 23) MOD Pizza https://modpizza.com/join-mod-squad/
- 24) Dollar General https://careers.dollargeneral.com/ 🔀
- 25) Ultratec https://www.ultratec.com/careers/ SEP
- 26) Stoughton Trailers https://www.stoughtontrailers.com/stoughton-trailers-experience
- 27) Schoeps https://schoepsicecream.com/ [5]
- 28) Findorff https://www.findorff.com/careers/ 🔀
- 29) Windsor Building https://www.windsorbuilds.com/careers-at-windsor-building-systems/
- 30) Frank Productions https://www.frankproductions.com/employment
- 31) Canteen https://www.canteen.com/find-your-canteen/madison/
- 32) UPS https://www.jobs-ups.com/ [SEP]

Madison Public Library - www.madisonpubliclibrary.org



(608) 242-7402

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

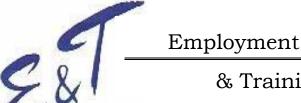
Address: 201 W Mifflin St, Madison, WI 53703

Phone: 608-266-6357

Madison Public Library - Monroe Street

Address: 1705 Monroe St, Madison, WI 53711

Phone: 608-266-6390



(608) 242-7402

North:

SSM St. Clare:

https://jobs.ssmhealth.com/us/en/search-results?from=80&s=1

Graduate Nurse

Respiratory Therapist

Radiation Therapist P-T

Exercise Physiologist

Physical Therapy Assistant

Athletic Trainer

RN

Technical Specialist, Lab

CLS/MLS/MLT Clinical Scientist

Occupational Therapist

Emergency Services Technician

Primex:

https://www.primexplastics.com/careers/

Quality Auditor

Operator Assistant

Shipping & Receiving

Industrial Maintenance

Newell:

https://careers.newellbrands.com/

Manufacturing Operator

Hankscraft:

https://www.hankscraft.com/company/careers/

Assembly Operator

Water System Operator-Production/Assembly

Controller - AJS & Associates

East:

Johnsonville:

https://johnsonville.com/

Finished Goods Machine Operator

Finished Goods Assistant Team Leader

Maintenance Technician

Plant Director

Sustainable Swine Resources Internship

Nestle Purina:

https://www.nestlejobs.com/nestle-purina

General Labor

Production Supervisor

Senior Accounting Coordinator

Maintenance Technician

Sensient:

https://www.sensient.com/

Plant Maintenance Technician

Packaging Operator

IT and Computer Programming opportunities in the Region:

Employment

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Senior Business Systems Analyst, QBE, Sun Prairie: https://www.indeed.com/q-Synergy-l-Arlington,-Wl-jobs.html?vjk=0f81262b972d4137

Data Analyst I - SAP Data Governance, Sub-Zero,

Madison: https://www.indeed.com/jobs?q=business+analyst&l=Arlington%2C+WI&radius=25&from=searchOnDesktopSerp&vjk=7d3596 bd6e4cdf08

Business Analyst I, Sub-Zero,

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Senior Healthcare Informatics Analyst, Quartz,

Madison: https://www.indeed.com/jobs?q=data+analyst&l=madison%2C+WI&radius=25&from=searchOnDesktopSerp&vjk=44fd996f51f 2939e

SAP Business Analyst I - FICO, Johnson Health Tech North America, Cottage

Grove: https://www.indeed.com/jobs?q=analyst&l=madison%2C+WI&radius=25&from=searchOnDesktopSerp&vjk=e323eababbc1905f& advn=7637856217515005

Client Services Analyst (Help Desk), Wisconsin Foundation & Alumni Association, Madison /

hybrid: https://www.indeed.com/jobs?q=help+desk&l=madison%2C+WI&radius=50&vjk=f2ac2a88ab98e984

IT Specialist, Heritage Senior Living,

 $\label{eq:madison:https://www.indeed.com/jobs?q=help+desk&l=madison\%2C+WI\&radius=50\&vjk=b6fa10f919c97ad8\&advn=966502974398847\\ q$

