

# Workforce

DEVELOPMENT, INC.

The Workforce Development Board  
of Southeast Minnesota

## Dodge County Area Jobs

Week of April 1, 2024

Office Hours: 8:00am - 4:30pm, Monday-Friday

### Job Search Appointments: In-Person, Phone, or Online

Meet in person, over the phone, or online to get help in your job search. Available services include resume reviews, mock interviewing, interest assessments, career exploration, and other job search assistance. Appointments recommended by calling 507-512-6205 to schedule.

**Resource Area is open for accessing computers, resources, and program information.  
There is a Drop Box located outside our door for convenience.**

**FREE Professional Clothing Closet** – Ready for anyone who needs clothing for work or upcoming interviews. 2070 College View Road East Rochester, MN (Heintz Center – East Entrance) 507-292-5152

### Live CareerForce Workshops!

Attend Live Online Workshops, Explore Careers, & attend Virtual Career Fairs for FREE!

These online workshops and events are presented through WebEx or Teams. Registration is required. Participants will receive an email prior to the event with a link to join the webinar and instructions.

- **Creative Job Search:** [April 2, 10:00 – 11:00 AM](#) **Identifying your skills, Job Applications and Work Portfolios.** Can you list the top 5 skills that you can market to a potential employer? If that list doesn't come to you easily, don't worry, this session will help you identify what you have to offer, beyond job titles and employment dates.
- **Resume Writing Workshop:** [April 3, 1:00 PM – 2:30 PM](#) **Through this workshop, we cover best practices for how to create a resume that meets the specific requirements of a position.** We will also demonstrate the different types of resumes and when to use them, as well some common mistakes to avoid.
- **New Leaf Online:** [April 17, 10:00 AM - 11:30 AM](#) **This workshop provides tailored information for job seekers who have a criminal record and are looking for work.** It will help justice involved individuals who are having a difficult time obtaining employment due to their criminal record.
- **Past Events:** You can view our previously recorded [CareerForce workshops and classes](#) to learn how to job search, write your resume, network, use Microsoft Office, network on LinkedIn and more.

### Upcoming Job Fairs!

- **Owatonna Job Fair** – April 9<sup>th</sup> from 10 AM – 1 PM at the National Guard Armory 2323 W Bridge St. All industries represented. PT and FT jobs available
- **Rochester Area Job Fair** – April 11<sup>th</sup> from 10 AM – 1 PM at the RCTC Sports Center

### **Crime Victim Advocacy Clinic!**

IMAA, Olmsted County Victim Services, and the Women's Shelter and Support Center have jointly created this clinic to provide additional access to advocacy services. Advocacy Clinics are intended to serve victims of crimes involving domestic violence, sexual assault, trafficking and/or exploitation.

**When:** Monthly on the Second Thursday! **Time:** 11am-1pm

**Where:** 2500 Valleyhigh Dr NW Rochester, MN

To register please visit: [MYA.CONRAD@IMAA.NET](mailto:MYA.CONRAD@IMAA.NET) or 507.289.5960 EXT. 110.

### **Refugee and Immigrant COVID-19 Help Line**

Multilingual navigators and the Minnesota Resettlement network can answer and help with questions in your language. They can also assist with household needs and navigating health care services and programs, basic needs, employment, and help for kids struggling in school. Please call the Statewide helpline at **651-318-0989** Monday through Friday, from 9 AM-5 PM

### **Health Access MN for MNSure-Certified Navigator Assistance**

Health Access MN's expert navigators provide free help to people seeking health coverage. They can help with: Applying for new coverage, assisting with problems, reviewing insurance, and answering questions. For more information email: [info@healthaccess.mn](mailto:info@healthaccess.mn) or call: 651.645.0215-Metro or 507.589.8649-Southeast or visit: [www.healthaccess.mn](http://www.healthaccess.mn)

**Are you interested in starting a business?** Great resources available at E1 Entrepreneurs First  
<https://www.entrepreneursfirst.org/>

### **Join Zoom Orientation Meeting for Dislocated Workers**

If you have lost your job through no fault of your own, you may be eligible for Dislocated Worker services. We invite you to join our Rochester, MN Dislocated Worker Career Planners for a free virtual orientation to the Dislocated Worker program via Zoom. These weekly sessions are held every **Thursday at 10 AM**. Interested individuals only need to attend one of these free sessions to learn more about the resources available through the Dislocated Worker Program.

