

Workforce

DEVELOPMENT, INC.

The Workforce Development Board
of Southeast Minnesota

Dodge County Area Jobs

Week of December 16, 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: Tools of the Job Hunting Trade (Resumes):** [December 17, 10:00 - 11:00 AM](#) Is your resume getting you interviews? Are you targeting your resume to the job posting before you click submit? If not, this session will help you to understand why targeting your resume is so important and how to do it. We will discuss formatting, Applicant Tracking Software, accomplishment statements, and touch on cover letters too.
- **Interview Skills Workshop:** [December 18, 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 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=MWMvbEx2YVhlaWpnQkdRUINncWxUUT09>

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/>



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Area Job Openings

KASSON/MANTORVILLE

LD Sales LLC: Logistics/Packaging Specialist – FT \$20/hr., Women’s Fashion Live Streamer – FT \$25-\$40/hr.
www.indeed.com

Alerus Financial: Retirement Account Administrator, Call Center Specialist www.indeed.com

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

Jimmy’s Pizza: Pizza Delivery Driver www.indeed.com

A. Spaeth CPA, LLC: Front Desk Receptionist/FT \$18-\$20, 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

Creative Stars Academy: Asst. Childcare Director \$24/hr., Infant/Toddler/Preschool Teacher www.indeed.com

SEMCAAC: 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, Sales Professional, Carpintero, Capataz (Foreman) de Construccion de Edificios. Apply In person or www.indeed.com

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

Kwik Trip: Asst. Manager, Asst. Food Service Manager Kwik Trip | Kwik Star

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

Prairie Meadows Senior Living: 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, Music Teacher, 8th grade Math Teacher, Childcare Aide, Childcare Lead Teacher, Early Childhood Para., School Readiness Para. Kasson-Mantorville.com

Casey’s General Store: Team Member www.indeed.com

Burger King: Assistant Manager, Team Member www.indeed.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.

DODGE COUNTY

Engineering Technician – Highway: Dodge County is accepting applications for a full-time Engineering Technician. This position performs routine engineering, survey, and maintenance activities according to specific instructions and project requirements. \$32.44 - \$39.92 (depending on qualifications)
https://www.co.dodge.mn.us/departments/adminstration/employee_relations.php

DODGE CENTER

Welsh Equipment, Inc.: Welder <https://www.welshequipment.com/careers>

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Freerksen Trucking, Inc.: Grounds Maintenance, Wash Bay Technician www.indeed.com

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

Subway: Manager www.indeed.com

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

Kwik Trip: Assistant Manager, 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

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, Assembly Supervisor <https://www.ctmmixers.com/careers>

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 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/>

Casey's General Stores: Team Member www.indeed.com

WEST CONCORD

City of West Concord: Ice Rink Attendant, 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: Directional Drilling-Laborers & Operators, Construction Laborer, Underground
Construction Laborer & Operator, Senior Staff Accountant ellingsoncompanies.com

CLAREMONT

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

BYRON

O'Reilly Auto Parts: Delivery Specialist, Field Service Technician, Parts Specialist, Retail Service Specialist
www.indeed.com

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

Culligan: Route Driver FT/\$20 hr., Service Tech Manager FT/\$25-\$40 hr. www.indeed.com

Fareway Stores Inc.: Grocery Clerk, Market Clerk www.indeed.com

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

RMS Co.: Shop Technician, Field Service Technician 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

Ornua: Office Administrator, Production Associate [Ornua Co-operative Limited](#)

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Kodak: Maintenance Technician \$26-\$31/hr. www.indeed.com

Taylor Print Impressions: Customer Service Account Rep., Press/Print Operating Technician, Print Sales Account Executive <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, Banquet Server/Bartender, Server, Food Runner, <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>

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, Dayside Crew, Janitorial Maintenance, 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

WANAMINGO

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

Marcstone: Production Worker from \$22-\$24/hr. www.indeed.com

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