System Administrator, Equity Cooperative Livestock Sales Association,

 $Baraboo: \underline{https://www.indeed.com/jobs?q=help+desk\&l=madison\%2C+Wl\&radius=50\&vjk=2297d6d4c6deefa6\&advn=40632122893514\\62$

Technical Support Coordinator, Spherion,

 $\label{eq:middleton:https://www.indeed.com/jobs?q=help+desk&l=madison\%2C+Wl\&radius=50\&vjk=c77839d8f632a678\&advn=8683211774408674$

Help Desk Technician, PS Seasonings, Iron

 $Ridge: \underline{https://www.indeed.com/jobs?q=help+desk\&l=madison\%2C+Wl\&radius=50\&vjk=37e0a264eb3584e4$

IT Manager, Heritage Senior Living, Madison: https://www.indeed.com/q-system-administrator-l-madison,-wi-

jobs.html?from=relatedQueries&saldx=9&rgf=1&parentQnorm=help+desk&vjk=73c0d89034790766&advn=9665029743988479

WSLH Service Desk Manager, UW Madison: https://www.indeed.com/q-system-administrator-l-madison,-wi-

jobs.html?from=relatedQueries&saldx=9&rgf=1&parentQnorm=help+desk&vjk=76cd0f2acb13128c

Software Engineer, L.W. Allen & Altronex,

Madison: https://www.indeed.com/jobs?q=computer+programmer&l=madison%2C+wi&radius=25&from=searchOnDesktopSerp&vjk=b
9a343eeafd424c8

Application Administrator, Thermo Fisher Scientific, Middleton: https://jobs.thermofisher.com/global/en/job/R-01326423/Application-Administrator
Administrator

Help Desk Technician, Arrowhead Pharmaceuticals,

Madison: https://www.linkedin.com/jobs/search/?currentJobId=4291977085&keywords=information%20technology&location=madison %20wi

Information Technology Site Support Analyst, SSM Health, Madison: https://jobs.ssmhealth.com/us/en/job/R179321/Information-technology-Site-Support-Analyst-H

IT Service Desk, Nordic Global,

Madison: https://www.linkedin.com/jobs/search/?currentJobId=4202043421&keywords=information%20technology&location=madison %20wi

IT Operations Lead, Octopi Brewing, Waunakee * Business

Partner*: https://www.linkedin.com/jobs/search/?currentJobId=4284508656&keywords=information%20technology&location=madison%20wi



(608) 242-7402



Upcoming Classes 2026

JB 1: ServSafe, Nutrition, Management, Kitchen

Class is Monday-Friday from 9:00-4:00 for 9 weeks.

Information Session December 9
Class starts January 12th
Information Session March 3rd
Class starts March 23rd
Information Session May 12th
Class starts June 8th
Information Session July 21st
Class starts August 10th
Information Session September 29th

Class starts October 19th

Class is Monday-Friday from 2:00-5:00 for 6 weeks. Successful completion of JB 1 required.

JB 2: Supervision, Controlling Foodservice Costs, Accounting

February 2-March 13 November 9-December 15

Just Bakery is currently in person- if you are interested in attending, email jaclyn@justdane.org (or call/text 608-220-1690) and she will connect you with the information! Folks **must** attend the information session to apply for the program. Space is limited.



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FedEx Location

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- Career advancement opportunities.

Responsibilities & Qualifications:

- Utilize prescribed processes as they relate to mechanical power transmission, electrical, PLC/controls, welding/ fabrication, and other industrial maintenance related systems.
- Related experience or demonstrated basic mechanical aptitude through background in agriculture, automotive, or other technical areas.
- Familiar with electrical drawings/schematics and manufacturers manuals.



To apply:

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Text HELP for help or smshelp@paradox.ai. Msg&data rates may apply. Msg freq varies. Text STOP to cancel.

