

Workforce

DEVELOPMENT, INC.
The Workforce Development Board
of Southeast Minnesota

Dodge County Area Jobs

Week of June 24, 2024

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

Friday by Appointment only

*****Due to sewer & utility work; our Kasson office will be closed Wednesday, June 26th. We will still be available by phone 507-512-6205*****

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: Identifying your Skills, Job Applications & Work Portfolios:** June 25, 10:00 AM - 11:00 AM 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. We will also discuss Applications and what to put in a Portfolio (hint: it's not just for artists!)
- **Resume Writing Workshop:** June 26, 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.

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.

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 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 or call: 651.645.0215-Metro or 507.589.8649-Southeast or visit: 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 10am**. 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=MWMvbEx2YVhlaWpnQkdRUIInNcWxUUT09>

Meeting ID: 865 4816 1756

Passcode: 430558

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

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

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

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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

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

DODGE COUNTY

Records Support Specialist-Sheriff's Office: Dodge County is accepting applications for a full-time Records Support Specialist. This position is responsible being the main contact for customers at the counter and assisting office staff with various duties. See Job Description for full list of responsibilities. \$19.05-\$25.34/hr

https://www.co.dodge.mn.us/departments/administration/employee_relations.php

Fairview Care Center Administrator: Dodge County is accepting applications for the Fairview Care Center Administrator position. This position is responsible for the day-to-day functions of the facility in accordance with current federal, state, and local standards, guidelines, and regulations that govern long-term care facilities to assure that the highest degree of quality care can be provided to residents at all times.

https://www.co.dodge.mn.us/departments/administration/employee_relations.php

KASSON/MANTORVILLE

New! Home Instead: Caregivers Needed! Weekdays – (8am to 11am-7pm to 10pm) \$15.30-\$16.80/hr

www.indeed.com

New! Alliance Healthcare: Program Service Coordinator - currently hiring a full-time PCA/CFSS Program Service Coordinator. This a remote position, Monday-Friday, 8:00am-4:00pm, with the possibility of periodic days/projects needed in our Eagan office www.indeed.com

Taher, Inc: Food Service Aide www.indeed.com

Kasson American Legion Post 333: General Manager 25-30 hours/wk www.indeed.com

City of Mantorville: Deputy City Clerk - utility billing, clerical support, receptionist, issuing licenses and permits, updating of the City website and cable channels, accounts payable, accounts receivable and other duties as needed. FT \$19/hr www.indeed.com

City of Kasson: Circulation Technician – Kasson Public Library, FT Police Officer www.cityofkasson.com

Arrow Building Center: Kitchen & Bath Designer, Outside Sales Rep. salary + commission www.indeed.com

Sevita (REM): Direct Care Staff \$17.33 - \$19.33 an hour - Full-time, Program Supervisor 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

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

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.

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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: ALC Summer School Coordinator, ALC Teacher, Physical Ed Teacher, Transition Teacher, Special Education Teacher (setting IV), SUN Teacher @ Futures/Choices program, School Psychologist, Speech Language Pathologist www.zumbroed.org

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

Kwik Trip: Asst. Manager [Kwik Trip](#) | [Kwik Star](#)

Prairie Meadows Senior Living: 3rd shift Resident Assistant, Cook; FT or PT 11am-7pm or 6am-2pm www.jaybirdseniorliving.com

River City Lawnscape Inc.: Technician-Landscape install, maintenance, mowing, irrigation www.indeed.com

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

Subway: Sandwich Artist www.indeed.com

Kasson-Mantorville School District: Gymnastics Instructor for Community Ed, AFS Advisor, Art Club Advisor, HOSA Advisor, Media Club Advisor, Kindergarten Teacher (Long Term Sub), Industrial Tech Teacher HS, District/HS/MS Special Ed Teacher, Elementary Teachers, HS Art Educator, 8th grade Math Teacher, PE/Health ES/MS, LPN or RN Building Nurse, Bus Driver, Child Care Aide, Child Care Lead Teacher, School Readiness Para. Kasson-Mantorville.com

Burger King: Assistant Manager, Crew Member <https://careers.bk.com/>

Opportunity Services: Direct Support Professional – FT \$18-\$20/hr. www.indeed.com

NOW HIRING

CARDINAL
of MINNESOTA

*Direct
Support
Professionals*
in
Mantorville

Wages
Starting
at
\$18/hr

FT DAY, PM OR OVERNIGHT SHIFTS AVAILABLE

SCAN THE
QR CODE TO
LEARN MORE!

UP TO \$1,000
RETENTION
BONUS!

