

Career Connections Job Packet



Career Connection Recruiters

Kelly Services

608-752-7558

Furst Staffing

608-745-7100

QPS Employment Group

608-325-4690

Manpower

608-754-8148

Aerotek

608-240-3110

January 21, 2022

ADMINISTRATIVE ASSISTANT Looking for highly motivated individual to perform clerical duties Monday through Friday. Full time with benefits. Must have bookkeeping experience, marketing and solid computer skills. Send resume to Rainbow Childcare at 2709 6th St. Monroe, WI. 53566 or email kris.h@rainbowmonroe.com. Resume deadline January 24,2022
EOE

LOOKING FOR a caregiver. If interested call 608-426-2452.

OFFICE MANAGER POSITION: Fleet Support Services, Inc. at the Monroe airport is seeking applications for a full-time office manager. This position requires previous experience with QuickBooks business accounting, payroll and use of Microsoft Office. Please call 608-329-6661.

PACKAGING TEAM New Glarus Brewing Company has openings for permanent full time production positions in our packaging department. These positions are 2nd shift commitments. We are looking for dynamic individuals who enjoy working in a friendly fast paced environment. Must be 18 years or older and able to lift 50lb repetitively. Starting pay is \$22/hour or more depending on experience. New Glarus Brewing Company is a stable business that offers fully paid medical insurance, 401K, paid vacation, profit-sharing, employee ownership, and a friendly and clean work environment. Applications available at www.newglarusbrewing.com. Please forward your applications to: info@newglarusbrewing.com or mail to: New Glarus Brewing Company PO Box 759 New Glarus, WI 53574 No Phone Calls Please

PART-TIME MILKER in Monroe. Call 608-214-1650.

PRODUCTION LEAD \$19.00/hr to start. Great time to join a fast growing food ingredients manufacturer. Lead or supervisory experience desired. Call 815-315-0099 and leave a number with best time to call for phone interview.

MONROE FURNITURE CENTER is in search of hard working, dependable person to fill available warehouse position. Competitive wages, good benefit package. Pick up application at the store or send resume to Monroe Furniture Center.

GREEN COUNTY JOB OPPORTUNITIES



CCS Service Director (Supervisor)

Salary

\$66,206.40 - \$73,299.20 Annually

Location

Monroe, WI

Job Type

Full-Time

Department

Human Services

Job Number

2021-00065

Description/Summary

This full-time Program Supervisor for the Comprehensive Community Services (CCS) Program requires an MSW or closely related degree and at least 3000 hours of supervised clinical experience working with individuals with a mental illness in a community setting. Supervisory experience required. Appropriate state license for mental health professional or approved provider status.

Essential Duties and Responsibilities**PROVISION OF DIRECT CLINICAL SERVICES:**

1. Screen and admit consumers to CCS, conduct clinical assessment and evaluations and establish and coordinate treatment plans for consumers in the program.
2. Provide client centered recovery treatment to CCS consumers on an individual, group and/or family basis.
3. Develop and coordinate resources to meet specific consumer needs.
4. Provide crisis intervention/assessment/management services to assist crisis workers. Crisis services are provided by DHS 34 certified programs.
5. Consult with recovery team and provide input to the development, implementation, and evaluation and revision of service plans.
6. Document consumer's initial evaluation, recovery plans and progress to maintain a permanent record of client activity according to the established CCS best practice model.
7. Provide supervision to all staff including contract workers, county employees at the main and branch office to meet DHS 36 requirements.

INTERAGENCY COORDINATION OF SERVICES:

1. Direct interagency coordination of the total community treatment for consumers for whom the CCS is providing case management (sheltered workshops, county nurses, social service agencies, Social Security Administration, DVR, Medical Assistance, pharmacies, hospital, clinics, schools, other treatment providers etc.)

2. Community service outreach/teaching to agencies and individuals whose decisions affect the life course of the clients with mental illness and/or substance use disorders (e.g. other agencies, landlords, employers, family members, school, hospital, NAMI, etc.).
3. Courtroom testimony on the community treatment of person with mental illness and/or substance use disorder.
4. Coordinate with psychiatric inpatient units to ensure continuity of treatment during the consumer's inpatient care and to direct discharge planning.

CLINICAL SUPERVISION OF PROGRAM:

1. Oversee client centered recovery based treatment of all CCS consumers.
2. Train staff, model clinical skills with consumers to assure understanding of client centered treatment.
3. Teach principles of coordination of care and continuity of treatment.
4. Consult with CCS staff and other county providers to provide clinical expertise, technical assistance and administrative guidance on community treatment of consumers with mental illness and/or substance use disorders.
5. Oversee CCS staff's development and implementation of all consumer recovery plans.
6. Coordinate CCS schedule with psychiatrist providing treatment for CCS consumers and consult with psychiatrist and coordinate the recommended treatment of consumers.
7. Facilitate clinical staff meeting and consultation with other providers.
8. Meet on a regular basis with unit staff for clinical supervision and review of CCS case loads.

ADMINISTRATIVE:

1. Responsibility for program development of the Comprehensive Community Services program for consumers with mental illness and/or substance use disorders including development of a full array of community services that provide client centered recovery based treatment.
2. Assist in the development of and assume responsibility for the budget for the CCS program.
3. Fulfill State Office of Division of Care and Treatment (DCTS) and the Department of Quality Assurance (DQA) requirements for the CCS program including program standards, quality assurance, reporting requirements for state funding, monitoring reports, etc.
4. Provide program staff supervision to meet the requirements of DHS 3:11.
5. Participate in unit/agency meetings.
6. Develop policies and working agreements (MOU's) with other service providers regarding services to CCS clients (e.g. nurses, DVR, pharmacies, other providers, clinics).
7. Provide information and speak to Green County Human Services board/committees regarding CCS issues as necessary.
8. Organization and scheduling of interdisciplinary team for optimal community treatment.
9. Assist in developing job descriptions and hiring of CCS staff.
10. Write grants for Comprehensive Community Services funds as available.
11. Other duties as assigned.

Qualifications

Position requires an MSW or closely related degree and at least 3000 hours of supervised clinical experience working with individuals with a mental illness in a community setting. Supervisory experience required. Appropriate state license for mental health professional or approved provider status.

In addition, the successful candidate must possess knowledge of:

- Principles of client centered recovery community treatment of persons with mental illness and/or substance use disorders.
- The progression of mental illness and its disabling effects.
- County and state agencies providing services to consumers with mental illness and/or substance use disorders and the methods of directing clients to services.
- Clinical skills required for treatment and the application of these skills.
- Clinical psychotherapy treatment on an individual, group and/or family basis.
- Crisis intervention/assessment/management techniques. Crisis services are provided by DHS 34 certified programs.
- Interdisciplinary teamwork.
- Record keeping systems to document client centered treatment, service plans and consumer progress.
- County, state and federal mandates for CCS consumers.
- County and state budgetary structures.
- Program funding needs and MA billing requirements.
- Grant construction and formulation.
- Principles involved in supervision of CCS staff.
- Knowledge of client centered and recovery treatment and resources needed for consumers with mental illness and/or substance use disorders.
- Techniques in evaluating effectiveness of program.
- Written and oral skills.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS.

Language Ability and Interpersonal Communication

- Ability to interpret and comprehend a variety of documents including state policy manuals, local manuals, memos and letters, service provider contracts, state contract requirements.
- Ability to create and maintain a variety of documents including reports, brochures, and handbooks.
- Ability to effectively communicate with consumers and their families/guardians, service providers, professional and clerical staff, and government personnel.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate decimals and percentages.
- Ability to work with mathematical concepts such as probability and statistical inference.

Judgment and Situational Reasoning

- Ability to apply principles of information technology and care management organization procedures to perform task.
- Ability to use functional reasoning development in performing activities within systems involving diversified work required significant exercise in judgment.

