

These area job postings were compiled by OhioMeansJobs Center of Shelby County from various media sources, including job postings within OhioMeansJobs Center of Shelby County, [www.OhioMeansJobs.com](http://www.OhioMeansJobs.com), employer websites, direct employer contact, and area newspapers.

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



**Search:**

**Ohio Means Jobs Shelby County**



**Shelby  
County**

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

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

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

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

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

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

**937-498-4981 ext. 2816**

## **SUMMER EMPLOYMENT OPPORTUNITIES!**

Are you **16 to 24** and looking for an opportunity to gain work experience and new job skills? Positions available could lead to long-term employment.

**Check out the flyers on  
the last two pages for  
more information!**

### **Journeymen Electrician & Apprentice**

**Company:** Meyer Electric

**Job Location:** Sidney, Ohio

**Address:** P.O. Box 521, Sidney, Ohio 45365

**To Apply:** Send resume to: P.O. Box 521, Sidney, OH 45365

### **Electricians**

**Company:** Sollmann Electric Company

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

**Qualifications Desired:** No experience necessary, will train.

**To Apply:** Apply in person at: 310 East Russell Road, Sidney, Ohio, Monday through Friday between 8:00am and 4:00pm, or email your resume to: [cgallimore@sollmanelectric.com](mailto:cgallimore@sollmanelectric.com), or call us at 937-492-0346 to set up a time to apply.

### **Project Manager/Estimator**

**Company:** Sollmann Electric Company

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

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

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

**To Apply:** Apply in person at: Sollmann Electric Co., 310 E. Russell Road, Sidney, OH 45365, Monday-Friday, 8:00 am -4:00 pm or send resume to [cgallimore@sollmanelectric.com](mailto:cgallimore@sollmanelectric.com) or by mail to 310 E. Russell Road, Sidney, OH 45365. You may call for additional information at 937-492-0346.

### **Maintenance Technician-3rd shift**

**Company:** Norcold Inc.

**Job Location:** Gettysburg, Ohio

**Qualifications Desired:** A technician must have knowledge of safety rules, electricity experience, troubleshooting and equipment testing. Must have knowledge of mechanical and hydraulic principals, knowledge of plumbing, pressure and pressure vessels, be able to read and understand blue prints and have knowledge and understanding of PLC and robotic controllers. Must have a minimum of 1 year as a Manufacturing Maintenance Technician, to be considered. Must be at least 18 years of age. Must have own tools. Must be able to pass a pre-employment drug test and physical.

**Education Requirement:** Must have High School diploma or GED.

**Job Duties:** Currently at Norcold Inc, we are seeking a highly motivated Maintenance Technician to join our Gettysburg, Ohio facility. Our Gettysburg plant manufactures reliable refrigerators designed for families on the go; we're the leading manufacturer of RV gas/electric absorption refrigerators in the country. As a 3rd shift Maintenance Technician you would be responsible for the installing, maintaining, and repairing of machinery, equipment, and the building.

**To Apply:** For consideration, please visit one of our locations in Gettysburg or Sidney, Ohio and fill out an application. You can also log onto [indeed.com](http://indeed.com), or visit your local job center for an application. Please visit: [www.norcold.com](http://www.norcold.com) to learn more.

### **Restaurant Positions**

**Company:** Buffalo Jack's

**Job Location:** Covington, Ohio

**Qualifications Desired:** Requirements include the availability to work nights and weekends, be dependable, ability to use a POS computer system. Must be drug free and over age 19 for servers. Fast food experience does not apply.

**Job Duties:** Well established, local, family-oriented restaurant has openings for the following full and part time positions: Kitchen manager, bartenders, cooks, & servers.

**To Apply:** References requested, serious workers only. Please pick up an application at 137 S High St or call 937-473-2524 between 2:00 & 5:00 P.M. Mon-Fri to schedule an interview with the General Manager. Applicants for Kitchen Manager and Cooks please call 937-473-2569 and leave a message to schedule an interview & leave name & phone number.

### **Machinist**

**Company:** Mobile Instrument Service and Repair, Inc.

**Job Location:** Bellefontaine, Ohio

**Address:** 333 Water Ave, Bellefontaine, Ohio

**Qualifications Desired:** We are looking for a strong foundation in manually operated machines such as lathes, vertical mills, surface grinder, drill press and heat treating. Must also possess a good working knowledge of tool & cutter geometry and applications. Mazak (Mazatrol) CNC knowledge a plus. Candidate must be able to use and read all precision tools as well as perform required computations. Candidates have their own tools and have good working knowledge in material identification. Ability to complete jobs from prototype/design to production.

**Job Duties:** Nation's largest Surgical Instrument Repair Company is conducting a search for a Machinist. We operate our own Machine Center fabricating parts used for Repairs. Our machine Center has both manual and CNC machines.

**To Apply:** Interested candidates may submit an application at 333 Water Ave, Bellefontaine, M-F from 8:00-5:00 p.m. Interviews will be conducted after resumes are collected. Please no phone calls. Equal Opportunity Employer in Support of Guard and Reserve.

### **RN & LPNs**

**Company:** Piqua Manor

**Job Location:** Piqua, Ohio

**Address:** 1840 West High Street Piqua, Ohio 45356

**Job Duties:** Piqua Manor is seeking team oriented, professional Nurses to join our team!

**To Apply:** Come see why many of our Nurses have been with us for over 10 years! If you are interested in a position, please apply online at [www.piquamanor.com](http://www.piquamanor.com). You may also contact Darlene Heber at 937.773.0040. 1840 West High Street, Piqua, OH 45356

### **Newspaper Carrier**

**Company:** Sidney Daily News

**Job Location:** Sidney, Ohio

**Qualifications Desired:** Must be 18 years or older.

**Job Duties:** Become a Newspaper Carrier! Supplement your income by becoming an independent contractor and delivering the Sidney Daily News.

**To Apply:** Call Breonna at 937-538-4828 for more information.

### **Dental Assistant**

**Company:** Sidney Dental

**Job Location:** Sidney, Ohio

**Qualifications Desired:** Experience preferred.

**Job Duties:** Full-time Dental Assistant needed.

**To Apply:** Fax resume to 937-492-7993 or e-mail resume to: [sidneydental1465@hotmail.com](mailto:sidneydental1465@hotmail.com)

### **General Labor and CDL**

**Address:** 15 Industry Park Court, Tipp City, Ohio 45371

**Qualifications Desired:** General labor and CDL openings for industrial contractor. Training provided.

**To Apply:** Apply at: 15 Industry Park Court, Tipp City.

### **Floor Nurses-MA, LPN and Receptionist/ Chart Prep**

**Company:** Upper Valley Family Care

**Address:** 700 S. Stanfield Road, Troy, Ohio 45373

**Qualifications Desired:** All positions require experience with electronic medical records. Attention to detail, adaptability, flexibility and openness to rapid change also required.

**To Apply:** Send Resume to UVFC, 700 S Stanfield Rd., Troy, Ohio 45373 or [resumes@uvfc.com](mailto:resumes@uvfc.com). Independently owned and operated for over 30 years.

### **CDL Drivers-Roll Off**

**Company:** Rumpke

**Job Location:** Greenville, Ohio

**Qualifications Desired:** Pre-Employment Testing

**To Apply:** Apply online: [www.RumpkeJobs.com](http://www.RumpkeJobs.com)

### **Senior Accountant**

**Company:** Precision Strip

**Job Location:** Minster, Ohio

**Qualifications Desired:** Precision Strip Inc., the leading toll processor in the metals industry with twelve locations in six states, is seeking qualified candidates for a Senior Accountant position based out of our Headquarters location in Minster, Ohio. Primary responsibilities include preparing periodic financial reports, reconciliations and analysis, cost accounting and assisting with audits and the annual business plan. This position will report to the Controller. The ideal candidate will be trustworthy, proactive and possess self-driven work habits, as well as exceptional organizational and analytical skills, significant attention to detail, and have advanced knowledge of Microsoft Excel. The ability to interact and collaborate with others is essential. Additionally, this person will have a strong desire to develop and will welcome change as a necessity to improve processes and support overall company growth.

**Education Requirement:** A Bachelor's degree in Accounting with relevant work experience is required. CPA certification is a plus.

**To Apply:** Qualified applicants should apply online at [www.precision-strip.com/careers](http://www.precision-strip.com/careers).