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EOE, including disability/vets



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Keep the world moving while working for a company that's consistently recognized as one of the best employers. We're the industry leader providing rapid, reliable, time-definite delivery of packages and freight to more than 220 countries and territories through our integrated global network. Most seasonal package handler jobs are available around the holidays to support our peak season.

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Assignment will last up to 12 weeks

Benefits include:

- Competitive pay.
- Flexible schedules.
- Part-time handlers work varying hours and shift lengths based on package volume—generally 3-6 hours per shift.

Qualifications

- Must be at least 18 years of age.
- Must be able to load, unload, and sort packages, as well as perform other related duties.

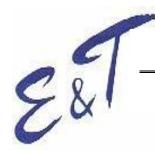


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* Compensation may vary depending on location, job title, and hiring company. Visit our Careers website for more information.



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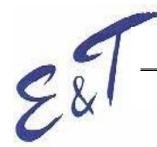
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Choose the day, time, and place that work for you.

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www.litnetwork.org

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Call or text Marie K. at 608-268-6542 for more information

Must be 18yrs. or older



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HOURS OF OPERATION

Open by appointment Only

- Mondays 2:00 4:00pm
- Wednesday 1:00 4:00pm
- Friday 10:00 12:00pm

SCHEDULE TIME

To schedule a donation or to make an appoinment to 'Shop' the closet. Contact Aurealia Johnson via email.

Our closet is still in need of more men's professional wear!



Aurealia Johnson



2040 S. Park Street



ajohnson@ywcamadison.org



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Community Health Worker Drop in Hours with CHW Nicky Powell



Wednesdays
10:00 am - 12:00 pm
Sun Prairie Public Library
Discussion Room #1

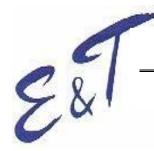
No appointment needed, come as you are for resource navigating:

- Food/Meal Programs
- Clothing
- Rent Assistance/Housing
- Transportation Assistance
- Early Childhood Education
- Healthcare & Mental Health
- Employment
- Recreation Services
- Public Library Services
- Community Education
- Voting/Voter Registration
- City Council, Board & Commission Meetings
- Home Visiting Services
- ·and more!

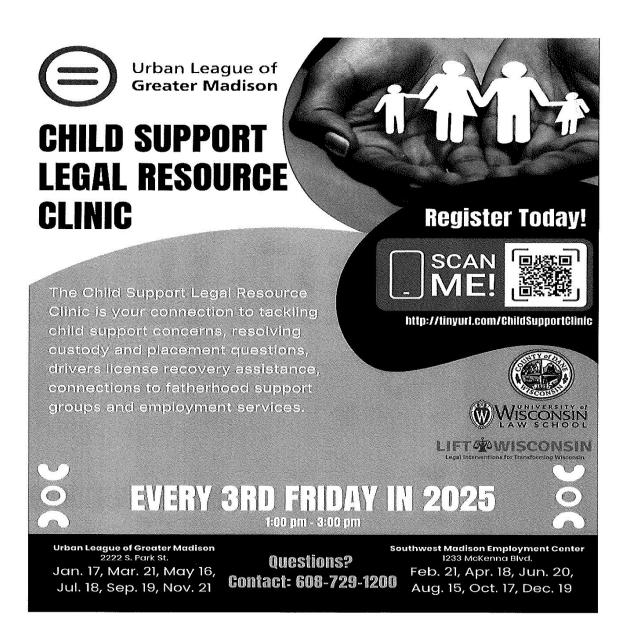
Navigators@cityofsunprairie.com

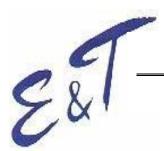






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Classroom training and access to computers

Referrals to other services and training programs

Transportation assistance and supportive services

Resume preparation assistance

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Support Owe Chilc

lob leads and employment search assistance .DREN FIRST offers you:

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This program helps participants and their children with: Food & Clothing Education & Training

An Opportunity to Participate & Improve Their Lives

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Promoting Self-Sufficiency Through Employment & Training