- Ability to use independent judgments in routine to occasionally unstable or risky situations.

Physical Requirements

- Ability to operate a variety of office equipment including personal computer, telephones, etc.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

Other

Green County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Agency

Green County

Department

Human Services

Address

Government Services Building
N3152 Highway 81
Monroe, Wisconsin, 53566

Phone

608-328-9393
608-328-9480

Website

<https://www.gchsd.org>

CCS Service Facilitator

Salary

\$45,219.20 - \$50,065.60 Annually

Location

Monroe, WI

Job Type

Full-Time

Department

Human Services

Job Number

2021-00063

Description/Summary

CCS Service Facilitator (Mental Health / Substance Abuse Case Worker)

Essential Duties and Responsibilities

Under the supervision of the CCS Service Director, this Comprehensive Community Services (CCS) Service Facilitator will work in our state certified Regional CCS Program to provide a wide array of case management services including assessment, treatment planning, service facilitation/delivery, and associated supportive activities to eligible CCS Consumers. Comprehensive Community Services (CCS) is a program that helps individuals of all ages live their best life by providing supports that address their unique needs related to mental health and substance use. CCS is intended to assist individuals who are in need of care outside of inpatient settings, but who may have ongoing needs that, if left unaddressed, could result in hospitalizations during times of crisis.

Qualifications

Bachelor's Degree in a field related to human services.
Minimum of one (1) year of experience working with people living with mental illness or substance use disorder.
Possession of valid Driver's License and access to personal transportation.
Position requires an understanding of CCS philosophy and person-centered treatment practices.

Other

The wage for this position will depend on the applicant's qualifications and experience. Green County offers a competitive benefits package including: Wisconsin Retirement System (vested after only 5 years), ETF Health Insurance plan, voluntary dental, vision, short and long term disability, life insurance, flex spending, deferred compensation, and benefited time off in the form of vacation, sick, personal days and 9 observed holidays.

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CCS Service Facilitator (Children)

Salary

\$45,219.20 - \$50,065.60 Annually

Location

Monroe, WI

Job Type

Full-Time

Department
Human Services

Job Number
2021-00057

Description/Summary
CCS Service Facilitator (Mental Health / Substance Abuse Case Worker)

Essential Duties and Responsibilities

Under the supervision of the CCS Service Director, this Comprehensive Community Services (CCS) Service Facilitator will work in our state certified Regional CCS Program to provide a wide array of case management services including assessment, treatment planning, service facilitation/delivery, and associated supportive activities to eligible CCS Consumers. Comprehensive Community Services (CCS) is a program that helps individuals of all ages live their best life by providing supports that address their unique needs related to mental health and substance use. CCS is intended to assist individuals who are in need of care outside of inpatient settings, but who may have ongoing needs that, if left unaddressed, could result in hospitalizations during times of crisis.

Qualifications

Bachelor's Degree in a field related to human services.
Minimum of one (1) year of experience working with people living with mental illness or substance use disorder.
Possession of valid Driver's License and access to personal transportation.
Position requires an understanding of CCS philosophy and person-centered treatment practices.

Other

The wage for this position will depend on the applicant's qualifications and experience. Green County offers a competitive benefits package including: Wisconsin Retirement System (vested after only 5 years), ETF Health Insurance plan, voluntary dental, vision, short and long term disability, life insurance, flex spending, deferred compensation, and benefited time off in the form of vacation, sick, personal days and 9 observed holidays.

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Department
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Phone
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608-328-9480

Website
<https://www.gchsd.org>

CPS Access Worker-Human Services Assistant

Salary
\$41,724.80 - \$46,196.80 Annually

Location

Monroe, WI

Job Type

Full-Time

Department

Human Services

Job Number

2021-00069

Description/Summary

Hiring a full-time Access Worker is to be available during business hours to accept reports of child abuse and neglect from the community. Reports can be taken over the telephone, in person or via other medium such as a police report, letter, email or facsimile. The position requires excellent customer service, communication skills, documentation and analysis of facts as required in the Child Protective Services Access Standards. Other duties of the position may include filing and other paperwork and responding to record requests and other duties as assigned by the CYF Supervisor or Manager.

HSA I is an entry level position. HSA II requires 2 years of post graduate experience in social work or related field and completion of required State of Wisconsin Foundation Trainings. If hired with two years experience and starting as a II, Foundation Training must be completed within two years of hire.

Essential Duties and Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Accept reports of child abuse and neglect or of families in need of support or services during regular business hours.
- Ask appropriate questions and document information in accordance with the DCF Child Protective Services Access and Initial Assessment Standards and Safety Standards.
- Make screening recommendations and communicate with CYF supervisor any concerns or reports requiring same day or 24/48 hour response.
- Complete DCF 43 training requirements including pre-service and foundation training. Regularly attend Safety Training to remain current on safety standards. Attend other required trainings as it pertains to the position.
- Complete various record keeping and paperwork tasks including but not limited to filing, maintaining unit forms and resource materials, mailings and other duties that may assist caseworkers and supervisors.
- Respond to CYF Unit record requests in accordance with all state and federal laws.
- Adhere to approved social worker principles, methods and practices, including the National Association of Social Worker's (NASW) code of ethics
- Assist and provide back up to other caseworkers as necessary or required
- Establish and maintain effective working relationships with coworkers, the public, community resources, county and governmental officials, and others
- Maintain skill and competency levels as policies and regulations change by attending and participating in staff meetings, supervision times and other regularly scheduled meetings; develops professional knowledge and skills by attending training events, conferences and workshops
- Maintain confidentiality of agency records and information according to statutes.
- Participate in CPS and Juvenile Intake After Hours on call rotation.
- Complete 30 hours of Juvenile Intake Training
- Transport children and juveniles in personal vehicle, as needed

- Coordinate and assist with supervised and unsupervised family interactions
- Work with other departmental units to assist the family (Mental Health, AODA, CCS, Economic Support, CLTS, Birth-3, Public Health, WIC, WREA, Child Support, etc.)
- Take Coordinated Services Team (CST) cases if assigned
- Speak to the community and other organizations to provide public education
- Participate in community activities such as foster care events and other advocacy and awareness activities.
- Deescalate dangerous situations regarding self and/or client
- Utilize interpreter services when necessary and maintain sensitivity to ethnic, racial and cultural issues when working with individuals and families
- Other duties as assigned by the Children, Youth and Families Unit Supervisor and Unit Manager.

Qualifications

- **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**
- Associate Degree in Human Services or closely related field.
- One year of related experience working with children and families. An equivalent combination of education and clearly documented training or experience that provides the required knowledge, skills and abilities may be considered.
- Excellent communication and interviewing skills.
- Knowledge and experience in computer use in a Windows environment, using Word, Excel, Publisher, and Access.
- Current WI driver's license and unlimited access to reliable, insured transportation.

Other

The ideal candidate will also possess the following abilities:

Language Ability and Interpersonal Communication

- Ability to interpret and comprehend a variety of documents including state policy manuals, local manuals, memos and letters, service provider contracts, state contract requirements.
- Ability to create and maintain a variety of documents including reports, brochures, and handbooks.
- Ability to effectively communicate with consumers and their families/guardians, service providers, professional and clerical staff, and governmental personnel.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate decimals and percentages.
- Ability to work with mathematical concepts such as probability and statistical inference.

Judgment and Situational Reasoning

- Ability to apply principles of information technology and care management organizational procedures to perform tasks.
- Ability to use functional reasoning development in performing activities within systems involving diversified work required significant exercise of judgment.
- Ability to use independent judgments in routine to occasionally unstable or risky situations.