### **Robotic Welders/Machine Operators/Production Line Assemblers**

**Company:** Manpower in partnership with Setex is currently

**Qualifications Desired:** Setex offers a great work atmosphere in a climate controlled environment!!! Monthly Attendance Bonus. 1st and 2nd shift Openings. NUMEROUS POSITIONS AVAILABLE. Immediate Openings. Wage increases every 3 months.

**To Apply:** Don't hesitate, apply today to begin a new career!! -Call MANPOWER at 419-586-9888 to schedule an interview, No direct phone calls to Setex will be accepted. Applications only accepted through Manpower.

### **Production Associates**

**Company:** Celina Aluminum Precision Technology Inc. (CAPT)

**Address:** Attn: Human Resources, 7059 Staeger Road , Celina, Ohio 45822

**Qualifications Desired:** Celina Aluminum Precision Technology Inc. (CAPT) is a major supplier of aluminum engine & frame components for Honda of America. CAPT's components become part of legendary Honda automobile engines - engines known for efficient operation, reduced friction, higher output and enhanced gas mileage. We currently have direct hire opportunities for highly motivated Production Associates. Qualifications: Excellent attendance record and safety attitude, willingness to work overtime on short notice, including weekends, and excellent communication and written skills.

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

**To Apply:** Qualified candidates should complete an application & mail or drop off to: Celina Aluminum Precision Technology Inc. (CAPT), Attn: Human Resources, 7059 Staeger Road, Celina, Ohio 45822. Applications may be obtained at CAPT or by visiting [www.capt-celina.com](http://www.capt-celina.com).

### **Production Workers**

**Company:** BRI

**Address:** PO Box 309, Jackson Center, Ohio 45337

**Qualifications Desired:** Small company in Jackson Center is looking for individuals to work on the factory floor. Forklift experience preferred.

**To Apply:** Please mail resume to: BRI P.O. Box 309 Jackson Center, OH 45334 or email to [batteryrecycling1@gmail.com](mailto:batteryrecycling1@gmail.com) or call 937-421-2011

### **Sales Consultant**

**Company:** Dan Hemm Chevy Buick GMC Cadillac

**Qualifications Desired:** Prior retail-selling and/or a college degree not required, but a HUGE plus. 5 day work week (45 hours per week).

**To Apply:** Please send resume to Lonnie Adkins or apply at 2596 W. Michigan St. P.O. Box 949 Sidney, Ohio 45365

### **Production**

**Company:** Reliable Castings

**Job Location:** Sidney

**Address:** 1521 Michigan Ave., Sidney, Ohio 45365

**Qualifications Desired:** Must be able to read & write. \$11.63/hr. plus shift differential for 2<sup>nd</sup> and 3<sup>rd</sup> shifts. 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> shifts available.

**To Apply:** Please apply in person at the above address.

### **Drivers-OTR and Team Drivers**

**Company:** Continental Express

**Address:** 10450 SR 47 W, Sidney, Ohio 45365

**Qualifications Desired:** Hiring OTR solo and team drivers today. Continental Express has been a local leader for over three decades. We are enjoying another year of phenomenal growth and need professional drivers to provide the superior service our customers have come to expect from the Continental family. First seat drivers need one year experience and a good history. All OTR drivers get 4 weeks vacation from day one. Excellent benefits, well maintained late model equipment, regular home time and a friendly knowledgeable staff are just a few of the benefits you can expect as a part of the Continental Express team.

**To Apply:** Drivers with less experience are encouraged to call about our Learn and Earn program. Call us at 800-497-2100, apply online at [www.cejobs.com](http://www.cejobs.com) or stop in at 10450 SR 47 W, Sidney, OH

### **Low Voltage Cabling Specialist II**

**Company:** Doss Business Systems

**Job Location:** Greenville, Ohio

**Qualifications Desired:** Background check and drug screening required.

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

**To Apply:** Interested candidates should email their resume to: [HR@dossusa.com](mailto:HR@dossusa.com)

### **Inside Classified Sales Manager**

**Company:** Sidney Daily News

**Job Location:** Sidney, Ohio

**Qualifications Desired:** Motivation, hands on leadership, fresh ideas and a positive attitude are essential to the success of this key position. The successful candidate should also possess excellent written and verbal communication skills, be detail oriented and have prior experience with order entry software. Knowledge of Microsoft Word and Excel is required.

**Job Duties:** The Upper Miami Valley Group publications, a division of Civitas Media, currently has an opening for a Classified Call Center Manager for our call center based in Sidney, Ohio. An energetic and enthusiastic leader is needed to manage our team of experienced sales representatives. As a member of the classified advertising team, the qualified individual will report directly to the Advertising Director and be responsible for coaching, training and managing the sales team and daily activity of the departments. The qualified individual will also be responsible for: Fostering exceptional customer service. Setting sales goals. Meeting revenue goals. Developing new revenue through phone sales and other medium. Broadening the customer base of the team as well as servicing existing accounts. Developing and implementing sales promotions, and more!

**To Apply:** If you feel you possess the skills and approach to continue the success of our classified departments, please submit a cover letter, resume, references and salary requirements to: [nbuzzard@civitasmedia.com](mailto:nbuzzard@civitasmedia.com) No phone calls please.

### **Driver**

**Company:** Menards

**Job Location:** Tipp City, Ohio

**Job Duties:** Our Tipp City location has a GREAT business opportunity for you to own & operate your own Flatbed delivery service! BIG Income Potential with small start up costs. Be home EVERY night with your family! Why work for someone else, when you can work for YOURSELF! Work with the #1 Home Improvement Center in the Midwest.

**To Apply:** For more information call (937)669-6160 or e-mail

[TIPPGeneralManager@menards.com](mailto:TIPPGeneralManager@menards.com)

### **Drivers**

**Company:** Worly Trucking

**Job Location:** Greenville, Ohio

**Address:** 5265 Sebring Warner Rd. Greenville, Ohio

**Qualifications Desired:** Clean driving record. 2 yr. experience. Must be at least 23 years old.

**Education Requirement:** Class A CDL

**Job Duties:** Looking for experienced drivers.

**To Apply:** Stop in at 5265 Sebring Warner Rd. Greenville, Ohio or call 937-594-0456.

### **Toolmaker & Grinder, CNC Lathe & CNC Mill**

**Company:** DRT Power Systems, LLC

**Qualifications Desired:** Toolmaker & Grinder: Requires 5+ years experience along with knowledge of setups & inspection. Grinding experience may include Surface grinding, ID/OD grinding, Jig grinding or CNC grinding. CNC Mill: Capable of performing set-ups, in process inspection of parts, program editing, blueprint reading and knowledge of geometric tolerancing. Prefer at least 3 years experience. CNC Lathe: Requires the ability to set-up and debug complex, tight-tolerance components. Prefer twin-spindle, two-turret experience with programming in Partmaker.

**To Apply:** Apply: [www.drtcareers.com](http://www.drtcareers.com)

### **Production Operators**

**Company:** American Trim

**Job Location:** Sidney

**Address:** 1501 Michigan St, Sidney, Ohio or 317 Krein Ave., Wapakoneta, Ohio

**Qualifications Desired:** Tow motor/lift truck license/experience required, basic math, knowledge of press, dies, and set up operations, mechanical aptitude, be experienced in production environment in meeting schedules and rates.

**Job Duties:** Responsible for all set up and operations for 90 to 600 ton presses, including loading of coil, leveler adjustment, and die alignment according to PDS and/or DMS, safety, quality, productivity, and customer service (internal and external).

**To Apply:** Apply in person to Human Resources, between the hours of 8:30am-4:00pm at one of the following locations: American Trim, 1501 Michigan Street, Sidney, Ohio or American Trim, 317 Krein Ave., Wapakoneta, Ohio. You may visit us at: [www.amtrim.com](http://www.amtrim.com)

### **RNs/LPNs/STNAs**

**Company:** HCR ManorCare

**Address:** Heartland of Piqua, 275 Kienle Drive, Piqua, Ohio 45356

**Qualifications Desired:** Watch your career spring to new life. At Heartland of Piqua, you'll find the kind of support that can really get your career growing. See how your career will blossom when you join the team dedicated to helping ensure their patients achieve their highest level of function and quality of life! Sign-on bonus available for RNs & STNAs. We offer you excellent benefits, including medical, dental, 401(k) and much more!

