

Workforce

DEVELOPMENT, INC.

The Workforce Development Board
of Southeast Minnesota

Dodge County Area Jobs

Week of October 28, 2024

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

****Friday by Appointment only****

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 and Work Portfolios:** [October 29, 10:00 - 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.
- **Resume Writing Workshop:** [October 30, 1:00 – 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

*Reasonable accommodations for people with disabilities provided, upon request, by calling 507.292.5152 or by using your preferred relay service.
Workforce Development, Inc. is an Equal Opportunity Employer/Program Provider and a proud partner of the American Job Center Network.*

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=MWMvbEx2YVhlaWpnQkdRUlNncWxUUT09>

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.

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/>

KASSON/MANTORVILLE

A. Spaeth CPA, LLC: Tax Associate FT - seeking a detail-oriented and motivated Tax Associate to join our team. The ideal candidate will have a strong background in accounting and tax preparation, with the ability to analyze financial data www.indeed.com

Hubbell House: Server/Waiter www.indeed.com

LD Sales LLC: Logistics/Packaging Specialist FT \$20/hr. www.indeed.com

Dodge County Independent: Administrative Asst. 15-30 hours/wk. Send resume to accountingdci@kmtel.com

SEMCAC: Head Start Toddler Teacher, Substitute Bus Driver <https://www.semCAC.org/employment/>

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

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

Cleary Building Corp.: Post Frame Construction Crew \$18-\$30 hr., Construction Foreman \$40 hr., Subcontract Construction Crew, Carpintero, Capataz (Foreman) de Construccion de Edificios. Apply In person or www.indeed.com

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

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

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. \(aaelectricunderground.com\)](#) or call 507-634-7453.

ZED - Zumbro Education District: LTS ECSE Intervention Teacher, ALC Teacher, Substitute Teacher (on call as needed), Transition Teacher www.zumbroed.org

Prairie Meadows Senior Living: Housekeeper, Resident Asst. www.jaybirdseniorliving.com

Kasson-Mantorville School District: Gymnastics Instructor for Community Ed, AFS Advisor, Art Club Advisor, HOSA Advisor, Media Club Advisor, 5th grade Science Teacher, English Language Learner Para, Childcare Aide, Childcare Lead Teacher, Early Childhood Para., School Readiness Para. Kasson-Mantorville.com

Subway: Multi-Unit Manager, Sandwich Artist www.indeed.com

Alerus Financial: Retirement Account Administrator/FT www.indeed.com

Dodge County

Facilities and Fleet Manager: This position is responsible for directing staff, professional and contracted services to maintain county owned building facilities, grounds, and fleet. Ensures that facilities and fleet are properly equipped, maintained and safe to perform the functions for the organization. High School Diploma or equivalent (G.E.D.) or an equivalent combination of education and experience. Building Utilities Maintenance vocational training and 5 years' experience preferred. Credentials, Licenses, or Designations: Class C or higher Boilers License preferred; Special Engineer Boilers License required. Valid Minnesota Driver's License.
<https://www.co.dodge.mn.us/departments/adminstration>

MN Prairie County Alliance

Eligibility Worker (LTC/Bank Team): Eligibility Worker performs intermediate administrative and technical work evaluating and explaining program benefit and eligibility requirements to applicants and clients, processing applications and recertification, according to county, state and federal policies, statutes and guidelines, and related work as apparent or assigned. Work is performed under the limited supervision of the Income and Health Care Assistance Supervisor. <https://www.mnprairie.gov/Jobs.aspx>

Finance Manager: Oversee and manage the financial operations and staff. They will be responsible for day-to-day financial operations and long-term financial goals of the agency's \$22 million annual budget and greater than \$5 million reserves. Performs complex professional work developing and maintaining systems of internal controls that safeguard MNPrairie assets, developing and monitoring budgets, assuring timely and accurate financial reporting to the Joint Powers Board (JPB) and regulatory agencies, analyzing financial results, reviewing and influencing contract negotiations and requests for proposals, managing cash and investments greater than \$1 million, and related work as apparent or assigned. <https://www.mnprairie.gov/Jobs.aspx>