Physical Requirements

- Ability to operate a variety of office equipment including personal computer, telephone, etc.
- Ability to operate a motor vehicle.

Benefits for this position include: ETF Health Insurance, WRS Retirement (vested in only 5 years), optional insurances including dental, vision, life, short term and long term disability, flex spending, sick , vacation and personal days, and 9 paid holidays.

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CSP Community Support Program Specialist

Salary

Depends on Qualifications

Location

Monroe, WI

Job Type

Full-Time

Department

Human Services

Job Number

2021-00007

Description/Summary

Community Support Program Specialist. This is a full-time position in our Community Support Program (CSP). Under the supervision of the CSP Clinical Coordinator, this position provides a wide array of critical services to chronically mentally ill adults.

Essential Duties and Responsibilities

Duties include admissions screening, symptom management, daily living skills evaluation, treatment plan development, case management, vocational services and other related duties.

Qualifications

Requirements:

Master's degree in a social work, clinical psychology, behavioral science or psychiatric mental health nursing, or related field or equivalent requirements and experience providing services to the chronically mentally ill population.

Possession of valid Driver's License and access to personal transportation is required.

Other

Compensation and Benefits:

The wage for this position, \$25.10 to \$27.79/ hr. will depend on the applicant's qualifications and experience. Green County offers a competitive benefits package including: Wisconsin Retirement System (vested after only 5 years), ETF Health Insurance plan, voluntary dental, vision, short and long term disability, life insurance, flex spending, deferred compensation, and benefited time off in the form of vacation, sick, personal days and 9 observed holidays.

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Website

<https://www.gchsd.org>

Dementia Care Specialist**Salary**

\$48,713.60 - \$53,934.40 Annually

Location

Monroe, WI

Job Type

Full-Time

Department

Human Services

Job Number

2021-00060

Description/Summary

The purpose of the Dementia Care Specialist position is to work in collaboration with the regional and local ADRC managers and staff in Grant, Green, Iowa and Lafayette Counties, to create a more dementia friendly ADRC, work with community leaders to create dementia friendly communities throughout the region and provide opportunities for people with dementia to remain in their own homes. This position works under Green County Human Services' Aging and

Disability Resource Center Regional Office. However, the home office for this position will be located at the ADRC Office in Lancaster, Wisconsin.

Essential Duties and Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

Follow established policies, procedures and quality standards of the ADRC and Green County Human Services.

- Develop referral relationships with physicians, dementia diagnostic clinics and other health and long term care providers.
- Provide dementia-specific consultation and technical assistance related to cognitive screening, individual and family caregiver issues, the adult protective services agency (APS), county/tribal aging offices and ADRC staff members.
- Recruit participants and provide the Memory Care Connections (MCCs) intervention program for family caregivers (New York University Caregiver Intervention). Maintain fidelity of the evidence-based model and accommodate families' schedules for meetings (e.g., evenings and weekends, when necessary). Consult via phone or e-mail during normal business hours to support caregivers after the intervention protocol is completed.
- Recruit participants and manage the Language Enriched Exercise Plus Socialization (LEEPS) program. Provide volunteer training, technical support and program oversight, including fidelity checks. Enroll participants in the program. Develop a plan in collaboration with the person's physician. Match participants with volunteers. Monitor participant progress. Volunteers support the participants in implementation of the person-centered plan.
- Collaborate actively and develop referral protocols with local, regional and statewide dementia organizations, the Wisconsin Alzheimer's Institute and the statewide research centers.
- Offer and provide short-term service coordination for individuals with dementia or their caregivers. Coordinate with other ADRC, county/tribal aging unit(s), APS and other county staff members and be available for joint or independent home visits.
- Provide follow up and/or short term case management, as needed, to determine outcomes and provide additional assistance in locating resources and arranging services;
- Assist the ADRC in implementing strategies to create dementia friendly communities in the ADRC service area.
- Provide outreach and awareness to professionals, employers, organizations and the general community about the ADRC and available dementia services. (Note: The DCS is not expected to provide education and training for health care professionals, residential or other facility staff; referrals can be provided for dementia education/training and other educational resources.
- Maintain current knowledge of dementia, research findings, and new evidence-based interventions for people living in the community and other innovations.
- Participate actively in DCS statewide/regional meetings, training programs and conference calls. Assist colleagues by sharing experiences. Mentor new DCS staff. Provide conference workshops to increase the awareness of the DCS program and outcomes.
- Complete 100% time reporting, collect and report program data, and contribute to the DCS program evaluation.
- Travel throughout Grant, Green and Iowa Counties is required.

Other Duties as Required or Assigned:

- Participate in marketing and outreach activities.
- Participate in program development activities.
- Participate in Quality Assurance/Quality Improvement projects and activities.
- Participate in staff meetings and training activities.
- Perform other duties as needed or assigned to support the mission of the Resource Center.
- Arrange work schedule as necessary or directed to meet the program and consumer service needs.
- Represent Green County Human Services and the Aging and Disability Resource Center to the community at large through professional interaction, clinical consultation, public speaking, media presentations, and participation in community advisory groups as requested.
- Comply with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participate in ongoing training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintain the confidentiality of client information as required by State and Federal laws and regulations.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities

Qualifications

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in health or social service field is required; a master's degree is preferred.
- A minimum of two years of paid experience working directly with multiple people with dementia and family/informal caregivers (e.g., providing direct care, caregiver support, support group facilitation, residential care management, home care).
- Expertise and knowledge regarding older adults, dementia, dementia care and support, family and informal caregiver needs and challenging behaviors.
- Skills and experience in facilitating small group learning and discussion programs.
- Experience with family caregivers of people with dementia and family dynamics.
- Experience in developing collaborative relationships, preferably with community organizations and health care professionals.
- Competence in public speaking and engaging community members and professionals in discussions about dementia and community resources.
- Experience in program development and implementation.
- The ability to provide culturally competent services and supports, function independently and be resourceful in the roles undertaken.
- The ability to adjust work hours to meet with program participants and to provide community and employer outreach and educational programs.
- Basic computer skills, including ability to record and report program data and information.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSE, REGISTRATIONS

Valid driver's license along with access to an insured motor vehicle.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

This position description have been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed, it is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Green County retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document, as it deems in its judgments, to be proper.

Agency

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Website

<https://www.gchsd.org>

Dual Diagnosis Therapist**Salary**

\$55,723.20 - \$61,692.80 Annually

Location

Monroe, WI

Job Type

Full-Time

Department

Human Services

Job Number

2021-00033

Description/Summary

The Dual Diagnosis Therapist will be a member of our Alcohol and Other Drugs (AODA) Unit primarily working with clients in our outpatient clinic, who have been diagnosed with both a substance use disorder and mental health diagnosis. The Dual Diagnosis Therapist will be proficient in the AODA core counseling functions as related to the field of alcoholism and other substance abuse, and mental health counseling. This position includes participation in our certified Mobile Crisis Team, which responds to emergency services requests 24 hours per day on a rotating basis.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or inclusive. Other duties may be required as assigned.