**To Apply:** For more information, please contact: Human Resources - 937-773-9346.

Apply online at: <https://jobs.hcr-manorcare.com/>

### **Customer Service**

**Company:** Subway

**Job Location:** Sidney, Ohio

**Address:** 1240 Wapakoneta Ave., Sidney, Ohio 45365

**To Apply:** Please apply online at: <https://www.mysubwaycareer.com/StoreSearch/Index?clt=en-US>

### **Tool & Parts Crib Attendant**

**Company:** Wells Brothers Inc.

**Address:** Attn: Human Resources, 105 Shue Dr., Anna, Ohio 45365

**Qualifications Desired:** Join a Growing Team Today Family Owned Business Has an immediate opening for Tool & Parts Crib Attendant Preferred Qualifications: \*1-2 yrs. experience \*Basic Computer Skills(Excel) Requirements: \*HS diploma or GED \*Clean Driving Record \*Drug testing & background check

**To Apply:** Please email resumes to:

nataliep@wellsbrothers.com Or mail to: Wells

Brothers Inc. Attn: Human Resources 105 Shue Dr. Anna OH 45302 Or apply online at [www.wellsbrothers.com](http://www.wellsbrothers.com)

### **Sterile Processing Tech II**

**Company:** Wilson Health

**Address:** 915 West Michigan Avenue, Sidney, OH

**Qualifications Desired:** One year Sterile Processing Tech I experience. Good interpersonal skills. Basic computer skills (Microsoft Word, Excel). Ability to lift 50 pounds.

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

**Job Duties:** The Sterile Processing Tech II is responsible for maintaining high standards for decontamination, assembly, inspecting, wrapping and sterilization of surgical instruments and medical equipment for Surgical Services and ancillary departments. This includes working with the OR staff to provide timely sterile products and trays where applicable. The SP Tech II maintains consistency and continuous workflow between the OR and Sterile Processing while practicing excellent customer service. The Sterile Processing Tech II must be certified, and therefore should demonstrate advanced knowledge of sterilization techniques, surgical instruments, and an in depth understanding of how the Sterile Processing Department's relationship with other departments within the hospital is necessary.

**To Apply:** Apply online at [www.indeed.com](http://www.indeed.com) seek job title and location

### **Event Planner / Coordinator**

**Company:** Heritage Event & Catering

**Address:** Commerce Drive, Piqua, Ohio

**Qualifications Desired:** Heritage Event is looking for an energetic, outgoing, very personable applicant. Experience preferred but not required, will train. - Competitive wages, some overtime possible. - Must be willing to work nights and weekends. - Required license or certification: Valid Driver's License with Good Driving Record.

**Job Duties:** Coordinate events; take responsibility of all aspects of the an event or program - We also have a full service party rental. We have an extensive inventory of rental items.

**To Apply:** Apply online at [www.indeed.com](http://www.indeed.com) seek job title and location

### **Event Crew Personnel**

**Company:** Heritage Event & Catering

**Address:** 1714 Commerce Drive, Piqua, Ohio

**Qualifications Desired:** Must have good driving record - Will train.

**Job Duties:** Heritage Events is looking for reliable candidates to be a part of our event crew. Work will include installing of tents, tables, chairs and other rental equipment.

**To Apply:** Apply online at [www.indeed.com](http://www.indeed.com) seek job title and location

### **Forklift Operators**

**Company:** Freshway Foods

**Address:** 601 Stolle Avenue, Sidney, Ohio

**Qualifications Desired:** Previous forklift experience preferred. Ability to work a flexible schedule, including overtime and weekend.

**Job Duties:** Using hand-held scanners. Quality checks and validation. Inventory management • Forklift operation. Move truck into loading and unloading positions. May assist in loading and unloading trucks. Other duties as assigned

**To Apply:** Apply online at [www.freshwayfoods.com](http://www.freshwayfoods.com) career's tab seek job title and location

### **Quality Assurance Technician**

**Company:** Freshway Foods

**Address:** 601 Stolle Avenue, Sidney, Ohio

**Qualifications Desired:** Strong computer skills; strong reading and writing skills. Ability to multi-task effectively, work flexible schedule. Self-starter, team player. Quality Assurance with Food Preferred: 2 years.

**Job Duties:** Responsibilities include performing the flexible role of a Quality assurance associate within the department. Must be able to ensure that all products and quality testing are produced safely, efficiently, and meet all quality standards set forth by the company.

**To Apply:** For immediate consideration, please email your resume. Please include "Quality" in the subject line of your email. [www.info@freshwayfoods.com](mailto:www.info@freshwayfoods.com)

### **Machine Operator**

**Company:** Freshway Foods

**Address:** 601 Stolle Avenue, Sidney, Ohio

**Qualifications Desired:** Ability to work a flexible schedule. Ability to establish and maintain effective working relationships with co-workers, supervisors and other key personnel. Previous machine operator experience; good mechanical aptitude.

**Job Duties:** Operate production machines safely and efficiently. Complete necessary paperwork accurately

**To Apply:** Apply online at [www.freshwayfoods.com](http://www.freshwayfoods.com) career's tab seek job

### **Full Time Cleaning Crew Team Leader**

**Company:** Sidney-Shelby County YMCA

**Address:** 300 E. Parkwood Street, Sidney, Ohio

**Qualifications Desired:** Cleaning and supervisory experience preferred. Successful candidate will have a passion for ensuring the highest standards for a clean facility are met while maintaining the mission of the Y.

**Education Requirement:** High School Diploma or GED preferred

**Job Duties:** Successful candidate will be responsible, show good attention to detail, have a positive attitude and leadership ability. Must be a team player. Have basic knowledge of cleaning procedures and use of standard cleaning equipment. Possess strong attention to detail, thoroughness, accuracy, and completion of work in a timely manner. Must be reliable and punctual. Cleaning and supervisory experience preferred.

**To Apply:** Applications can be found online at [www.sidney-ymca.org](http://www.sidney-ymca.org) or picked up at the Welcome Center at the Sidney-Shelby County YMCA

### **Class A CDL Drivers**

**Company:** Freshway

**Address:** 601 Stolle Avenue, Sidney, Ohio

**Qualifications Desired:** Must have good driving record - current active license CDL - experience preferred.

**Education Requirement:** Formal training desired.

**Job Duties:** Freshway Logistics, Inc., a division of Freshway Foods, is seeking Class A CDL Drivers for our service area in the eastern half of the United States. Our customer base is growing, and we are expanding our fleet to meet the increased volume. No tricks! Outstanding pay package. \$0.46 practical per mile starting pay. Pay increases to \$0.50 per mile. All miles paid – loaded and empty. Incentive programs. Upgraded equipment.

**To Apply:** Apply online at [www.freshwayfoods.com](http://www.freshwayfoods.com) career's tab seek job.

### **Janitorial and Cleaner**

**Company:** Janitorial Management Services

**Address:** 120 W 3rd Street, Greenville, Ohio

**Hours:** Monday, Wednesday, and Friday 2nd shift. Approximately 10 hours per week.

**Qualifications Desired:** Commercial cleaning experience preferred but not required.

**Job Duties:** Part time janitorial position in Sidney, Ohio.

**To Apply:** Apply online at [www.indeed.com](http://www.indeed.com) seek job title and location or see Job Center Staff for an application.

### **Facility Maintenance Tech**

**Company:** Edgewell

**Address:** 1810 Progress Way, Sidney, Ohio

**Qualifications Desired:** Self-motivated, and able to work with little or no supervision. This position reports directly to the maintenance supervisor only. Must have at least one year in a maintenance environment

Must have good workmanship abilities. Able to write up and put in order PM's and implement those PM's on auxiliary equipment. Minimum 2 years experience in a maintenance environment

**Education Requirement:** One year minimum in mechanical trade school or equivalent.

**Job Duties:** Lawn up keep. Setting up a schedule to check and replace filters on the HVAC systems and air-handling units. Knowledge on how to blow down boilers and understand their basic operation. Perform minor electrical and mechanical repairs on equipment and plant structural repairs. Take daily checks of facilities equipment and record. Test run fire pump on weekly basis. Check all pulleys and belts on facilities equipment. Check plant for water, steam, and air leaks and repair as needed. Do visual checks on plant doors, windows, and door locks and repair. Check air compressors for proper operation and filters. Keep machinery rooms clean and orderly. Inspect and follow up on fire extinguishers. Accountabilities: Minimum downtime on plants auxiliary equipment.