**Please join Jody Schaber and Anjanette Bills by accessing the Zoom link below!**

<https://us02web.zoom.us/j/86548161756?pwd=MWMvbEx2YVhlaWpnQkdRUINncWxUUT09>

**Meeting ID:** 865 4816 1756

**Passcode:** 430558

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**Bridges to Careers:** WDI provides career guidance, education, and job search assistance to help move you into a high wage, in demand career. Call your local Workforce Development Inc. office to learn more about free training opportunities! [www.workforcedevelopmentinc.org](http://www.workforcedevelopmentinc.org)



## Bridges to Careers

### PROGRAM OVERVIEW

*Bridges to Careers is a collaborative effort between Hawthorne Adult Basic Education, Rochester Community and Technical College, Workforce Development, Inc. and area employers who are dedicated to a mission that meets the needs of Rochester Minnesota's diverse community and the employment market. Through education and career coaching students within the program are empowered to pursue successful and fulfilling careers*

<https://www.bridgestocareers.org/>



### HEALTHCARE

- Certified Nursing Assistant - Completed at Hawthorne
- Advanced Hospital Nursing Assistant - Start at Hawthorne transition to RCTC
- Licensed Practical Nursing (LPN) - Start at Hawthorne transition to RCTC
- Registered Nursing (RN) - Start at Hawthorne transition to RCTC
- Phlebotomy Preparation - Start at Hawthorne, must apply to Mayo School of Health Sciences and be accepted into the program
- Pharmacy Technician Preparation - Start at Hawthorne, must apply to Mayo School of Health Sciences and be accepted into the program

### ADMINISTRATIVE OFFICE PROFESSIONAL

- Office Support Specialist - Completed at Hawthorne
- Healthcare Office Professional - Start at Hawthorne transition to RCTC
- Administrative Office Professional - Start at Hawthorne transition to RCTC



### **Triton Community Education**

813 West Hwy St Dodge Center, MN | 507-418-7550

<https://www.triton.k12.mn.us/page/community-education>

**GED Prep and ESL (English as a Second Language)** classes are offered each week. Call for more information and class dates. Tara Bradford at [tbradford@triton.k12.mn.us](mailto:tbradford@triton.k12.mn.us)

### **Owatonna Community Education**

Roosevelt School - 122 East McKinley St. Owatonna, MN | (507) 444-7925

<https://communityed.isd761.org/adult-basic-ed>

Pre-registration is required for all GED, ESL, College Prep, Computer Skills, Online Learning or Career Training classes. Free MN Driver's Permit Prep, Math Tutoring and NorthStar Digital Literacy is available.

### **Hawthorne Education Center**

700 4th Ave SE, Rochester, MN | (507) 328-4440

[www.rochesterschools.org](http://www.rochesterschools.org)

Free classes for GED Prep, ESL, NorthStar Digital Literacy, Intro to Computers, and more.

### **Rolling Hills Transit**

Hours of operation are 6:45 am to 4:45 pm Monday through Friday.

Rates are posted on the website. 507-634-4340 Option #1 or [rhtbus@semcac.org](mailto:rhtbus@semcac.org)

Visit our website at <https://rhtbus.com/>



**KASSON/MANTORVILLE**

**Arrow Building Center:** Outside Sales Rep. salary + commission [www.indeed.com](http://www.indeed.com)

**Sevita (REM):** Direct Care Staff \$17.33 - \$19.33 an hour - Full-time, Program Supervisor [www.indeed.com](http://www.indeed.com)

**Cleary Building Corp.:** Post Frame Construction Crew \$18-\$30 hr., Construction Foreman \$40 hr., Sales Professional – Construction, Subcontract Construction Crew, Carpintero, Capataz (Foreman) de Construcción de Edificios. Apply In person or [www.indeed.com](http://www.indeed.com)

**SEMCAAC:** Substitute Bus Drivers, Transportation Dispatcher, Van Driver [www.semcac.org/employment/](http://www.semcac.org/employment/)

**USPS:** Assistant Rural Carrier-Follow process for applying at: <https://about.usps.com/careers/>

**City of Kasson:** Water/Wastewater Supervisor, FT Police Officer [www.cityofkasson.com](http://www.cityofkasson.com)

**A&A Electric & Underground Construction, Inc.:** Hiring Laborers & Operators, etc. Applicant must be willing to travel within Midwest. Not all jobs require travel. When traveling, typically only work 4 ½ days with still getting 50+ hours weather permitting: [Contact — A&A Electric & Underground, Inc. \(aaelectricunderground.com\)](http://Contact—A&A Electric & Underground, Inc. (aaelectricunderground.com)) or call 507.634.7453.