- Provide individual and group AODA counseling services. This includes initial assessment, treatment planning and ongoing counseling.
- Provide mental health assessments, treatment planning, and ongoing counseling.
- Provide counseling through individual, group, and family sessions.
- Complete assessments, treatment plans, reviews, progress notes, discharge plans, and other documentation in a professional and timely manner.
- Perform outreach, follow up, and community liaison where appropriate.
- Serve as a resource on mental health and AODA topics, procedures, theories and treatments to collaborating units within the Human Services Department.
- Coordinate admission and discharge of patients from detoxification, residential treatment, and inpatient psychiatric hospitals.
- Provide limited case management services to clients within the program.
- Participate in Emergency Crisis Services for client walk-in or call-in during business hours.
- Participate in Emergency Crisis Services rotation providing phone coverage and mobile crisis services after-hours, weekends, and holidays.
- Attend training in areas of Evidenced Based Practices, Trauma Informed Care, Crisis Intervention, and any other training specified by the supervisor.
- Participate in supervision with the AODA Supervisor and Mental Health Supervisor.
- Be knowledgeable and proficient in the twelve core counseling functions which are screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, reports and record keeping, and consultation.
- Be knowledgeable and proficient in Mental Health Counseling and Assessment.
- Demonstrate the ability to gather facts from several assessment tools and other informational sources before assessing the clients' diagnostic and treatment outcome.
- Demonstrate the ability to determine the appropriate therapy, method of, and length of treatment for the client.
- Maintain confidentiality of information adhering to agency, state, and federal policies.
- Have sufficient knowledge of state and federal policies in alcohol and other drug abuse and mental health.
- Be willing to work flexible hours to accommodate the needs of the client.

- Any such duties and responsibilities as may be assigned from time to time.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Additionally, essential knowledge and ability to skillfully communicate, relate, educate and counsel people from varying social, economic, cultural and religious backgrounds regarding issues directly and indirectly related to alcohol and other drug abuse. A working knowledge of systemic family therapy and appropriate community support programs and organizations is essential. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

EDUCATION and/or EXPERIENCE

- Master's Degree in social work, counseling, psychology or related field from an accredited college or university.
- At least 3,000 hours of supervised clinical experience as required for professional licensure as a mental health professional.
- Experience providing substance abuse assessment, treatment planning, and counseling.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold valid licensure as a Licensed Clinical Social Worker (LCSW), Professional Counselor (LPC), or Marriage and Family Therapist as established by the Wis. Dept. of Safety and Professional Services.
- Possess and maintain valid Wisconsin Driver's license and have access to transportation suitable to complete necessary work out of the office.

Other

The ideal candidate must have the following abilities and skills:

LANGUAGE SKILLS

- Ability to effectively communicate orally and in writing to clients, co-workers and other professionals.
- Ability to create and maintain easy to understand reports and charts.
- Ability to consistently communicate effectively and professionally with Green County citizens, clientele, families/guardians, law enforcement, medical staff, school officials, legal partners, employees, and government officials, both orally and in writing.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide.

REASONING ABILITY

- Ability to apply common sense, professional aptitude to problems and situations when dealings with individuals.

- Be capable of demonstrating sound problem solving and communication skills, while performing crisis intervention work, with all types of clients, in a variety of circumstances.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit, bend, use hands to finger, handle, or feel, talk and hear. Some reaching is required with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel or crouch.
 - Ability to operate a variety of office equipment including personal computer, telephone, etc.
- Ability to operate a motor vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The work environment is primarily office and group rooms.
- Emergency Crisis Services may be performed in homes, community locations, Emergency Departments, or Law Enforcement Offices.

Benefits include: ETF Health Insurance, WRS Retirement (vested in just 5 years), voluntary insurances such as dental, vision, life, short term and long term disabilities, flex spending, vacation, sick and personal days, and 9 paid holidays.

Green County is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Agency

Green County

Department

Human Services

Address

Government Services Building
N3152 Highway 81
Monroe, Wisconsin, 53566

Phone

608-328-9393
608-328-9480

Website

<https://www.gchsd.org>

Economic Support Specialist

Salary

\$41,932.80 - \$46,425.60 Annually

Location

Monroe, WI

Job Type

Full-Time

Department

Human Services

Job Number

2021-00071

Description/Summary

Full time Economic Support Specialist who will use a family systems approach for the coordination of services to eligible low-income individuals and families.

Essential Duties and Responsibilities

This position works within a seven (7) county consortium service delivery model and requires the Economic Support Specialist to work extensive hours in a call center environment. The Economic Support Specialist is responsible for the eligibility determination and ongoing case management of public assistance programs to include Medical Assistance, BadgerCare, Medical Assistance Purchase Plan, Elderly Blind and Disabled Medical Assistance, Food Share, Wisconsin Home Energy Assistance, Wisconsin Shares Childcare, Medicare Beneficiary and Benefit Recovery activities.

Learn more about the Economic Support Specialist job:

<https://www.youtube.com/watch?v=FYoPBBvjKXI>

Qualifications

Qualifications: Minimum of a High School diploma, experience working with low-income individuals and families in a confidential manner, knowledge of data entry, and all elements of Microsoft Office programs. Prefer experience with employment and training programs, computer programs entering employment and training data, and/or Job Center experience. Associate degree or two years college preferred.

Other

Starting Salary is \$20.16/hour. The wage for this position will depend on the applicant's qualifications and experience.

Green County offers a competitive benefits package including: Wisconsin Retirement System; ETF Health Insurance plan; voluntary dental, vision, short and long term disability, life insurance, flex spending, deferred compensation; and benefited time off in the form of vacation, sick, personal days and 9 paid holidays.

Green County is an equal opportunity employer.

Agency

Green County

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Human Services

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Phone

608-328-9393
608-328-9480

Website

<https://www.gchsd.org>

Fiscal Clerk II Public Health**Salary**

\$37,024.00 - \$40,456.00 Annually

Location

Monroe, WI

Job Type

Full-Time

Department

Public Health

Job Number

2021-00068

Description/Summary

Green County Public Health in Monroe, Wisconsin is accepting applications for a full-time Fiscal Clerk II.

Essential Duties and Responsibilities

Under the direction of the Public Health Director this position is responsible for the provision of the department's financial management functions: including verifying, recording and processing financial records and data requiring the application of county policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Performs all aspects of the department's accounting policies and practices and assures compliance with state and federal requirements

Assists the Director in the preparation and implementation of the annual budget for programs and services as approved by Health Committee

Prepares, submits and validates payroll

Coordinates and creates payment batches for all invoices via entry and payment through the County Accounting system, MUNIS

Prepares, monitors and submits monthly grant billing through CARS system

Submits billing to Medicaid, Medicare and Commercial insurances for health services provided

Coordinates departmental financial audits and acts as liaison to the auditors

Creates and maintains account records in accordance with county systems

Prepares department audit or bills payable monthly

Prepares and monitors agency and grant budgets

Prepares fiscal and narrative reports as necessary for federal, state and county government

Prepares and submits financials for annual WIMCR report

Records statistics and performs data entry for programs as needed

Tracks employee anniversaries and submits changes to accounting

Assists with receiving customers, answering phone and email communications to the department

Attends meetings, trainings, and conferences as assigned by the Director

And such duties and responsibilities as may be assigned from time to time

Qualifications

Education: Associate's Degree in Accounting and/or 4 years of experience in accounting or related field.

Experience:

1. Knowledge and experience in bookkeeping principals
2. Experience working with Medicaid, Medicare, and commercial insurance billing
3. Experience working with computers and ability to learn new programs

Other:

1. Must be able to organize, prioritize, and problem solve
2. Must be a self-starter and self-director

Other

Compensation and Benefits: Pay scale for position is \$17.80 to \$19.45

Green County offers a competitive benefits package that includes ETF Health Insurance plan, Wisconsin Retirement System, voluntary dental, vision, long term disability, life & insurance plans, flex spending, deferred compensation, and benefited time off in the form of vacation, sick, personal days and 9 observed holidays.

Agency

Green County

Department

Public Health

Address

Government Services Building
N3152 Highway 81
Monroe, Wisconsin, 53566

Phone

608-328-9390
608-325-7575

Website

<https://gcpublichealth.org>

Mental Health Therapist I/II**Salary**

Depends on Qualifications

Location

Monroe, WI

Job Type

Full-Time

Department

Human Services

Job Number

2021-00012

Description/Summary

Mental Health Therapist – I/II Green County Human Services is looking for a full-time Mental Health Therapist for our outpatient mental health unit to provide a wide array of mental health counseling services to children and adults.