**To Apply:** Apply online at [www.edgewell.jobs](http://www.edgewell.jobs) seek job title and location

### **Diesel Technicians**

**Company:** Freshway Foods

**Address:** 601 Stolle Drive, Sidney, Ohio

**Qualifications Desired:** Tooling, supply management, mechanical inspection tools, technical understanding, attention to detail, dependability, thoroughness, verbal communication, documentation skills, inventory control, and job knowledge

**Job Duties:** Freshway Logistics is seeking diesel technicians for the company's maintenance facility in Sidney, Ohio.

- Successful candidates will be responsible for maintaining the company's fleet of diesel equipment
- Complete inspections and diagnostic tests; identify worn and damaged parts
- Correct vehicle deficiencies by removing, repairing, adjusting, overhauling, assembling, disassembling and replacing major assemblies, parts, components or systems
- Troubleshoot breakdowns, maintain supplies, perform preventative maintenance
- Contain costs by utilizing warranty; evaluate service and parts options
- Keep equipment available for use by completing preventive maintenance schedules; install component and part upgrades, control corrosion; complete winterization procedures
- Update job knowledge by participating in educational opportunities, read technical and regulatory publications

**To Apply:** Apply online at [www.freshwayfoods.com](http://www.freshwayfoods.com) career's tab seek job title and location

### **Infant / Toddler Teacher Assistant**

**Company:** Council On Rural Services - Kids Learning Place

**Address:** 1502 N Main Avenue, Sidney, Ohio

**Qualifications Desired:** Provide outstanding Early Childhood Education and Social Services activities

**Education Requirement:** CDA or a degree in Early Childhood Education

**Job Duties:** Head Start, Early Head Start, and Step Up To Quality models provide the highest standards in education and family enrichment. Some differences include family style dining, teeth brushing, home visits, and establishing family plans to meet life goals. Our center staff works as a TEAM to make healthy families in our communities.

**To Apply:** For more info or to apply, visit our website [www.councilonruralservices.org](http://www.councilonruralservices.org) and click on the "Careers" tab.

### **Receptionist**

**Company:** Wilson Health Medical Group

**Address:** 915 West Michigan Street Campus, Sidney, Ohio

**Qualifications Desired:** Some previous medical office experience, as well as possessing prior experience with CPT and ICD-9 coding. Computer experience is required. The employee must frequently lift up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**Education Requirement:** High school diploma or general education degree (GED)

**Job Duties:** Schedules patients for appointments in office, as well as with other physician offices or entities. Greets patients, obtains pertinent information. Gain prior authorization from managed care entities when appropriate. Directs incoming phone calls, handling or forwarding as appropriate. Organizes daily patient flow and paperwork flow. Enters data into computer. Schedules patients for appointments in office as well as with other physician's offices and entities. Prepares patient billing materials and proper processing. Files all correspondence, reports, and patient's charts. Collect patient fees at time of service. Enters all patient charges and payments into computer. Performs all follow up on patients who do not keep their scheduled appointments, notifying physician, and rescheduling as instructed by physician. Contacts patients to remind them of upcoming appointments. Responsible for office materials inventory directly due to the position. Under the direction of the Billing Services Supervisor, will provide appropriate charge entry and coding to billing system.

**To Apply:** Apply online [at www.indeed.com](http://www.indeed.com) seek job title and location

### **Receptionist / Secretary**

**Company:** P.T. Services Rehabilitation, Inc.

**Job Location:** Sidney, Ohio

**Address:** 2550 S. State Route 100, Tiffin, Ohio

**Qualifications Desired:** Communicates in a friendly and courteous manner to all. Picks up, sorts, and delivers mail. Operates metered scale and postage machine. Serves as primary copier clerk for duplication of materials. Serves as primary source for receipt and sending of fax materials. Types minutes for various committees. Serves as primary resource for MR/DD Special Interest Group.

**Job Duties:** The Receptionist/Secretary is a non-licensed worker who has completed on-the-job orientation for various secretarial functions which include, but are not limited to, serving as a receptionist for corporate office activities, answering the telephone, typing, handling mail/fax activities, and various other duties.

**To Apply:** Contact Us - MAIN OFFICE LOCATION

### **Kitchen Staff**

**Company:** J. Marie's Wood-Fired Kitchen + Drinks

**Address:** 7 W Auglaize Street, Wapakoneta, Ohio

**Qualifications Desired:** Willingness to learn and a friendly attitude are a must. Experience strongly preferred.

**Education Requirement:** High School

**Job Duties:** We are seeking dedicated and experienced candidates for our fast-paced, wood-fired kitchen

**To Apply:** Contact us for an application via email at [j.marieswapak@gmail.com](mailto:j.marieswapak@gmail.com). Serious inquiries only please.

### **Crew Leader, Shift Leader**

**Company:** Saint Marys or New Bremen Dairy Queen

**Address:** 490 S Washington Street, New Bremen, Ohio

**Qualifications Desired:** Motivated individuals that offer excellent customer service skills, have strong leadership qualities and strong work ethic.

**Education Requirement:** High school or equivalent

**To Apply:** Apply online at [www.indeed.com](http://www.indeed.com) seek job title

### **Sales Representative**

**Company:** Minster Distributors

**Job Location:** Minster, Ohio

**Address:** 215 South Ohio Street, Minster, Ohio

**Qualifications Desired:** Highly motivated individual who enjoys selling product solutions and developing strong relationships with business owners, buyers and purchasing agents.

Required experience: Sales: 2 years, Required license or certification: Driver's License.

**Education Requirement:** High school or equivalent

**Job Duties:** Founded in 1976, Minster Distributors has grown into a full-service, wholesale distributor of food, paper, plastic, chemical and commercial supplies. We are family-owned and operated with strong relationships with leading manufacturers and purchasing networks.

**To Apply:** Please contact Wes at 614-323-6062 or by email [wes@minsterdistributors.com](mailto:wes@minsterdistributors.com)

### **One to One Aide**

**Company:** Russia Local School / Upper Valley JVS

**Job Location:** Russia, Ohio **Address:** 100 School Street, Russia, Ohio

**Qualifications Desired:** Ability to relate to a small child and lead the student to success

**Education Requirement:** High School

**Job Duties:** Russia Local School is looking to fill two possible one on one aide positions for next school year. One will work with a student in a kindergarten classroom and the other will be with a student at the Upper Valley Career Center.

**To Apply:** Apply to Steve Rose at [srose@russiaschool.org](mailto:srose@russiaschool.org)

### **Processing Cleaner**

**Company:** Scioto Services

**Job Location:** Minster area

**Address:** 405 South Oak Street, Marysville, Ohio

**Qualifications Desired:** Applicant must have great customer service skills and work well in a team environment.

Upon offer of employment you will be required to undergo a company paid drug screen and background check

**Job Duties:** Using of a pressure washer to clean Processing Tanks from top to bottom, basic general cleaning when in need, such as but not limited to: Sweeping, mopping.

**To Apply:** Apply online at [www.indeed.com](http://www.indeed.com) seek job title and location

### **Sales Associate**

**Company:** Dollar General Corporation Store #01920

**Address:** 450 W Russell Road, Sidney, OH

**Qualifications Desired:** • Effective interpersonal and oral communication skills. • Understanding of safety policies and practices. • Ability to read and follow plan-o-gram and merchandise presentation guidance. • Knowledge of basic cash handling procedures. • Basic mathematical skills. • Ability to perform IBM cash register functions.

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

**Job Duties:** • Unload trucks. • Follow company work processes to receive, open and unpack cartons and totes; store merchandise in stock room or move directly to sales floor. • Build merchandise displays. • Stock merchandise; rotate and face merchandise on shelves. • Restock recovered merchandise. • Assist customers by locating merchandise. • Bail cardboard and take out trash; dust and mop store floors; clean restroom and stockroom. • Comply with company policies and procedures. • Greet customers. • Operate cash register and flatbed scanner to itemize and total customer's purchase; bag merchandise. • Collect payment from customer and make change. • Assist with ordering merchandise using hand-held scanners, as needed. • Clean front end of store and help set up sidewalk displays when necessary.