Human Resources Manager: oversee and manage the human resources functions and staff. They will oversee compliance, policies, procedures to assure adherence to laws, rules and regulations. The HR Manager will be responsible for all MNPrairie's talent acquisition; benefits administration, performance management; classification and compensation programs; collective bargaining; labor relations; safety program including worker's compensation; training and staff development activities; and related work as apparent or assigned. <https://www.mnprairie.gov/Jobs.aspx>

DODGE CENTER

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

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

Freerksen Trucking, Inc.: Diesel Truck Shop Manager www.indeed.com

Lloyd Management: Site Manager for 2 multi-family housing units www.indeed.com

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

Sanson Enterprises: Laser Cutter, Welder, Powder Coating, Sandblasting, Forming, and Machining positions
(507) 696-2524 www.sansonenterprises.com

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

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

Con-Tech Manufacturing, Inc.: Accountant, Accounting Administrative Asst. (PT), Refuse Parts Sales, Refuse Parts Sales Manager, Purchasing/Buyer, Welder, Nesting/Programmer, Marketing Generalist
<https://www.ctmmixers.com/careers>

City of Dodge Center: Paid On-Call EMT/Paramedic/EMR, Volunteer Firefighter www.ci.dodgecenter.mn.us

Fairview Care Center: Dietary Aide/Dishwasher, Dietary Cook, Charge RN, LPN/RN, TMA/CNA, CNA – Multiple Positions open [Welcome to Dodge County, MN](#)

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

Triton Public Schools: Jr High Volleyball Coach, 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

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

Casey's: Team Member <https://recruiting.adp.com/srccar/public/>

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

Ellingson Companies: Construction Laborer, Experienced Fabricator, Directional Drilling-Laborers & Operators, Underground Construction Laborer & Operator ellingsoncompanies.com

CLAREMONT

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

BYRON

Culligan: Service Manager/Service Technician – FT, \$23-\$40/hr. www.indeed.com

First Security Bank: Lending Support, FT \$21-\$25/hr., Customer Service Representative www.indeed.com

Anytime Fitness: FT Club Sales Manager www.indeed.com

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

Home Improvement Professionals: Insulation Installer, Waterproofing Specialist, \$16-\$18/hr.
www.indeed.com

RMS Co.: Service Administrator, Shop Technician, Field Service Technician www.indeed.com

First Alliance Credit Union: Member Experience Advisor II, E-Member Experience Lead – FT \$25.34/hr., Ask Advisor, Bilingual Ask Advisor – FT \$15.34-\$23.01 www.indeed.com

Taylor Print Impressions: Customer Service Account Rep, 3rd Shift Production Assembly
<https://taylor.wd1.myworkdayjobs.com/en-US/>

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

Byron Public Schools: JH Boys Basketball Coach, Asst. Varsity Wrestling Coach, Asst. Trap Shooting Coach, PK Program Asst., MS Choir, Piano Accompanist, Special Ed Para, 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>

Ornua: Director of Environmental/Health & Safety, Lab Technician, Production Associate Ornua Co-operative Limited

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

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

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 <https://jobs.mchire.com>

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Frank N Steins: PT Nights & Weekends Servers, Apply within Wednesday-Sunday with Tracy
Opportunity Services: Behavioral Support Specialist \$19 hour w/ benefits [Careers - Opportunity Services \(oppserv.org\)](#)

HAYFIELD

Hayfield Community Schools: Jr. High VB Coach, C-Squad VB Coach, Sub Paraprofessional, Sub Teacher, Special Ed Para, Elem./HS Para.

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

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

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

Hayfield Window and Door Company: Accounting Clerk, Loader, Customer Success Agent, Production Supervisor, Night Production Supervisor, Assembly, CDL Truck Driver, Outside Sales, Purchasing and Inventory Coordinator *4 Day Work Weeks for All Positions* <https://hayfieldwindows.com/>

Fieldcrest Care Center: PT Dietary Aide, Activities Asst., 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>

WANAMINGO

Riverview Services, Inc: Direct Support Staff, Entry Level Caregiver/DSP www.indeed.com

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

Reckitt: Maintenance Support Tech, Packaging Supervisor, Operations Specialist, Maintenance Support Technician, Compliance Assurance Lead, Packaging Operator <https://reckitt.com/careers/>