Essential Duties and Responsibilities

Duties include evaluation, treatment planning, case management, crisis intervention, and other related direct services. Counseling may be provided in individual, family, and/or group settings. This position also includes the provision of supervised crisis intervention work, upon six months employment, and upon meeting the training requirements set forth in HFS 34 Wis. Statutes. This position includes participation in our certified Mobile Crisis Team, which responds to emergency services requests 24 hours per day on a rotating basis.

Qualifications

Therapist I Requirements: - Master's Degree in social work, counseling, psychology or related field from an accredited college or university. - Training and experience in mental health required. - Experience in providing outcome-based, recovery oriented counseling in a community setting is preferred.

Therapist II Requirements: - Requirements listed under Therapist I. - Wisconsin licensure as a Clinical Social Worker, Professional Counselor, or Marriage and Family Therapist. Must have completed 3000 supervised clinical hours.

Other

Compensation and Benefits:
Therapist I - \$25.10 - \$27.79/ hour
Therapist II - \$26.79 - \$29.66

The wage for this position will depend on the applicant's qualifications and experience.

Green County offers a competitive benefits package including: Wisconsin Retirement System (vested after only 5 years), ETF Health Insurance plan, voluntary dental, vision, short and long term disability, life insurance, flex spending, deferred compensation, and benefited time off in the form of vacation, sick, personal days and 9 holidays.

Agency

Green County

Department

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Phone

608-328-9393
608-328-9480

Website

<https://www.gchsd.org>

Youth Justice Case Worker

Salary

\$45,219.20 - \$50,065.60 Annually

Location

Monroe, WI

Job Type

Full-Time

Department

Human Services

Job Number

2021-00056

Description/Summary

This Youth Justice position provides a wide variety of social services under the direction of the Children and Family Supervisor including assisting clients with supportive services designed to overcome financial, health or family problems; conducting individual or family assessments to determine services needed; providing agency services when appropriate; and referring clients for other community services when needed. Services to clients may take the form of protective actions on their behalf or on behalf of the community. Works in conjunction with other Social Workers and staff to coordinate services as necessary.

Youth Justice Case Worker I is an entry level position. Case Worker II requires 2 years of post-graduate experience in social work or related field and completion of required State of Wisconsin Foundation Trainings. If hired with two years' experience and starting as a Case Worker II, Wisconsin Child Welfare Foundation Training must be completed within two years of hire.

Essential Duties and Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

The following duties are normal for this position. These are not to be construed as exclusive or inclusive. Other duties may be required as assigned.

- Provide social services per Wisconsin Statutes, court policies and/or requirements of the program, state or federal guidelines.
- Complete DCF 43 training requirements including pre-service and foundation training. Regularly attend Safety Training to maintain current on safety standards.
- Accept referrals for department/agency services.
- Conduct thorough assessments through interviews, home visits and collateral investigations.
- Determine the range of services needed by individuals and their families for preventative, remedial or rehabilitative services.
- Explain the scope of the agency's services and discuss the client's rights and responsibilities in relation to the use of such services.
- Provide case planning and case management services; conduct regular case evaluations and develop and update case plans accordingly.
- Maintain case records and complete necessary documentation, court reports, forms, and data collection in accordance with program requirements in a timely manner.
- Participate in committees and task forces as a liaison to various community agencies and organizations as assigned.
- Advocate for client needs.
- Adhere to approved social worker principles, methods and practices, including the National Association of Social Worker's (NASW) code of ethics.
- Assist and provide back up to other case workers as necessary or required.
- Collaborate with families to assess and develop goal oriented, time limited, family based service plans to address identified needs by following Wisconsin Statutes, Memos, CPS and Youth Justice Standards and other requirements by federal or state governments.
- Advocate to protect children and preserve families by achieving active involvement and participation of the child, family, schools, Juvenile Court, health care providers and other appropriate community resources based on the assessment of needs.
- Speak to families who are involuntarily referred about the consequences of non-compliance with the court orders, monitor family utilization of services and inform the court of the family's adherence to the court order.
- Establish and maintain effective working relationships with coworkers, the public, community resources, county and governmental officials, and others.

- Testify in court as necessary or required.
- Coordinate families' access to services, monitor cases to ensure that services are provided in an appropriate and timely manner, review family progress and terminate services when family reaches stated goals.
- Teach families about available community resources and how to independently gain access to needed services.
- Work to achieve services and treatment objectives without duplication of effort and with maximum effective use of staff time and available resources.
- Maintain skill and competency levels as policies and regulations change by attending and participating in staff meetings, supervision times and other regularly scheduled meetings; develops professional knowledge and skills by attending training events, conferences and workshops.
- Maintain confidentiality of family-related information and maintain respectful treatment of the family.
- Participate in CPS Access and Juvenile Intake rotation.
- Participate in CPS and Juvenile Intake After Hours on call rotation.
- Complete 30 hours of Juvenile Intake Training.
- Transport children and juveniles in personal vehicle.
- Coordinate and assist with supervised and unsupervised family interactions.
- Participate in creating a crisis plan with the family when necessary.
- Work with other departmental units to assist the family (Mental Health, AODA, CCS, Economic Support, CLTS, Birth-3, Public Health, WIC, Child Support, etc.)
- Provide services and outreach to voluntary cases.
- Participate in Coordinated Services Team (CST) cases if assigned.
- Attend meetings pertaining to the children and family (IEP meetings, counseling appointments, etc.).
- Work as the intake worker and take children and juveniles into temporary physical custody.
- Speak to the community and other organizations to provide public education.
- Participate in developing and delivering group programs and services for families.
- Participate in community activities such as foster care events and other advocacy and awareness activities.
- Deescalate dangerous situations regarding self and/or client.
- Participate in the permanency roundtables, IHSS roundtables and other staffing as required.
- Utilize interpreter services when necessary and maintain sensitivity to ethnic, racial and cultural issues when working with individuals and families.
- Other duties as assigned by the Children, Youth and Families Unit Supervisor.

Qualifications

EDUCATION and/or EXPERIENCE

- Bachelor's Degree in Social Work or closely related field is required.
- Knowledge and experience in computer use in a Windows environment, using Word, Excel, Publisher, and Access.
- Experience with the Wisconsin Child Welfare System preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid driver's license along with unlimited access to a reliable, insured motor vehicle.

Other

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

LANGUAGE SKILLS

- Excellent communication and interviewing skills required.
- Ability to interpret and comprehend a variety of documents including state policy manuals, local manuals, memos and letters, service provider contracts, state contract requirements.
- Ability to create and maintain a variety of documents including reports, brochures, and handbooks.
- Ability to effectively communicate with consumers and their families/guardians, service providers, professional and clerical staff, and governmental personnel.
- Ability to communicate effectively with members, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel, and department staff both in orally and in writing.
- Ability to consistently communicate effectively and professionally with Green County citizens, clientele, employees, and officials.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compare, count, differentiate, measure and/or sort data and information.

REASONING ABILITY

- Ability to use functional reasoning development in performing activities within systems involving diversified work required significant exercise of judgment.
- Ability to use independent judgments in routine to occasionally unstable or risky situations.
- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.

- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, etc.
- Ability to operate a motor vehicle.

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MEDICAL JOB OPPORTUNITIES



[APPLY NOW](#)

Responsible for collecting data directly from patients and referring provider offices to confirm and create scheduled appointments for patient services.

PRIMARY RESPONSIBILITIES

- Coordinates scheduling and referrals to other healthcare providers and services. Obtains approval for schedule changes or cancellations as appropriate.
- Assists with maintenance and updating of provider contact information.
- Ensures that all medical appointments, special instructions and patient information is entered into electronic medical system.
- Follows site-specific protocols and maintains up-to-date documentation to ensure compliance.
- Performs other duties as assigned.