**To Apply:** Apply online at [www.indeed.com](http://www.indeed.com) seek job title and location

### **Assistant Store Manager**

**Company:** Dollar General Corporation Store #01920

**Address:** 450 W Russell Road, Sidney, OH

**Qualifications Desired:** • Ability to read and interpret documents such as diagrams, safety rules, operating and maintenance instructions, and procedures manuals. • Ability to perform mathematical calculations such as addition, subtraction, multiplication, division, and percentages. • Knowledge of cash handling procedures including cashier accountability and deposit control. • Ability to learn and perform IBM cash register functions to generate reports. • Knowledge of inventory management and merchandising practices. • Effective oral and written communication skills. • Effective interpersonal skills. • Knowledge of cash, facility and safety control policies and practices. • Good organization skills with attention to detail. • Ability to solve problems and deal with a variety of situations where limited standardization exists.

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

**Job Duties:** Supervise store employees. Assist with efficient management of inventory and effective presentation of merchandise. Ensure a safe working environment while providing for the protection of company assets.

**To Apply:** Apply online at [www.indeed.com](http://www.indeed.com) seek job title and location

### **CNC Machine Operators, Welders, General Labor, Painters**

**Company:** KARD Welding

**Address:** 480 Osterloh Rd, Minster, Ohio

**Qualifications Desired:** Work experience a plus - Able to read a tape measure. Blue print reading is a plus

**Education Requirement:** High School

**Job Duties:** Local structural steel fabrication company has immediate openings on day shift for: Welders General Laborers, CNC Machine Operators, and Painters

**To Apply:** Apply in person; please bring a Valid Driver's License or State ID

### **Plant Labor**

**Company:** Barrett Paving Materials Inc.

**Address:** 4723 Hardin Wapakoneta Rd, Sidney, OH

**Hours:** Varies with weather and work conditions

**Qualifications Desired:** • Willingness to learn, take direction and follow safe work procedures. • Willingness to work weekends and long hours during peak season. • Drug and alcohol free. • Capable of working outdoors year round • Mechanical aptitude (helpful but not necessary) • 1-2 year's industry experience (helpful but not necessary). • Knowledge of welding, cutting, and fabrication.

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

**Job Duties:** Maintain plant on a daily basis performing routine maintenance tasks (i.e. lubrication, major and minor repairs) and clean up (i.e. shoveling, washing with a high pressure hose, running a skid steer loader). Operate and maintain in a safe manner various pieces of equipment, such as, but not limited to, front end loader, off road haul truck, road grader, water truck, service truck, and skid steer loader.

### **Production Operators**

**Company:** International Automotive Components (IAC)

**Address:** 2000 Schlater Drive, Sidney, OH 45365

**Qualifications Desired:** Manufacturing experience desired - must pass drug test, background check for the past 7 years

**Hours:** Full-time production operators; must be able to work any shift and overtime, as necessary. 1st shift hours are 6:45 AM - 2:45 PM, 2nd shift hours are 2:45 PM - 10:45 PM, and 3rd shift hours are 10:45 PM - 6:45 AM.

**Education Requirement:** High school diploma or GED

**Job Duties:** Production workers needed ASAP

**To Apply:** Apply in person Mondays thru Fridays, 10:00 AM - 4:00 PM at: International Automotive Components, 2000 Schlater Drive, Sidney, OH 45365.

### **3rd Shift Manufacturing Associate**

**Company:** Perrigo Company

**Address:** 400 Hazel Street, Covington, Ohio

**Qualifications Desired:** • Must possess basic math and reading comprehension skills. • Requires ability to follow standard work and SOP. • Basic computer skills. • Must be able to communicate effectively as a member of a work team. • Must meet all locally defined training requirements. • Experience in a pharmaceutical, Federal Drug Administration (FDA) controlled, other controlled regulatory agencies, or Current Good Manufacturing Practices (cGMP) packaging or manufacturing environment is preferred. • Required to operate and handle material handling equipment. • Must be able to lift up to 50 pounds (22 kilograms) or equivalency frequently. • Must be able to ascend and descend stepladders. • Must be able to push or pull up to 900 pounds with appropriate equipment.

**Education Requirement:** High School Diploma or Equivalency required.

**Job Duties:** • Operates and ensures proper operation of manufacturing equipment. • Conducts regular in-process checks of quality attributes of materials and products and to ensure the equipment is operating correctly. • Assists in recording accurate production and inspection data and is responsible for completing manufacturing paperwork in compliance with required SOPs and GMPs. • Performs set ups, changeovers and cleans the work area throughout the shift to ensure proper clearance of materials. • Continuously looks for and helps to implement improvements to the process, productivity, quality and reduce costs. • Performs other related duties as assigned.

**To Apply:** Apply online at [www.perrigo.com](http://www.perrigo.com) see career's tab seek location and job title

### **Electrician**

**Company:** Buschur Electric Inc.

**Address:** PO Box 107 305 W 1st Street, Minster, Ohio 45865

**Qualifications Desired:** 2 years of experience preferred, but we will train; Entry level

**Education Requirement:** High School

**Job Duties:** Electrician Journeyman

### **Sales Analyst**

**Company:** Holloway Sportswear, Inc.

**Hours:** Full Time

**Address:** 2633 Campbell Rd, Sidney, Ohio

**Qualifications Desired:** • Ability to articulate assumptions, methods, and results to peers and management, and to influence decision making • Strong computer skills – Excel and Access • Knowledge of sales, marketing, operations, and financial practices and processes • Ability to learn quickly, remain flexible and work in a rapidly changing environment • Strong time management and organizational skills

**Education Requirement:** Bachelor's degree preferred

**Job Duties:** The Sales Analyst performs various financial and non-financial analyses as requested by sales leadership and executives to support the overall growth and development of the company. Role requires detailed financial analysis and modeling to facilitate decision making regarding profitability, pricing, promotions, and assortment to support strategy and evaluate key initiatives.

**To Apply:** Apply online at [www.indeed.com](http://www.indeed.com) seek job title and location

### **Part Time Class A CDL Drivers for Second Shift**

**Company:** Safeway Packaging

**Address:** 300 White Mountain Drive, New Bremen, Ohio

**Qualifications Desired:** Clean driving record, 2 - 5 years Class A CDL driving experience

**Education Requirement:** High School

**Job Duties:** Experienced part time or full time semi-truck driver for local deliveries on 2nd shift, 2:30 p.m. to 10:30 p.m. Class A CDL and good driving record required. Must be willing to work a flexible schedule, two to three evenings a week, and be able to cover an occasional vacation. Home every night. Safety top priority. This is a perfect position for a retired truck driver who wants to keep their skills sharp!

**To Apply:** Apply in person at 300 White Mountain Drive, New Bremen OH 45869. PLEASE REQUEST A TRUCK DRIVER APPLICATION.

### **Preschool Teacher and Assistant**

**Company:** New Bremen Learning Center

**Job Location:** New Bremen, Celina or Minster, Ohio

**Address:** 714 E Monroe Street, New Bremen, OH

**Qualifications Desired:** Preschool teacher needs to have early childhood qualifications and/or experience in early childhood education.

**Education Requirement:** A minimum CDA in early childhood education and an accredited High School diploma

**Job Duties:** The New Bremen Learning Center has two openings. We are looking for a self-motivated and fun loving assistant teacher for our toddler room and a preschool teacher. Assistant teacher must have a flexible schedule. Childcare experience is a plus. Preschool teacher needs to have early childhood qualifications and/or experience in early childhood education

**To Apply:** Pick up application at the New Bremen Learning Center, or Auglaize Mercer Family YMCA in Celina. Email resume to: [tonip@amymca.org](mailto:tonip@amymca.org) or [Minstertonip@amymca.org](mailto:Minstertonip@amymca.org).

### **Dietary Cook - 1st Shift**

**Company:** Heritage Center

**Address:** 24 N Hamilton Street, Minster, Ohio

**Qualifications Desired:** Knowledge of basic food preparation & therapeutic diets. • Ability to manage and direct staff assigned to your position. • A physical examination and/or evidence from a physician indicating freedom of communicable disease to be available upon employment. • Must be in good physical and mental health. • Ability to work independently or part of a group. • Effectively communicate with others.

**Education Requirement:** High School

**Job Duties:** To prepare food in accordance with current applicable federal, state, and local standards, guidelines, and regulation, with our established policies and procedures and as may be directed by the Food Services Director or designee, to assure quality food service is provided at all times.