**Dollar General:** Sales Associate, FT & PT Lead Sales Associate, Asst. Store Manager <https://jobs-dollargeneral.icims.com/jobs/search?ss=1&searchLocation=12781-12807-KASSON>

**ZED - Zumbro Education District: NEW!** ALC Summer School Coordinator, Facilities Maintenance Engineer, ESY Teacher – Summer School, ESY Para, Early Childhood Special Education (ECSE) Birth-3/Early Intervention Teacher, Special Education Teacher (setting IV), SUN Teacher @ Futures/Choices program, Part Time/Full Time School Psychologist, Registered Nurse [www.zumbroed.org](http://www.zumbroed.org)

**Simply Tidy LLC:** House Cleaner/Housekeeper. \$18-\$22 – Immediate Openings & Immediate Interviews, Paid Holiday's Off, Mileage Reimbursement! [House Cleaner/Housekeeper](http://House Cleaner/Housekeeper)

**Prairie Meadows Senior Living:** Cook; FT or PT 11am-7pm or 6am-2pm, Resident Assistant [www.jaybirdseniorliving.com](http://www.jaybirdseniorliving.com)

**Kasson-Mantorville Nursery Group:** Full Time Aides – Benefits package, Discounted daycare, PTO, High School Aides (Mon-Fri 3-6 PM) Contact Katie Nelson at 507-634-4550 | [kmngi@kmtel.com](mailto:kmngi@kmtel.com) | [Facebook](#)

**Kwik Trip:** Asst. Manager, Asst. Food Service Leader [Kwik Trip](#) | [Kwik Star](#)

**Kasson-Mantorville School District:** Elementary Teachers, Agriculture Educator 1.0 FTE - High School, ESL Teacher, Art Instructor 1.0 FTE - Middle School, School Readiness Preschool Teacher, Speech Language Pathologist, Building Nurse - LPN or RN, Substitute Cleaner, FT Evening Cleaner, Substitute Bus Para, Special Ed Para, Early Childhood Special Ed Para, Substitute School Nurse, School Readiness Para, Lead Care Lead Teacher, Child Care Aide, Substitute Secretary/Para, Substitute Bus/Van Driver [Kasson-Mantorville.com](http://Kasson-Mantorville.com)

**Subway:** Sandwich Artist [www.indeed.com](http://www.indeed.com)

**Burger King:** Crew Member <https://careers.bk.com/>

**Casey's General Store:** Team Member <https://www.caseys.com/careers>

**MN Ag Group Inc.:** FT Service Technician <https://www.mnaggroup.com/careers>

**Life Style, Inc.:** PT Maintenance Staff \$15 hr. [www.indeed.com](http://www.indeed.com)

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**Fernbrook Family Center Inc.:** Mental Health Practitioner/Case Manager, Bachelor's Level Internship – Paid, Mental Health Therapist, Masters Level Internship - Clinical – Paid <https://fernbrook.org/positions-available>

**Domino's:** Delivery Driver [www.indeed.com](http://www.indeed.com)

## DODGE COUNTY

**NEW! Seasonal Transfer Station Worker:** Starting \$17.96/hr, FT or PT, Seasonal. Operate Equipment, Materials Handling, Customer Service

[https://www.co.dodge.mn.us/departments/adminstration/employee\\_relations.php](https://www.co.dodge.mn.us/departments/adminstration/employee_relations.php)

**Seasonal Highway Maintenance Worker** (2 positions)-\$17.96 an hour - FT, Temporary, Seasonal  
**Health Educator - Public Health** - \$28.05 - \$37.95 hr.