EDUCATION

- High school diploma or equivalent

EXPERIENCE

- No experience required

PHYSICAL REQUIREMENTS

- Frequent lifting/carrying and pushing/pulling objects weighing 0-25 lbs.
- Frequent sitting, standing, walking, reaching and repetitive foot/leg and hand/arm movements.
- Frequent use of vision and depth perception for distances near (20 inches or less) and far (20 feet or more) and to identify and distinguish colors.
- Frequent use of hearing and speech to share information through oral communication. Ability to hear alarms, malfunctioning machinery, etc.
- Frequent keyboard use/data entry.
- Occasional bending, stooping, kneeling, squatting, twisting and gripping.
- Occasional lifting/carrying and pushing/pulling objects weighing 25-50 lbs.
- Rare climbing.

CNA – Inpatient Services

[APPLY NOW](#)

This position offers a \$3,000 sign-on bonus.

This position is full time, three 12-hour shifts per week, 6 pm – 6:30 pm; every 3rd weekend; and a few holidays per year.

At SSM Health, we know the healing power of presence begins with compassionate employees like you.

At SSM Health WI-Monroe Clinic Hospital, we have an CNA opening on our Inpatient Services Unit. This position is scheduled for 36 hours per week as a night shift.

Our CNAs come from a diverse set of backgrounds, making SSM Health a great place both to share your own knowledge and, more broadly, to learn from your peers.

In return, you can expect a work environment where:

- Employees feel valued, respected and free to express themselves;
- Each employee finds meaning in work, leveraging skills and talents toward a greater purpose;
- Teamwork and collaboration are encouraged, while management is supportive.

If you listen and respond with great care...

Then we'd love to learn more! **Please fill out your application today.**

Join a network of employees just as kind and powerful as you.

Assists in performing a variety of nursing care services for patients.

PRIMARY RESPONSIBILITIES

- Receives patient care assignment from the registered nurse (RN) in charge. Initiates delegated tasks based on demonstrated competence in performing nursing activities for specific patient age group served.
- Collects and documents data for the admission assessment and reassessment at specific times for patient population. Documents and provides appropriate data to the RN and/or LPN for analysis and validation of patient's response to care or treatment and when significant change occurs in the patient's condition.
- Contributes to safety and quality care by relaying information via charting and communicating to team members.
- Informs licensed nurse of any changes in patient condition/needs, of patient complaints, and of patient/significant other educational needs.
- Answers patients' calls for help, takes their vital signs, and monitors their behavior and physical condition for progress or deterioration. Assists with baths, ambulating, feeding, skin care, personal and oral hygiene and making occupied and unoccupied beds. Performs dressing changes, enemas, ostomy care, toileting, turning, cough and deep breathing, catheter care, collection of biological specimens, measuring and recording intake and output of fluids.
- Prepares patients for discharge and accompanies them upon dismissal as indicated.
- Stocks and maintains supplies and equipment in keeping with patient care needs and cost containment. Utilizes time and supplies economically and conscientiously.
- Assists with delegated clerical duties such as answering telephones, relaying messages, transcription of physician orders, preparing and organizing the patient's medical record.
- Orients new patients and significant others to the nursing unit.
- Performs mechanical and manual operation of equipment as recommended in user's manual, with ability to recognize common mechanical problems and initiate appropriate corrective action.
- Works in a constant state of alertness and safe manner.
- May perform point of care testing according to policies and procedures.
- Performs other duties as assigned.

EDUCATION

- Completion of an approved nurse aide training program and passing grade on state of work location required exam

EXPERIENCE

- No experience required

PHYSICAL REQUIREMENTS

- Constant standing and walking.
- Frequent use of hearing and speech to share information through oral communication.
- Frequent use of hearing to distinguish body sounds and/or hear alarms, malfunctioning machinery, etc.
- Frequent lifting/carrying and pushing/pulling objects weighing 0-25 lbs.
- Frequent reaching, gripping, and keyboard use/data entry.
- Frequent use of vision for distances near (20 inches or less) and far (20 feet or more) and to identify and distinguish colors.
- Occasional bending, stooping, crawling, kneeling, sitting, squatting and repetitive foot/leg and hand/arm movements.
- Occasional use of vision to judge distances and spatial relationships.
- Occasional lifting/carrying and pushing/pulling objects weighing 25-50 lbs.
- Occasional lifting/moving patients.

- Occasional use of smell to detect/recognize odors.
- Occasional driving.

Food Service Associate – Full Time Evenings

[APPLY NOW](#)

This position offers a \$500 sign-on bonus.

The hours will vary, and will primarily include working 11 am-7:30 pm. Also requires occasionally working the following shifts: 5 am-1:30 pm; 6 am-2:30 pm; 6:30 am-3 pm; and 7 am-3:30 pm. In addition, requires working an every other weekend rotation & a few holidays per year.

Performs duties relative to the preparation, portioning, serving and distribution of meals within the cafeteria and to patient units. Ensures safe food handling and sanitation standards are maintained. Duties may rotate among preparation, serving, distribution, stocking and clean up duties.

PRIMARY RESPONSIBILITIES

- Sets up stations with entrees, soups, salads, breads, condiments, and all other food products and serving utensils to established portions. Replenishes as needed during meal service and breaks down at end of meal periods.
- Reads patient meal orders according to prescribed diets, prepares trays according to menu cards. Reviews trays for completeness and places trays on carts or appropriate transport.
- Transports food carts and late trays to designated areas. Ensures safe food handling and established infection control processes. Prepares and delivers dietary food stock for patient units.
- Maintains a sanitary work environment through following established procedures. Ensures all equipment is maintained and in good working order.
- Documents the temperature of specified foods and refrigerator/freezer units. Makes necessary adjustments and reports problems when temperature is out of range.
- Retrieves used issued trays in a timely, efficient manner from the cafeteria and/or patient care units. Washes and sanitizes dishes using established methods and timeline. Puts clean dishes and utensils away in proper areas. Cleans work area, tables, cabinets, carts, and all other areas as assigned.
- Works in a constant state of alertness and safe manner.
- Performs other duties as assigned.

EDUCATION

EXPERIENCE

- No experience required

PHYSICAL REQUIREMENTS

- Constant standing and walking.
- Frequent lifting/carrying and pushing/pulling objects weighing 0-25 lbs.
- Frequent reaching and gripping.
- Frequent use of vision and depth perception for distances near (20 inches or less) and far (20 feet or more) and to identify and distinguish colors.

- Frequent use of hearing and speech to share information through oral communication. Ability to hear alarms, malfunctioning machinery, etc.
- Frequent use of smell and taste to distinguish differences or similarities in intensity or quality of flavors and/or odors, or recognizing particular flavors and/or odors.
- Occasional bending, stooping, climbing, kneeling, sitting, squatting, twisting and repetitive foot/leg and hand/arm movements.
- Occasional lifting/carrying and pushing/pulling objects weighing 25-50 lbs.
- Occasional keyboard use/data entry.
- Occasional driving.

Environmental Services Associate – Full Time Evenings

[APPLY NOW](#)

Cleans patient rooms, offices, classrooms, work areas and public areas as assigned and according to proper processes, procedures and standards. May handle all laundry items by sorting and placing in proper containers according to proper processes, procedures and standards.