**To Apply:** Apply at our website [www.heritagecenterrehab.com](http://www.heritagecenterrehab.com) career's tab seek job title and location

### **Production Worker**

**Company:** Norcold Inc.

**Job Location:** Kuther Road. Sidney, OH

**Qualifications Desired:** Required experience: Production work: 1 year, Clean Criminal background

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

**Job Duties:** Full-Time Production Worker needed

**To Apply:** See Job Center staff for an application or apply online at [www.indeed.com](http://www.indeed.com) seek job title and location

### **Accounting Clerk**

**Company:** Dickman Supply

**Address:** 1991 St. Mary's Avenue, Sidney, Ohio

**Qualifications Desired:** •Essential Customer Service and communication skills •Ability to perform basic mathematical calculations •Experience in operating office machines •PC proficient and utilization of all Microsoft Office applications •Attention to detail with ability to work in a fast-paced environment. •Ability to prioritize and manage multiple tasks and deadlines •Excellent organizational skills •Experience in an accounting environment •Be able to lift up to 50lbs •Bend, kneel, sit for short and long periods of time

**Education Requirement:** High School Diploma or GED. 2 year degree in an accounting field or finance preferred.

**Job Duties:**•Responsible for upholding business philosophies and strategies, both internal and external of the company • Responsible for following all policies and procedures of the company

•Intake and process return of goods • Communicate with suppliers and customers concerning defective and unwanted materials • Assists in answering and responding to incoming customer phone calls and visits

•Daily data entry and reconciliation of company information • Perform various clerical duties, as directed by supervisor

**To Apply:** Please email cover letter and resume to [lfrench@dickmansupply.com](mailto:lfrench@dickmansupply.com)

### **Carry Out**

**Company:** Bob Evans Restaurant

**Address:** 999 E Ash Street, Piqua, Ohio

**Qualifications Desired:** You provide guests with the BEST hospitality and great service.

**Job Duties:** Your role as a carryout representative is to help serve the best home-style food to our customers at curbside

**To Apply:** Apply online at [www.OhioMeansJobs.com](http://www.OhioMeansJobs.com) seek job title and location

### **Teller**

**Company:** Minster Bank

**Address:** 95 W 4th Street, Minster Ohio

**Qualifications Desired:** Operations Knowledge - Understands the operational procedures for his/her position and how they affect or relate to other departments in the bank. Product Knowledge. Compliance Knowledge. Sales & Service. Provides a consistent level of service to all internal and/or external customers. Maintains good communication by keeping the customer up-to-date on the progress of a request. Follows through on requests, questions, or complaints. Displays a positive, professional image and maintains composure at all times. Teamwork. Computer Skills.

**Education Requirement:** Associate's Degree

**Job Duties:** Responsible for providing consistent, superior sales and service to our customers which will result in stronger customer relationships and bank growth. Cross-sells and refers products by using an effective and consistent sales approach. Serves our customers by processing over the counter transactions and assisting them with questions to continue to provide the high level of service our customers deserve. Processes transactions in an accurate and professional manner using own judgment within established limits regarding the validity of transactions presented. Assists customers with various inquiries and concerns by being knowledgeable of the bank operations, products and services offerings. Balances cash drawer and maintains acceptable cash level in his/her teller area by following bank procedures and policies. Processes proof work with the Panini scanner accurately and timely. Follow and adheres to bank audit and compliance policies and procedures.

**To Apply:** Apply online at <https://minsterbank.applicantpro.com/jobs>

### **Staff Accountant**

**Company:** McCrate, DeLaet, and Co, CPA's

**Address:** 100 S Main Ave Suite 203, Sidney, Ohio

**Qualifications Desired:** Candidate should have excellent communication skills, the ability to train other staff, and have Bachelors degree in Accounting or other equivalent area and CPA license

**Education Requirement:** Bachelor's Degree

**Job Duties:** McCrate, DeLaet, and Co, CPA's, a full service accounting firm has an opening for a tax manager. Qualified candidate should be knowledgeable in corporate, partnership, and individual tax preparation, planning, and research.

**To Apply:** To learn more about our company and to apply, please visit <http://www.mccrate.com>

### **Night Maintenance**

**Company:** Cracker Barrel

**Address:** 980 E. Ash Street, Piqua, Ohio

**Qualifications Desired:** • Read, write and comprehend the English language • Stand for long periods of time • Lift a maximum of 20 pounds overhead for stocking merchandise • Working knowledge of math, numbers, money counting and making correct change • Work at a pace consistent with changing business volume and demands • Ability to learn quickly • Ability to understand and carry out oral and written instructions and request clarification when needed • Strong interpersonal skills • Ability to work as part of a team • Ability to build relationships • Comply with a dress code that prohibits displaying tattoos, piercings in excess of one per ear, and unnatural hair colors, such as blue or pink • Available to perform many different tasks within the store during each shift

**Job Duties:** The Night Maintenance performs guest service by accepting payment from guests, providing information about the store, and acting in a manner that conveys the highest possible degree of hospitality. The Cashier carefully monitors the operation of the store and assists the manager in identifying and solving present and potential guest problems.

**To Apply:** Apply online at [www.indeed.com](http://www.indeed.com) seek job title and location

### **Manager Trainee**

**Company:** Menards

**Address:** 401 Lester Avenue, Sidney, Ohio

**Qualifications Desired:** • Must be willing to relocate regionally • Ability to prioritize and perform tasks efficiently • Exceptional analytical, organizational and communication skills • Problem-solving ability • Leadership skills and team-player attitude

**Education Requirement:** Bachelors Degree in a Business related field is preferred, but not required

**Job Duties:** The Manager Trainee Program is the fast track into Menards Management. The program is very structured and well defined to help prepare you for a career in retail management. You will become accustomed to basic store procedures, common policies and terminology. The program is a comprehensive 3½-month on-the-job training program, which can be done at any one of our store locations. During the program you will rotate through four training areas within the store, gaining knowledge and exposure, which will help develop your management techniques. Upon successful completion of the four training areas of the program, combined with a willingness to relocate, your first promotion will be to Assistant Department Manager. At this level, you are gaining management experience, and with your commitment to success it will lead to increased responsibility and career advancement.

**To Apply:** Apply online at [www.indeed.com](http://www.indeed.com) seek job title and location

### **Facilities Coordinator**

**Company:** Auglaize County Board of Developmental Disabilities

**Job Location:** New Bremen, Ohio 45869

**Qualifications Desired:** One to three months related experience and/or training. Must possess general maintenance skills and ability to make minor plumbing and electrical repairs.

**Education Requirement:** High school diploma or general education degree (GED)

**Job Duties:** Performs a variety of unskilled to semi-skilled tasks to ensure cleanliness of facilities, such as dusting, mopping, sweeping, stripping, waxing and buffing floors. Cleans and disinfects restrooms, empties trash cans, washing windows and door glass, replaces door mats, cleans tables and other surfaces. Performs seasonal snow removal and salting of walks and driveways. Performs grounds upkeep including mowing and trimming. Oversight and updates to safety plan and guidelines.

**To Apply:** Send resume to Renee Place, Executive Director, Auglaize County Board of Developmental Disabilities, at [rplace@auglaizedd.org](mailto:rplace@auglaizedd.org)

### **Local Drivers**

**Company:** Quality Driver Solutions

**Job Location:** Lima, Ohio

**Address:** 1838 Elm Hill Park, Nashville, TN

**Qualifications Desired:** Class A Driver's License. No DUIs in the past 7 years. Must be 23 or older. No care-less driving or reckless driving on MVR (3 years). No at fault rear end collisions, rollover accidents or jack-knife accidents in previous 3 years. No more than a combination of 3 violations or at fault accidents in previous 3 years # Acceptable PSP score . No speeding citations of 15 mph or more over the posted speed limit. 12 months experience in the past 3 years pulling a 53' van of which 6 months must be OTR. Must be able to pass road test.

**Job Duties:** Will work 5-6 days a week. Honda plant shuttle, No-touch, drop and hook. 50-60 hours weekly. Day cabs new equipment. Will run to Michigan/Indiana, home daily

**To Apply:** Apply online @ [qualitydriversolutions.com](http://qualitydriversolutions.com) (for Nashville location)

### **2nd Shift General Warehouse Associate**

**Company:** NK Parts Industries, Inc.

**Address:** 777 S. Kuther Road, Sidney, Ohio

**Qualifications Desired:** One to three months related experience and/or training; or equivalent combination of education and experience. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Education Requirement:** High school diploma or general education degree (GED)

**Job Duties:** General Associates Job Summary receives, stores, packages and distributes material, tools, equipment, and products.