WWW.CARDINALOFMINNESOTA.COM

DODGE CENTER

New! Fastenal: Customer Site Warehouse Support – FT Monday-Friday www.indeed.com

SOMINN Machinery Sales: Maintenance Technician \$19-24/hr www.indeed.com

Welsh Equipment, Inc.: Diesel Technician/Truck Mechanic <https://www.welshequipment.com/careers>

Hodgman Drainage Co: Estimator/Project Manager, Directional Drill Operator, Heavy Equipment Operator, Surveyor/Staker <https://hodgmandrainage.com/employment/>

Kwik Trip: Customer-Food Service [Kwik Trip | Kwik Star](#)

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

Jennie O (Hormel Foods): FT CDL Truck Driver, Barn Cleanout (\$24 hr.) www.indeed.com

Con-Tech Manufacturing, Inc.: PT Administrative Support, Purchasing/Buyer, Welder, Nesting/Programmer <https://www.ctmmixers.com/careers>

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

Fairview Care Center: Charge RN, 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), Maintenance Asst. [Welcome to Dodge County, MN](#)

City of Dodge Center: Maintenance Worker, Aquatic Center Manager 2024 Season, Paid On-Call EMT/Paramedic/EMR, Volunteer Firefighter www.ci.dodgecenter.mn.us

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

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

Triton Public Schools: MS Student Council Advisor, MS Yearbook Advisor, Link Crew Advisor, K-5 Special Ed Teacher, Business Ed Teacher, Family and Consumer Science Teacher, Behavior Specialist, Speech Language Pathologist, Paraprofessional <https://www.applitrack.com/tritonk12/onlineapp/>

WEST CONCORD

Jennie-O Turkey Store: FT Double Breeder Flock Specialist www.indeed.com

City of West Concord: FT EMT, PT Police Officer & Reserve's Police Officer www.westconcordmn.com

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

Ellingson Companies: Project Manager, Construction Laborer, Experienced Fabricator, Director of Environmental Health & Safety, Construction Foreman – Rehabilitation and CIPP, Environmental, Health and Safety Supervisor (National), Underground Construction Laborer & Operator ellingsoncompanies.com

CLAREMONT

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

BYRON

New! Anytime Fitness: PT Evening Club Cleaner www.indeed.com

First Alliance Credit Union: Lending Advisor – Contact Center \$17.09-\$25.63/hr

<https://www.comeet.com/jobs/firstalliancecreditunion>

Taher: Food Service Aide Monday-Friday www.indeed.com

Atlas Toyota Material Handling, LLC: Parts Driver, Field Service Technician www.indeed.com

On Site Companies: Route Delivery Driver (Sanitation Technician)

https://onsiteco.com/resources/careers/?job_location_spec=rochester

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, Banquet Server/Bartender/Tray Carrier/Set up, Server, Server Asst., Beverage Cart <https://members.somerby.com/contact-us/careers>

Byron Public Schools: Girls Soccer Coach, JH Wrestling Coach, JH Boys Basketball Coach, Asst Dance Coach, 8th Grade Football Coach, PK Program Asst (summer), Behavior Support Specialist, Mentorship Instructor, 3rd Grade Substitute (long term), Student Summer Grounds Asst, MS Art Teacher, Community Ed Receptionist (afternoon), Primary Lunch/Recess Supervisor, Substitute Bus Drivers

<https://www.applitrack.com/byronmn/onlineapp>

DeCook Excavating: Concrete Finisher, Equipment Operators, Excavation Foreman, Project Coordinator, Shop Mechanic, Aggregate Estimator <https://decookexcavating.bamboohr.com/careers>

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

City of Byron: Lifeguards/Water Safety Instructor <https://www.byronmn.com/employment>

Wildwood Sports Bar & Grill: Bowling Attendant, Delivery Driver www.wildwoodsportsbarandgrill.com

Kwik Trip: Customer - Food Service Coworker <https://jobs.kwiktrip.com/us>

Subway: Asst. Manager/Supervisor, Sandwich Artist www.indeed.com

Ornua: Lab Technician, Production Associate (1st Shift) Ornua Co-operative Limited

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

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

Courtesy Corporation McDonald's: Restaurant Crew Member, Shift Manager, Janitorial Maintenance

<https://jobs.mchire.com>

Elias Construction: Experienced Lead Carpenter - Please send your resume to info@eliasconstructionllc.com

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 \(oppserv.org\)](http://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

HAYFIELD

Hayfield Community Schools: Asst. Football Coach, C-Squad VB Coach, 1st Grade Teacher, Elementary Admin Asst., Sub Paraprofessional, Sub Teacher, Special Ed Para

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

Hayfield Window and Door Company: Loader, Purchasing Manager, Assembly, Day & Night Production Supervisor, Bilingual Production Supervisor, CDL Truck Drivers *4 Day Work Weeks for All Positions*

<https://hayfieldwindows.com/>

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

Central Farm Service Co.: Grain Operations, Feed Ops Asst/Driver (2nd Shift), CDL Driver (Feed), 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

Marcstone: Production Worker from \$20/hr. www.indeed.com

Reckitt: Finance Analyst, Reliability Engineer, Quality Control Line Technician, Reliability Tech, Indirect Material Coordinator, Maintenance Support Tech, Packaging Operator, Packaging Premium Operator, Technical Services Assoc. Manager <https://reckitt.com/careers/>



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

Reach out today!