PRIMARY RESPONSIBILITIES

- Cleans patient rooms, offices, classrooms, work areas and public areas as assigned and according to proper processes, procedures, and standards. May handle all laundry items by sorting and placing in proper containers according to proper processes, procedures, and standards.
- Performs sweeping, mopping, scrubbing, polishing, vacuuming, hard surface floor cleaning, stripping, refinishing and carpet cleaning which may require the use of mechanical equipment. Cleans light fixtures, ceilings, vents, walls, mattresses, furniture, windows, window coverings, and any other items as assigned by the need of the department.
- Cleans and disinfects sterile procedure rooms according to policies, procedures, and standards such as surgery and delivery areas as required by ministry operating standards.
- Adheres to safety precautions, policies, procedures and standards for handling infectious wastes, hazardous materials, waste spills, and exposures. Reports all events as required by ministry documentation standards.
- Replenishes supplies and materials in assigned areas and patient rooms.
- Transports trash, hazardous waste, soiled linen, and recyclable trash to appropriate disposal areas following policies, procedures, and standards.
- May participate in moving furniture, set up chairs, set up tables, break down rooms, etc. May perform routine equipment maintenance, and make minor repairs as requested.
- Works in a constant state of alertness and safe manner.
- Performs other duties as assigned.

EDUCATION

EXPERIENCE

- No experience required

PHYSICAL REQUIREMENTS

- Constant standing and walking.
- Frequent lifting/carrying and pushing/pulling objects weighing 0-25 lbs.
- Frequent reaching and gripping.

- Frequent use of vision and depth perception for distances near (20 inches or less) and far (20 feet or more) and to identify and distinguish colors.
- Occasional bending, stooping, climbing, kneeling, squatting, twisting and repetitive foot/leg and hand/arm movements.
- Occasional lifting/carrying and pushing/pulling objects weighing 25-50 lbs.
- Occasional use of hearing and speech to share information through oral communication. Ability to hear alarms, malfunctioning machinery, etc.
- Occasional use of smell to detect/recognize odors.
- Rare crawling, sitting and keyboard use/data entry.

Patient Access Representative I

[APPLY NOW](#)

Responsible for communicating with patients, participants and staff to accurately schedule patients for prescribed procedures and gather the necessary demographic, insurance and clinical information for the procedure.

PRIMARY RESPONSIBILITIES

- Gathers information from patient and enters into appropriate database. Seeks appropriate resources to resolve issues about the type, date or location of prescribed procedures.
- Schedules patient procedures in a manner that most efficiently utilizes the patient's time and clinical resources. Coordinates and communicates schedules.
- Assists with coordination of activities related to insurance pre-certification/authorization.
- Provides counseling to patient, participant or their representative regarding pre-service requirements and instructions.
- Performs clerical and reception duties associated with patient registration.
- Performs other duties as assigned.

EDUCATION

- High school diploma or equivalent

EXPERIENCE

- No experience required

PHYSICAL REQUIREMENTS

- Frequent lifting/carrying and pushing/pulling objects weighing 0-25 lbs.
- Frequent sitting, standing, walking, reaching and repetitive foot/leg and hand/arm movements.
- Frequent use of vision and depth perception for distances near (20 inches or less) and far (20 feet or more) and to identify and distinguish colors.
- Frequent use of hearing and speech to share information through oral communication. Ability to hear alarms, malfunctioning machinery, etc.
- Frequent keyboard use/data entry.
- Occasional bending, stooping, kneeling, squatting, twisting and gripping.
- Occasional lifting/carrying and pushing/pulling objects weighing 25-50 lbs.
- Rare climbing.

CNA- Inpatient Services – Full Time Days

[APPLY NOW](#)

At SSM Monroe Clinic Hospital we have a Certified Nurse Assistant opening, this position is scheduled 36 hours a week on as a day shift. The schedule for this position is three 12-hour shifts/week, 6 am-6:30 pm; every 3rd weekend; and a few holidays/year.

This position is also eligible for a \$3,000 sign-on bonus!

As Certified Nurse Assistant, you will learn ways to adapt care and adjust treatment plans for patients' evolving needs.

As an advocate for each patient, you may comfort patients and their families, encourage patients to improve, and fulfill other roles as needed. The work can be demanding and emotionally rewarding.

In return, you can expect a work environment where:

- Certified Nurse Assistants feel valued, respected and free to express themselves;
- Each employee finds meaning in work, leveraging skills and talents toward a greater purpose;
- Teamwork and collaboration is encouraged, while management is supportive.

If you're a patient advocate first...

If you listen and respond with great care...

If the needs, wants, and goals of each patient matter to you...

Then we'd love to learn more! **Please fill out your application today.**

Join a network of nurses just as kind and powerful as you.

Assists in performing a variety of nursing care services for patients.

PRIMARY RESPONSIBILITIES

- Receives patient care assignment from the registered nurse (RN) in charge. Initiates delegated tasks based on demonstrated competence in performing nursing activities for specific patient age group served.
- Collects and documents data for the admission assessment and reassessment at specific times for patient population. Documents and provides appropriate data to the RN and/or LPN for analysis and validation of patient's response to care or treatment and when significant change occurs in the patient's condition.
- Contributes to safety and quality care by relaying information via charting and communicating to team members.
- Informs licensed nurse of any changes in patient condition/needs, of patient complaints, and of patient/significant other educational needs.
- Answers patients' calls for help, takes their vital signs, and monitors their behavior and physical condition for progress or deterioration. Assists with baths, ambulating, feeding, skin care, personal

and oral hygiene and making occupied and unoccupied beds. Performs dressing changes, enemas, ostomy care, toileting, turning, cough and deep breathing, catheter care, collection of biological specimens, measuring and recording intake and output of fluids.

- Prepares patients for discharge and accompanies them upon dismissal as indicated.
- Stocks and maintains supplies and equipment in keeping with patient care needs and cost containment. Utilizes time and supplies economically and conscientiously.
- Assists with delegated clerical duties such as answering telephones, relaying messages, transcription of physician orders, preparing and organizing the patient's medical record.
- Orients new patients and significant others to the nursing unit.
- Performs mechanical and manual operation of equipment as recommended in user's manual, with ability to recognize common mechanical problems and initiate appropriate corrective action.
- Works in a constant state of alertness and safe manner.
- May perform point of care testing according to policies and procedures.
- Performs other duties as assigned.

EDUCATION

- Completion of an approved nurse aide training program and passing grade on state of work location required exam

EXPERIENCE

- No experience required

PHYSICAL REQUIREMENTS

- Constant standing and walking.
- Frequent use of hearing and speech to share information through oral communication.
- Frequent use of hearing to distinguish body sounds and/or hear alarms, malfunctioning machinery, etc.
- Frequent lifting/carrying and pushing/pulling objects weighing 0-25 lbs.
- Frequent reaching, gripping, and keyboard use/data entry.
- Frequent use of vision for distances near (20 inches or less) and far (20 feet or more) and to identify and distinguish colors.
- Occasional bending, stooping, crawling, kneeling, sitting, squatting and repetitive foot/leg and hand/arm movements.
- Occasional use of vision to judge distances and spatial relationships.
- Occasional lifting/carrying and pushing/pulling objects weighing 25-50 lbs.
- Occasional lifting/moving patients.
- Occasional use of smell to detect/recognize odors.
- Occasional driving.

CNA Intensive Care Unit – Full Time Days

[APPLY NOW](#)

At SSM Monroe Clinic Hospital we have a Certified Nurse Assistant opening, this position is scheduled 40 hours a week on as a day shift. This position is also eligible for a \$3,000 sign-on bonus!

As Certified Nurse Assistant, you will learn ways to adapt care and adjust treatment plans for patients' evolving needs. As an advocate for each patient, you may comfort patients and their families,

encourage patients to improve, and fulfill other roles as needed. The work can be demanding and emotionally rewarding.

In return, you can expect a work environment where:

- Certified Nurse Assistants feel valued, respected and free to express themselves;
- Each employee finds meaning in work, leveraging skills and talents toward a greater purpose;
- Teamwork and collaboration is encouraged, while management is supportive.