**To Apply:** Applications accepted between 8am-4pm. Please apply in person at 777 S. Kuther Road., Sidney, OH

### **Secretary / Administrative Assistant**

**Company:** McCrate DeLaet & Co

**Address:** 100 S Main Ave Suite 203, Sidney, Ohio

**Qualifications Desired:** Two or more years relevant administrative experience. Candidate must be friendly with strong communication skills and organizational skills, ability to handle multiple tasks simultaneously and prioritize responsibilities, willingness to work overtime during tax season and help out wherever is needed, proficient in Microsoft Word, Excel, and Outlook.

**Education Requirement:** Associates degree

**Job Duties:** Seeking an energetic, self-motivated person with prior administrative experience who can take instruction and run with it to complete the task at hand. Duties may include but not limited to: greet clients in person and on phone, process tax returns and financial statements, prepare time reports and billings for the firm, scanning, e-filing, organize large mailings, assist with firm marketing and events, and other admin tasks such as typing, filing, order office supplies, making appointments, and shredding.

**To Apply:** Apply online at [www.OhioMeansJobs.com](http://www.OhioMeansJobs.com) seek job title and location

### **Grill Cook**

**Company:** Bob Evans Restaurant

**Address:** 999 E Ash Street, Piqua, Ohio

**Qualifications Desired:** Energy and an eagerness to learn are required to be considered for this role

**Job Duties:** • Cooks each order by following standardized recipes. • Ensures that proper food handling and sanitation procedures are being followed. • Prepares visually appealing and great tasting home-style dishes and in a timely manner.

**To Apply:** Apply online at [www.OhioMeansJobs.com](http://www.OhioMeansJobs.com) seek job title and location

### **Caregivers**

**Company:** Toward Independence

**Job Location:** Darke County Area

**Qualifications Desired:** No experience is necessary, they will train.

**Education Requirement:** A high school diploma or GED is required.

**Job Duties:** Toward Independence is a company out of Xenia, Ohio that is looking for caregivers in the Darke County area. This position provides direct care to individuals with developmental disabilities.

**To Apply:** Interested applicants should go online to their website [www.ti-inc.org](http://www.ti-inc.org) and fill out the application.

### **Buyer**

**Company:** ITW Hobart Brothers

**Address:** 8585 Industry Park Drive, Piqua, OH

**Qualifications Desired:** • 2 to 5 years of purchasing experience • Inquisitive, detail-oriented with strong quantitative analytical skills and an innovative approach to problem solving • Highly Skilled in MS Office (Excel, Word) • Strong verbal, written, and interpersonal communication skills • Ability to work independently

**Education Requirement:** Bachelor degree

**Job Duties:** This position is responsible for material (parts) replenishment and management in excess of \$15M per year. This role will ensure part availability (using optimum inventory based on Kanban / Lean principles) to enable on time delivery to both internal and external customers. This position will require a high level of interface with inventory control, warehousing, and strategic sourcing.

**To Apply:** No Phone Calls! - apply online at [www.OhioMeansJobs.com](http://www.OhioMeansJobs.com) seek job title and location

### **Office Assistant I**

**Company:** CompTech Computer Technologies

**Address:** 10 West 2nd Street, Suite 300, Dayton, Ohio 45402

**Job Location:** Sidney, OH

**Qualifications Desired:** Ability to work effectively with little supervision • Proficient in MSOffice, Excel, Quick-books toolset • Exceptional attention to detail • Ability to multi-task and work on several projects at once • Time management skills and discipline • Proven organizational skills • Ability to handle multiple projects simultaneously • Participate as a member of a team-based environment

**Education Requirement:** High school or equivalent

**Job Duties:** • Types/operates personal computer or typewriter to perform basic clerical duties & produce basic, repetitive typed materials • Assists District human resources office by entering employment applications into database in order to assist the District HR staff with the hiring process • Correlates information & compiles packets for new hire orientation • Proofreads all work & updates information • Assists the District Finance Department with compiling office supply orders & forwarding the supplies to the appropriate departments • Greets & directs visitors to desired location • Maintains the District sign-in sheet & assigns visitors temporary ODOT badges • Receives & directs incoming phone calls & places outgoing phone calls • Supplies general information to internal & external customers • Take messages as needed • Performs clerical duties (e.g. staples &/or stuffs correspondence, prepares materials for mailing, operates copy machine, alphabetizes correspondence & various material for filing) • Perform other work related duties

**To Apply:** Apply online at [www.indeed.com](http://www.indeed.com) seek job and location

### **Youth Career Specialist**

**Company:** Lima Allen Council on Community Affairs

**Job Location:** Van Wert, Hardin and Auglaize

**Qualifications Desired:** Skills: Must be able to communicate effectively - written and verbal. Must have the ability to assist and relate to a diverse population. Experience: Minimum of two years in direct services to clients.

**Education Requirement:** Associate's degree in Social Services or Human Services or have experience related to the basic function of the position.

**Job Duties:** Will provide direct client services for Van-Wert, Hardin and Auglaize counties in the areas of summer employment, youth needs assessment, vocational evaluation, employment preparation and training, referral to community youth resources and support services, program eligibility, and/or job development / placement. Will seek out employers in the three county area for placement of summer youth. Will divide work schedule equally between counties.

**To Apply:** Apply online at [www.indeed.com](http://www.indeed.com) seek job title and location

### **Dairy Level 1 Production Operators**

**Company:** Meijer

**Job Location:** Tipp City, Ohio

**Qualifications Desired:** Prior Dairy and/or Food Manufacturing experience preferred.

**Education Requirement:** High School Diploma or General Education Degree (GED) required.

**Job Duties:** -Blow mold Machine-Filler Machine- Case packer

**To Apply:** To apply go to [JOBS.MEIJER.COM](http://JOBS.MEIJER.COM) Keyword search "Manufacturing" Location "Tipp City, OH"

### **Water Plant Operator III**

**Company:** City of Sidney

**Job Location:** Sidney, Ohio

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

**Job Duties:** The Water Plant Operator III is responsible for the operations associated with the City's Water Treatment Bacteria Lab. This includes the constant application of principles and practices associated with Ohio EPA Microbiological Laboratory certification. This position will also assist with repair/maintenance duties and perform some relief operations when shift operators are using accrued leave. As a public employee this position is responsible for providing reliable delivery of utility services. This position requires consistent and prompt response to emergency repairs or the collection and analysis of samples that occur outside of normal work days and shifts. The Water Treatment Plant Operator III is responsible for the collection and analysis of approximately 3,000 water samples per year. These samples are collected from, but not limited to source water intakes, locations within the treatment process and also within the water distribution system.

**To Apply:** Additional information at [www.sidneyoh.com](http://www.sidneyoh.com), Departments, Employment Opportunities, see posting and complete the job application or pick up an application at City Hall 201 W. Poplar St. Sidney, OH 45365. Or email [Ishuster@sidneyoh.com](mailto:Ishuster@sidneyoh.com).

### **Employment and Family Service Specialist 2**

**Company:** The Shelby County Department of Job & Family Services

**Job Location:** Sidney, Ohio

**Address:** 227 South Ohio Avenue Sidney, Ohio 45365

**Education Requirement:** Bachelor's Degree in behavioral science, social science, or education, or an Associates degree in the same areas and/or equivalent experience.

**Job Duties:** The Shelby County Department of Job & Family Services is looking for a highly motivated individual to fill a vacancy in its Employment and Family Services Division. The selected individual will be selected to work with individuals who have barriers to obtaining and retaining employment. The individual will be determining eligibility for agency programs, including, but not limited to, non-public assistance programs, such as federal and state training programs, the state subsidized child care program, and various Prevention, Retention and Contingency (PRC) programs.

**To Apply:** Interested individuals should submit a resume and completed application to: Patricia Raymond-H.R. Support Supervisor Shelby County Department of Job and Family Services 227 South Ohio Avenue Sidney, Ohio 45365. A complete job description and online application is available on our website: [www.shelbycountyjfs.org](http://www.shelbycountyjfs.org). Only selected individuals will be interviewed. Applications must be received by May 18, 2016.