[https://www.co.dodge.mn.us/departments/adminstration/employee\\_relations.php](https://www.co.dodge.mn.us/departments/adminstration/employee_relations.php)

**911 Dispatcher:** FT, \$24.71-\$32.28 hr.

[https://www.co.dodge.mn.us/departments/adminstration/employee\\_relations.php](https://www.co.dodge.mn.us/departments/adminstration/employee_relations.php)

## DODGE CENTER

**Kwik Trip:** Assistant Manager, Assistant Food Service Leader [Kwik Trip | Kwik Star](#)

**Aztec's Motorcycle & Auto Detailing:** FT, PT or Temp Auto Detailer [www.indeed.com](http://www.indeed.com)

**Sanson Enterprises:** Laser Cutter, Welder, Powder Coating, Sandblasting, Forming, and Machining positions.  
612 1st Ave NE, Dodge Center | (507) 696-2524 [www.sansonenterprises.com](http://www.sansonenterprises.com)

**Jennie O (Hormel Foods):** FT CDL Truck Driver - Barn Cleanout (\$24 hr.) [www.indeed.com](http://www.indeed.com)

**Airgas:** FT Warehouse Associate, Local Delivery Driver, Branch Manager [www.indeed.com](http://www.indeed.com)

**NovaCare Dentistry:** Front Desk Receptionist/Office administrator \$20 hr.+, Dental Hygienist  
[www.indeed.com](http://www.indeed.com)

**Con-Tech Manufacturing, Inc.:** Welding Supervisor [www.indeed.com](http://www.indeed.com)

**Dollar General:** Sales Associate, FT & PT Lead Sales Associate, Asst. Store Manager [Dollar General](#)

**Fairview Care Center:** LPN/RN (Multiple Positions Open - \$5000 Sign on Bonus), TMA/CNA (Multiple Positions Open - \$3000 Sign on Bonus), CNA (Multiple Positions Open - \$3000 Sign on Bonus), Dietary Aide/Dishwasher (Part Time Evenings) [Welcome to Dodge County, MN](#)

**City of Dodge Center:** Community Development Specialist, Community Development Technician, Aquatic Center Manager 2024 Season, Paid On-Call EMT/Paramedic/EMR, Volunteer Firefighter  
[www.ci.dodgecenter.mn.us](http://www.ci.dodgecenter.mn.us)

**Casey's General Store:** Team Member <https://www.caseys.com/careers>

**McNeilus Truck & Manufacturing:** Various positions with 1<sup>st</sup> & 2<sup>nd</sup> shift options!  
<https://www.mcneiluscompanies.com/contact/> For more information 507-884-1372

**Triton Public Schools:** Agriculture Teacher, Family and Consumer Science Teacher, Middle School Special Education Teacher, Long Term Kindergarten Substitute Teacher, First Grade Teaching 2024-2025, School Counselor - Long Term Sub, Paraprofessional (several), Jr. High Baseball Coach, Middle School Student Council Advisor <https://www.applitrack.com/tritonk12/onlineapp/>

## **WEST CONCORD**

**MN Department of Human Services:** PT Direct Support Professional - Human Services Technician - \$2,500 hiring bonus! Pay: \$20.01 - 26.81/hour <https://mn.gov/dhs/general-public/about-dhs/employment/careers/>

**City of West Concord:** City Administrator, FT EMT, PT Police Officer & Reserve's Police Officer  
[www.westconcordmn.com](http://www.westconcordmn.com)

**Ellingson Companies:** Underground Construction Laborer & Operator, Fabrication Manager, Director of Environmental Health & Safety, Construction Technician/Laborer, Field GIS Technician, Construction Foreman – Rehabilitation and CIPP, Environmental, Health and Safety Supervisor (National) [ellingsoncompanies.com](http://ellingsoncompanies.com)

**Dollar General:** FT & PT Lead Sales Associate, Asst. Store Manager, Sales Associate  
<https://jobs-dollargeneral.icims.com/jobs/intro>

**Casey's General Store:** Team Member <https://www.caseys.com/careers>

## **CLAREMONT**

**Al-Corn Clean Fuel LLC:** Production Supervisor, Plant Operator <https://al-corn.com/employment/>

## **BYRON**

**Early Advantage Development:** Lead Teacher, Asst. Teacher, Kitchen Manager, Kitchen Aide, Teacher's Aide, Helper (14 yrs & above) <https://www.earlyadvantagedcc.com/about-us/join-our-team/>

