

# Workforce

DEVELOPMENT, INC.

The Workforce Development Board  
of Southeast Minnesota

## Dodge County Area Jobs

Week of November 18, 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: Job Search Over 50:** [November 19, 10:00 - 11:00 AM](#) This workshop focuses on practical, proven advice for workers over 50 looking to resume an established career or try something brand new! We'll discuss how resumes and interviewing techniques have changed recently, mistakes that can trip up older workers and how recent global events have actually made mature workers highly valuable.
- **Interview Skills Workshop:** [November 20, 1:00 – 2:30 PM](#) Through this workshop, we will help you approach your next interview with increased confidence, learn how to answer challenging interview questions, gain frameworks to structure your thoughts and answers to common questions, and develop tools and techniques to both prepare for and follow-up after the interview.
- **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](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

*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](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 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](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**

**City of Mantorville:** Deputy City Clerk - utility billing, clerical support, receptionist, issuing licenses and permits, updating of the City website, accounts payable, accounts receivable [www.indeed.com](http://www.indeed.com)

**StableFeed:** Office Manager, PT/20 hrs per wk [www.indeed.com](http://www.indeed.com)

**Napa Auto Parts:** Counter Sales Professional [www.indeed.com](http://www.indeed.com)

**Lifetime Eye Care:** Front Desk Receptionist/Office Asst. [www.indeed.com](http://www.indeed.com)

**Jimmy's Pizza:** PT Pizza Delivery Driver \$18-\$24/hr. [www.indeed.com](http://www.indeed.com)

**A. Spaeth CPA, LLC:** Tax Accountant - 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](http://www.indeed.com)

**Accentra Credit Union:** Part time Teller, Mon-Fri. From \$15/hr. [www.indeed.com](http://www.indeed.com)

**Creative Stars Academy:** Asst. Childcare Director \$24/hr. [www.indeed.com](http://www.indeed.com)

**LD Sales LLC:** Women's Fashion Live Streamer, Logistics/Packaging Specialist FT \$20/hr. [www.indeed.com](http://www.indeed.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](http://www.indeed.com)

**Opportunity Services:** Job Coach, Direct Support Professional – FT \$18-\$20/hr. [www.indeed.com](http://www.indeed.com)

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

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

**Kwik Trip:** Asst. Manager [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. \(aaelectricunderground.com\)](http://www.aaelectricunderground.com) or call 507-634-7453.

**ZED - Zumbro Education District:** ALC Paraprofessional, ALC Teacher, Special Ed Teacher (6-12), Substitute Teacher (on call as needed), Transition Teacher [www.zumbroed.org](http://www.zumbroed.org)

**Prairie Meadows Senior Living:** Housekeeper, Resident Asst. [www.jaybirdseniorliving.com](http://www.jaybirdseniorliving.com)

**Kasson-Mantorville School District:** Gymnastics Instructor for Community Ed, AFS Advisor, Art Club Advisor, HOSA Advisor, Media Club Advisor, 5<sup>th</sup> grade Science Teacher, Childcare Aide, Childcare Lead Teacher, Early Childhood Para., School Readiness Para. [Kasson-Mantorville.com](http://www.kasson-mantorville.com)

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

**Alerus Financial:** Retirement Account Administrator [www.indeed.com](http://www.indeed.com)

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

**Casey's General Store:** Team Member [www.indeed.com](http://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>

### **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/>

**Lloyd Management:** Site Manager for 2 multi-family housing units \$19-\$23/hr. [www.indeed.com](http://www.indeed.com)

**Kwik Trip:** Assistant Manager [Kwik Trip | Kwik Star](#)

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

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

**Con-Tech Manufacturing, Inc.:** Accountant/Bookkeeper, Refuse Parts Sales, Refuse Parts Sales Manager,  
Purchasing/Buyer, Welder, Nesting/Programmer, Marketing Generalist, Assembly Supervisor  
<https://www.ctmmixers.com/careers>

**City of Dodge Center:** Paid On-Call EMT/Paramedic/EMR, Volunteer Firefighter [www.ci.dodgecenter.mn.us](http://www.ci.dodgecenter.mn.us)

**Fairview Care Center:** Activity Aide, Housekeeping Aide, 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 1<sup>st</sup> & 2<sup>nd</sup> 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/>

**Casey's General Stores:** Team Member [www.indeed.com](http://www.indeed.com)

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

### **WEST CONCORD**

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

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

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

**Ellingson Companies:** Directional Drilling-Laborers & Operators, Construction Laborer, Underground  
Construction Laborer & Operator, Senior Staff Accountant [ellingsoncompanies.com](http://ellingsoncompanies.com)

### **CLAREMONT**

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

### **BYRON**

**O'Reilly Auto Parts:** Delivery Specialist, Parts Specialist [www.indeed.com](http://www.indeed.com)

**Culligan:** Route Driver FT/\$20 hr., Service Tech Manager FT/\$25-\$40 hr. [www.indeed.com](http://www.indeed.com)

**Fareway Stores Inc.:** PT Grocery Clerk, Market Clerk [www.indeed.com](http://www.indeed.com)

**Byron Pet Clinic:** Veterinary Technician - \$20-\$26/hr. [www.indeed.com](http://www.indeed.com)

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**First Security Bank:** Customer Service Representative [www.indeed.com](http://www.indeed.com)

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

**RMS Co.:** Service Administrator, Shop Technician, Field Service Technician [www.indeed.com](http://www.indeed.com)

**First Alliance Credit Union:** Branch Manager, 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](http://www.indeed.com)

**Taylor Print Impressions:** Outsource/Services/Buyer, Customer Service Account Rep., Press/Print Operating Technician <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:** Daycare Monitor, 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:** Event Worker, Asst. Speech Coach, PK Program Asst., Piano Accompanist, Special Ed Para, Special Ed Teacher, 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 [Ornua Co-operative Limited](http://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](http://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>

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

## HAYFIELD

**Hayfield Community Schools:** Sub Paraprofessional, Sub Teacher

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

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

**Hayfield Window and Door Company:** Loader, Customer Service, Production Supervisor, Night Production Supervisor, Assembly, Service and Warranty Specialist, Outside Sales, Service Technician

\*4 Day Work Weeks for All Positions\* <https://hayfieldwindows.com/>

**Fieldcrest Care Center:** Activities Asst., TMA, CNA, RN/LPN [Careers - Field Crest Care Center](http://Careers - Field Crest Care Center)

**Central Farm Service Co.:** Grain Operations, Feed Ops Asst/Driver (2<sup>nd</sup> Shift), Operations Specialist - Agronomy  
<https://www.cfscoop.com/cfs-careers>

## WANAMINGO

**Riverview Services, Inc:** Direct Support Staff, Entry Level Caregiver/DSP [www.indeed.com](http://www.indeed.com)

**Marcstone:** Production Worker from \$22-\$24/hr. [www.indeed.com](http://www.indeed.com)

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