### **Dairy Processor/ Production Supervisor**

**Company:** Meijer

**Job Location:** Tipp City, Ohio

**Qualifications Desired:** Prior Dairy and/or Food Manufacturing experience preferred. Experience with Culture a plus.

**Education Requirement:** High School Diploma or General Education Degree (GED) required.

**To Apply:** To apply go to [JOBS.MEIJER.COM](http://JOBS.MEIJER.COM) Keyword search "Manufacturing" Location "Tipp City, OH"

### **Administrative Assistance**

**Job Location:** West Milton, Ohio

**Address:** PO Box 117 West Milton, Ohio 45383

**Qualifications Desired:** Reliable, professional, works with accuracy, Microsoft Office skills, good communication skills, and database knowledge.

**Job Duties:** Assist manager with projects, data entry, and assist with general phone calls.

**To Apply:** Resume must include available start date and salary requirement. Mail: Personnel PO Box 117 West Milton, OH 45383 or Email: [roelong@longmgt.com](mailto:roelong@longmgt.com)

### **Medical Scribe**

**Company:** PhysAssist Scribes

**Job Location:** Sidney, Troy, Lima, Findlay

**Job Duties:** Attention Pre-Health Professionals! At PhysAssist Scribes, we hire and train medical scribes to work alongside physicians in emergency departments around Ohio as well as across the country. I am excited to let you know that we are now offering this great experience with our new programs! Sidney, OH- Wilson Memorial Hospital, Troy, OH- Upper Valley Medical Center, Lima, OH- St. Rita's Medical Center, Findlay, OH- Blanchard Valley Hospital.

**To Apply:** If you are looking for your first steps in the medical field or a graduating senior looking for a gap year opportunity, then I encourage you to Apply Now at [www.iamscribe.com](http://www.iamscribe.com). Schedule an interview with us now at 817.496.1009 OR simply email [Brianna.Buckner@iamscribe.com](mailto:Brianna.Buckner@iamscribe.com).

### **Utilities Maintenance Mechanic II**

**Company:** City of Sidney

**Job Location:** Sidney, Ohio

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

**Job Duties:** The Sanitary Sewer & Storm Sewer is a division within the Utilities Department of the Public Works Group. This division is tasked with, but not limited to, the maintenance, operation and repair of the sanitary & storm sewer systems, rehabilitation of the sanitary and storm sewer infrastructure, monitoring the work of contractors, and performing operations and maintenance of the sanitary sewer infrastructure.

**To Apply:** Additional information at [www.sidneyoh.com](http://www.sidneyoh.com), Departments, Employment Opportunities, see posting to complete the job application, or pick up an application at City Hall 201 W. Poplar St. Sidney, OH 45365. You may submit your application in person or by Fax: 937 498-8160 or scan and email it to [lshuster@sidneyoh.com](mailto:lshuster@sidneyoh.com). Deadline to apply is Friday, June 3, 2016 at 5:00 pm.

### **Cook**

**Company:** Sidney Moose

**Job Location:** Sidney, Ohio

**Address:** 1200 N Broadway Ave., Sidney, Ohio

**Qualifications Desired:** Knowledge- 1. Basic understanding of professional cooking and knife handling skills. 2. Understanding and knowledge of safety, sanitation and food handling procedures. 3. Previous prep or line cook experience. Skills/Aptitudes- 1. English language and professional communications skills are required. 2. Ability to take direction. 3. Ability to work in a team environment. 4. Ability to work calmly and effectively under pressure. 5. Must have problem solving abilities, be self-motivated, and organized. 6. Commitment to quality service, and food and beverage knowledge.

**Job Duties:** Position Reports to Kitchen Manager. Subordinate Staff: None. Basic Functions: A cook is responsible for the daily preparation of food items in the pantry, fry and/or other stations of the kitchen. Essential Functions: 1. Sets up station according to restaurant guidelines.

2. Prepares all food items as directed in a sanitary and timely manner. 3. Follows recipes, portion controls, and presentation specifications as set by the restaurant. 4. Restocks all items as needed throughout shift. 5. Cleans and maintains station in practicing good safety, sanitation, organizational skills. 6. Has understanding and knowledge to properly use and maintain all equipment in station. 7. Assists with the cleaning, sanitation, and organization of kitchen, walk-in coolers, and all storage areas. 8. Performs additional responsibilities, although not detailed, as requested by the Kitchen Manager at any time.

**To Apply:** Contact Tim Fuller at 1200 N Broadway Ave., Sidney, Ohio 45365, (937) 492-5500

### **Administrative Personal Assistant**

**Qualifications Desired:** Possess good customer service skills.

**Job Duties:** Administrative Personal Assistant Needed Monday-Friday. \$600 weekly.

**To Apply:** Apply at my email: [job9922@outlook.com](mailto:job9922@outlook.com)

### **Bartender**

**Company:** Sidney Moose

**Job Location:** Sidney, Ohio

**Address:** 1200 N Broadway Ave., Sidney, Ohio 45365

**Qualifications Desired:** Knowledge-1. Basic understanding of professionally pouring and serving of drinks. 2. Understanding and knowledge of safety, sanitation and food handling procedures. 3. Previous bartending or serving experience. 4. Weekends are a must. Skills/Aptitudes-1. English language and professional communications skills are required. 2. Ability to take direction. 3. Ability to work in a team environment. 4. Ability to work calmly and effectively under pressure. 5. Must have problem solving abilities, be self-motivated, and organized. 6. Commitment to quality service, and food and beverage knowledge.

**Job Duties:** A bartender is responsible for properly and safely making and serving drinks, also for taking and inputting orders from the member, and running food to proper table. Essential Functions: 1. Sets up station according to restaurant guidelines. 2. Prepares all drinks as directed in a sanitary and timely manner. 3. Follows recipes, portion controls, and presentation specifications as set by the restaurant. 4. Restocks all items as needed throughout shift. 5. Cleans and maintains station in practicing good safety, sanitation, organizational skills. 6. Has understanding and knowledge to properly use and maintain all equipment in station. 7. Assists with the cleaning, sanitation, and organization of bar, walk-in coolers, and all storage areas. 8. Performs additional responsibilities, although not detailed, as requested by the Social Quarters Manager at any time.

**To Apply:** Contact Tim Fuller at 1200 N Broadway Ave., Sidney, Ohio 45365, (937) 492-5500

### **Receptionist/Veterinary Assistant**

**Company:** Oakview Veterinary Hospital

**Job Location:** Piqua, Ohio

**Qualifications Desired:** Good customer service skills are a must. Experience is preferred.

**Job Duties:** Love helping animals and people? We are looking for a motivated person to be a receptionist and veterinary assistant at our busy small animal practice.

**To Apply:** Please email your resume with references to [in-fo@oakviewveterinaryhospital.com](mailto:info@oakviewveterinaryhospital.com)

### **Temporary Employment Agencies Serving Shelby County**

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

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

**Barry Staff– Piqua – 937-381-0058**

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

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

**i-force—Troy – 937-540-0110**

**Manpower –Troy — 937-335-5485**

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

**Pete Deluke—Sidney — 937-497-1515**

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

**Staffmark—Sidney — 937-498-4131**

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

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# EMPLOYMENT OPPORTUNITIES

## Apply Today!

### Attention Youths 16 to 18

- Are you 16 -18 years old and are still attending school?
- Are you looking for possible long-term employment that could lead to a career?
- Do you want to learn new job skills?



If yes, apply **TODAY** for the Shelby County TANF Summer Youth Employment Program!  
An Employment Specialist will review the eligibility criteria with you. Eligibility is based on family income, size, and composition.

Goodwill Easter Seals Miami Valley will provide job placement based upon your individual employment assessment.

Applications are available:  
Online at [www.shelbycountyjfs.org](http://www.shelbycountyjfs.org) or  
on location Monday thru Friday, 7:30 -  
4:00 p.m. or until 6:00 p.m. on Tuesdays  
at OhioMeansJobs Shelby County  
227 S. Ohio Ave. Sidney, Ohio

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For additional information:  
Call 937.498.4981  
Select option 5 and then option 6.

**Goodwill** | **Easter Seals** Miami Valley

# EMPLOYMENT OPPORTUNITIES

## Apply Today!

### Attention Adults 18 to 24

- Are you 18–24 years old and have a child in your household?
- Are you looking for possible long-term employment that could lead to a career?
- Do you want to learn new job skills?



If yes, apply **TODAY** for the Shelby County TANF Summer Youth Employment Program!  
An Employment Specialist will review the eligibility criteria with you. Eligibility is based on family income, size, and composition.

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at OhioMeansJobs Shelby County  
227 S. Ohio Ave. Sidney, Ohio

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For additional information:  
Call 937.498.4981  
Select option 5 and then option 6.

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