**Somerby Golf Club:** Grounds Crew, Beverage Cart Attendant/Server, Banquet Server, Server [www.indeed.com](http://www.indeed.com)

**Byron Public Schools:** Guidance Counselor, Career and Technical Education Teacher, High School Math Instructor (FT), Social Studies .833 FTE and Study Skills .167 FTE, Business .33 FTE, Art .33 FTE and Study Skills .33 FTE, Byron Middle School - 6th Grade Teacher, Byron Middle School - English Language Arts, Project Kids Program Assistants, Sub. Teacher, Special Ed Para – Long Term Sub, Special Ed Para, Primary Lunch/Recess Supervisor, Sub Bus Drivers, Byron Middle School Evening Split Shift Custodian, Jr. High Boys Soccer Coach, Girls Soccer Coach, 8th Grade Volleyball Coach, Head Dance Coach, Byron Activities Event Worker  
<https://www.applitrack.com/byronmn/onlineapp>

**Byron Pet Clinic:** Vet Tech \$20-26 hr. (3 yrs. Exp.) [www.indeed.com](http://www.indeed.com)

**DeCook Excavating:** Administrative Assistant, Concrete Laborer, Accounting Manager, Excavation Foreman, Shop Mechanic, Equipment Operators (5+ yrs. experience req.), Excavation Laborers, Driver Class A or B - Seasonal <https://decookexcavating.bamboohr.com/careers>

**Benedictine Madonna Summit:** Resident Asst., Culinary Services Director - Rochester Meadows and Byron Summit <https://www.benedictineliving.org/>

**City of Byron:** Lifeguards/Water Safety Instructor, Seasonal Maintenance Staff – Age 16+, Utility Superintendent <https://www.byronmn.com/employment>

**K & W Enterprise:** PT Custodian, 10 Hrs. Wk./\$150 Wk. [www.indeed.com](http://www.indeed.com)

**YMCA of the North:** Day Camp Oxbow Assistant Counselor - \$14 hr., Day Camp Oxbow Camp Counselors - \$15 hr., Day Camp Oxbow Lead - \$16 hr. at 5731 County Road 105 NW Byron MN [YMCA of the North \(ymcanorth.org\)](http://ymcanorth.org)

**Bear Paw Coffee:** Hiring friendly, energetic Barista's Pick up an application at the shop or email

[BearPawCoffeeByron@hotmail.com](mailto: BearPawCoffeeByron@hotmail.com)

**Wildwood Sports Bar & Grill:** Bowling Attendant, Delivery Driver [www.wildwoodsportsbarandgrill.com](http://www.wildwoodsportsbarandgrill.com)

**Kwik Trip:** Customer - Food Service Coworker, Assistant Food Service Leader [Kwik Trip | Kwik Star](#)

**Ornuu:** Trained Operator [Ornuu Co-operative Limited](#)

**Tilted Tavern:** Servers (21+) <https://www.facebook.com/TTsTiltedTavern>

**Frank N' Steins Restaurant:** Servers & Kitchen Help (Dishwasher 14+) PT Evenings & Weekends – Apply in person Wed-Sunday @ 15 W Frontage Road (Closed Mon & Tue, & Holidays)

<https://www.facebook.com/franksteinsbyronmn/>

**Opportunity Services:** Behavioral Support Specialist \$19 hour w/ benefits [Careers - Opportunity Services \(oppserv.org\)](#)

**Completely Clean:** PT & FT Cleaning Technician \$15-\$18 hr. Mileage reimbursement, supplies provided.

Positions in Byron & Rochester [www.completelycleanmn.com](http://www.completelycleanmn.com)

**Subway:** Asst. Manager, Sandwich Artist [www.indeed.com](http://www.indeed.com)

**Dollar General:** FT & PT Lead Sales Associate, Asst. Store Manager, Sales Associate

<https://jobs-dollargeneral.icims.com/jobs/intro>

**Courtesy Corporation McDonald's:** Shift Manager, Janitorial Maintenance [www.indeed.com](http://www.indeed.com)

**RMS - Road Machinery and Supplies Co.:** Shop Technician, Field Service Technician

<https://rmsequipment.com/>

**Fareway:** Grocery Clerk, Market Clerk [www.fareway.com](http://www.fareway.com)

## **HAYFIELD**

**Hayfield Community Schools:** 1<sup>st</sup> Grade Teacher, Sub Paraprofessional, Sub Teacher, School Aged Child Care Team - SACC Supervisor, Special Education Para