Roads to Careers: CDL TRAINING



FUNDING STREAM DESCRIPTION

Grant Opportunities

This grant may be used to pay for Commercial Drivers License (CDL) training for qualifying individuals in our 10-county service area.

Credentials that qualify under this funding stream are:

- CDL Class A
- Class B
- Hazmat Endorsement
- Tanker Endorsement
- School Bus Endorsement

The Career Planner will also provide career readiness services including resume preparation and interview coaching.

Current Training Providers:

Rochester Community & Technical College (RCTC)
Riverland Community College
Southeast Tech
South Central Tech
160 Driving Academy in Rochester/Mpls
Interstate Truck Driving School – South St. Paul

Requirements

- Reading level equivalent to 4th grade & math equivalent to 6th grade.
- Must be able to pass a drug screen at the time of an offer of employment
- Provide proof of a valid driver's license with clean driving record

Additionally:

- Programs must serve adults at least 18 years old, not enrolled in any K-12 school, who face multiple barriers to employment, and who need enhanced educational and supportive services to be successful in securing long-term family sustaining wages
- Must qualify in one of the following areas:
 - Individuals of color
 - Individuals lacking stable housing
 - Individuals with a criminal record
 - Individuals without a high school diploma or equivalent
 - Individuals with disabilities
 - Individuals who have been unemployed for 26 or more of the past 52 weeks
 - Individuals with limited English or math proficiency
 - Individuals at or below 200% of the Federal Poverty Guideline

Class Information

Class dates will vary by training provider.

STAY CONNECTED



SEMNWorkforce



@Workforce_Dev



Workforce Development, Inc.



semnworkforce



Workforce Development, Inc.



hello@wdimn.org

CONTACT



Tara Behr
Grants Coordinator
tbehr@wdimn.org
507.280.3582

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.

Roads to Careers: MANUFACTURING



FUNDING STREAM DESCRIPTION

Grant Opportunities

This grant may be used to pay for manufacturing related training for qualifying individuals in our 10-county service area.

Credentials that qualify under this funding stream are:

- Low Pressure Boiler Certification
- High Pressure Boiler Certification
- OSHA 10 Certification
- OSHA 30 Certification
- Accelerated Welding
- Forklift Training

The Career Planner will also provide career readiness services including resume preparation and interview coaching.

Current Training Providers:

Rochester Community & Technical College (RCTC)
Riverland Community College
Southeast Tech
South Central Tech

STAY CONNECTED



SEMNWorkforce



@Workforce_Dev



Workforce Development, Inc.



semnworkforce



Workforce Development, Inc.



hello@wdimn.org

CONTACT



Tara Behr
Grants Coordinator
tbeh@wdimn.org
507.280.3582

Requirements

- Reading level equivalent to 4th grade & math equivalent to 6th grade.

Additionally:

- Programs must serve adults at least 18 years old, not enrolled in any K-12 school, who face multiple barriers to employment, and who need enhanced educational and supportive services to be successful in securing long-term family sustaining wages
- Must qualify in one of the following areas:
 - Individuals of color
 - Individuals lacking stable housing
 - Individuals with a criminal record
 - Individuals without a high school diploma or equivalent
 - Individuals with disabilities
 - Individuals who have been unemployed for 26 or more of the past 52 weeks
 - Individuals with limited English or math proficiency
 - Individuals at or below 200% of the Federal Poverty Guideline

Class Information

Class dates will vary by training provider.

The State of Minnesota's Department of Employment and Economic Development (DEED) funded the training through a grant. The grant recipient created this training. DEED does not endorse this provider or training or make guarantees, as an officer, an associate or any kind, degree or degree regarding the industry, employment, earnings, cost of training, although, mentioned availability or membership of the individual(s) herein or elsewhere.

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JOIN OUR DODGE CENTER TEAM

524 East Highway St.,
Dodge Center, MN

Why McNeilus?

- Competitive benefits package
- Limited-time bonus
- Off-shift premium
- Advancement opportunities
- People-first culture

McNeilus

HIRING EVENT

Wednesday, June 26
3:00 p.m. - 7:00 p.m.

NOW HIRING FOR 1ST & 2ND SHIFTS:

- Industrial Painters
- Welders
- Machine Operators
- Assemblers (1st shift only)

RSVP HERE