<https://www.applitrack.com/sscschools/onlineapp/jobpostings/view.asp?district=37327>

**Hayfield Window and Door Company:** Customer Success Agent, Night Production Supervisor, Bilingual Production Supervisor, Outside Sales, CDL & Straight Truck Drivers, Receiving Clerk (4 Day Work Weeks for All Positions) <https://hayfieldwindows.com/>

**Fieldcrest Care Center:** Asst. Living Resident Aide, TMA, CNA, RN/LPN **(New Wages & Scholarships)** [Careers - Field Crest Care Center](#)

**Central Farm Service Co.:** Operations (Grain), Operations Specialist - Agronomy

<https://www.cfscoop.com/cfs-careers>

**Dollar General:** FT & PT Lead Sales Associate, Asst. Store Manager, Sales Associate

<https://jobs-dollargeneral.icims.com/jobs/intro>



**WANAMINGO**

**Riverview Services, Inc:** Direct Support Staff, Entry Level Caregiver/DSP, Designated Coordinator

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

**Marcstone:** Production Processor-Order Fulfillment FT from \$20/hr. [www.indeed.com](http://www.indeed.com)

**Reckitt:** Blending Operator, Maintenance Automation Technician (3<sup>rd</sup> Shift), Plant Hygienist, Maintenance Support Tech, Packaging Operator, Compliance Assurance Lead <https://reckitt.com/careers/>

**SE MN**

**SEMCIL** in Rochester is hiring for Full/Part-time **Boundless Team Member**. Provide friendly, knowledgeable, efficient, and timely customer service, assist visitors with all check-in/admission requirements, provide information, and solve problems, complete payment transactions, operate a point-of-sale system, and practice safe handling of cash, credit card, and visitor information. Starting wages: \$14 per hour.

To apply please send your resume & cover letter to: Human Resources at [ashleyt@semcil.org](mailto:ashleyt@semcil.org)




## Trades Readiness Program Training

Serving career seekers and employers throughout Southeast Minnesota

### PROGRAM BENEFITS

- Real-world experience and the opportunity to learn from others in a group setting
- Entry to an in-demand industry
- Foundation to build a lifelong career in a growing field
- Hands-on exposure to trades work-sites and trades work culture
- Preparation for high-wage, family-sustaining, in-demand careers

### Providing resources and support for eligible applicants.

**Course Overview**

The Trades Readiness Certificate was created to provide high quality, apprentice-level content to people interested in construction, to prepare them for careers in the industry. Upon completion of the Trades Readiness Certificate at RCTC, learners will be enabled to work as a productive member of a construction crew and build character and gain confidence to seek employment within the skilled trades.

**Eligibility Criteria**

- Be 18 years or older
- If you are a person of color and/or a woman, you are encouraged to apply
- Have a valid MN driver's license
- Meet at least minimum scores on math and English assessments

\*Eligibility restrictions may apply

**Dates**

- This year-long program can be entered at fall, spring, or summer semester. Classes are Tuesday/Thursday evenings, typically 5:30 - 8:30 p.m.
- If demand is present, this can also be offered as a six-week intensive training M-F, 8-4 p.m.

**Contact**

Julie Brock - 507.421.6487 - [jbrock@wdimm.org](mailto:jbrock@wdimm.org)  
 Stacy Brumfield - 507.252.5159 - [sbrumfield@wdimm.org](mailto:sbrumfield@wdimm.org)  
 Matt Durand - 507.363.6132 - [Matt.Durand@rctc.edu](mailto:Matt.Durand@rctc.edu)



Reach out today to see if you are eligible to enroll in this program for FREE!

The State of Minnesota Department of Employment and Economic Development (DEED) funded (or funded in part) this training through a grant. The grant recipient created this training. DEED does not endorse this publicity or training or make guarantees, warranties, or assurances of any kind, express or implied, regarding the accuracy, completeness, timeliness, usefulness, adequacy, continued availability or ownership of the information herein or elsewhere.