If you're a patient advocate first...

If you listen and respond with great care...

If the needs, wants, and goals of each patient matter to you...

Then we'd love to learn more! **Please fill out your application today.**

Join a network of nurses just as kind and powerful as you.

Assists in performing a variety of nursing care services for patients.

PRIMARY RESPONSIBILITIES

- Receives patient care assignment from the registered nurse (RN) in charge. Initiates delegated tasks based on demonstrated competence in performing nursing activities for specific patient age group served.
- Collects and documents data for the admission assessment and reassessment at specific times for patient population. Documents and provides appropriate data to the RN and/or LPN for analysis and validation of patient's response to care or treatment and when significant change occurs in the patient's condition.
- Contributes to safety and quality care by relaying information via charting and communicating to team members.
- Informs licensed nurse of any changes in patient condition/needs, of patient complaints, and of patient/significant other educational needs.
- Answers patients' calls for help, takes their vital signs, and monitors their behavior and physical condition for progress or deterioration. Assists with baths, ambulating, feeding, skin care, personal and oral hygiene and making occupied and unoccupied beds. Performs dressing changes, enemas, ostomy care, toileting, turning, cough and deep breathing, catheter care, collection of biological specimens, measuring and recording intake and output of fluids.
- Prepares patients for discharge and accompanies them upon dismissal as indicated.
- Stocks and maintains supplies and equipment in keeping with patient care needs and cost containment. Utilizes time and supplies economically and conscientiously.
- Assists with delegated clerical duties such as answering telephones, relaying messages, transcription of physician orders, preparing and organizing the patient's medical record.
- Orients new patients and significant others to the nursing unit.
- Performs mechanical and manual operation of equipment as recommended in user's manual, with ability to recognize common mechanical problems and initiate appropriate corrective action.
- Works in a constant state of alertness and safe manner.
- May perform point of care testing according to policies and procedures.
- Performs other duties as assigned.

EDUCATION

- Completion of an approved nurse aide training program and passing grade on state of work location required exam

EXPERIENCE

- No experience required

PHYSICAL REQUIREMENTS

- Constant standing and walking.
- Frequent use of hearing and speech to share information through oral communication.
- Frequent use of hearing to distinguish body sounds and/or hear alarms, malfunctioning machinery, etc.
- Frequent lifting/carrying and pushing/pulling objects weighing 0-25 lbs.
- Frequent reaching, gripping, and keyboard use/data entry.
- Frequent use of vision for distances near (20 inches or less) and far (20 feet or more) and to identify and distinguish colors.
- Occasional bending, stooping, crawling, kneeling, sitting, squatting and repetitive foot/leg and hand/arm movements.
- Occasional use of vision to judge distances and spatial relationships.
- Occasional lifting/carrying and pushing/pulling objects weighing 25-50 lbs.
- Occasional lifting/moving patients.
- Occasional use of smell to detect/recognize odors.
- Occasional driving.

Certified Nursing Assistant, Hospice Home

[APPLY NOW](#)

Assists in performing a variety of nursing care services for patients in a home health and hospice setting. At SSM Health, we know the healing power of presence begins with compassionate employees like you. As a Hospice Team Member, you've chosen a career where patients matter – a lot.

We are seeking a Hospice C.N.A. who is flexible, autonomous and a self-starter with strong computer skills. In this position you will work in the Hospice Home to provide end of life care. Our hospice team is dedicated to helping patients achieve the best quality of life possible, managing symptoms, pain, and anxiety, while providing emotional and spiritual support for our patients and families.

Hours are PRN/Casual

Assists in performing a variety of nursing care services for patients in a home health and hospice setting.

PRIMARY RESPONSIBILITIES

- Receives patient care assignment from the registered nurse (RN) in charge. Initiates delegated tasks based on demonstrated competence in performing nursing activities for specific patient age group served.
- Collects and documents data for the admission assessment and reassessment at specific times for patient population. Documents and provides appropriate data to the RN and/or LPN for analysis and validation of patient's response to care or treatment and when significant change occurs in the patient's condition.

- Contributes to safety and quality care by relaying information via charting and communicating to team members.
- Informs licensed nurse of any changes in patient condition/needs, of patient complaints, and of patient/significant other educational needs.
- Answers patients' calls for help, takes their vital signs, and monitors their behavior and physical condition for progress or deterioration. Assists with baths, ambulating, feeding, skin care, personal and oral hygiene and making occupied and unoccupied beds. Performs dressing changes, enemas, ostomy care, toileting, turning, cough and deep breathing, catheter care, collection of biological specimens, measuring and recording intake and output of fluids.
- Prepares patients for discharge and accompanies them upon dismissal as indicated.
- Stocks and maintains supplies and equipment in keeping with patient care needs and cost containment. Utilizes time and supplies economically and conscientiously.
- Assists with delegated clerical duties such as answering telephones, relaying messages, transcription of physician orders, preparing and organizing the patient's medical record.
- Orients new patients and significant others to the nursing unit.
- Performs mechanical and manual operation of equipment as recommended in user's manual, with ability to recognize common mechanical problems and initiate appropriate corrective action.
- Performs other duties as assigned.

EDUCATION

- Completion of an approved nurse aide training program and passing grade on state of work location required exam.

EXPERIENCE

- No experience required

TO APPLY FOR THESE JOBS OR TO SEE ALL SSM HEALTH JOB OPPORTUNITIES [CLICK HERE](#)



Certified Nursing Assistant - Medical/Surgical
LocationIL-Freeport (FHN Memorial Hospital)
Position StatusFull-time
Primary Hours(ie 9am-5pm)6:30am-7pm; Every other weekend rotation

[Apply Now](#)

This positions offers an optional commitment award of \$2000.00 for a 2 year commitment.

SUMMARY: The delivery system practiced at FHN Memorial Hospital employs the concepts of team nursing incorporating the workforce standards as set forth by FHN. Responsibilities for delegated patient care activities under the direction of licensed professionals, for an identified patient population.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree(GED); 1-2 years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: CNA, BLS and CPR required. Previous monitor tech experience preferred.

Certified Nursing Assistant - Telemetry**Location**IL-Freeport (FHN Memorial Hospital)**Position Status**Part-time**Primary Hours**(ie 9am-5pm)6:30pm to 7am; Rotating every other weekend and holidays[Apply Now](#)

This positions offers an optional commitment award of \$2000.00 for a 2 year commitment.

SUMMARY: The delivery system practiced at FHN Memorial Hospital employs the concepts of team nursing incorporating the workforce standards as set forth by FHN. Responsibilities for delegated patient care activities under the direction of licensed professionals, for an identified patient population.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree(GED); 1-2 years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: CNA, BLS/CPR required.

Messenger**Location**IL-Freeport (FHN Memorial Hospital)**Position Status**Ad Lib**Primary Hours**(ie 9am-5pm)6:00 - 6:00[Apply Now](#)**Job Summary:**

These individuals visit both FHN and Non-FHN sites on a daily basis. Responsibilities include daily pick-up and delivery of laboratory specimens, supplies, equipment, inter-office communication, bank deposits, mail and miscellaneous items. This individual plays a key role in communications, timely service delivery, and customer satisfaction.

Education/Experience:

High school diploma or equivalent, with zero to six months related experience. Must possess a valid drivers license with no traffic violations, good memory for processes, ability to work independently once on route and good communication skills with internal customers.

Patient Account Representative III**Location**IL-Freeport (FHN)**Position Status**Full-time**Primary Hours**(ie 9am-5pm)8-4:30[Apply Now](#)

Job Summary: Across multiple billing systems, this individual will diligently organize, bill, recover and resolve FHN's open accounts receivables positioning FHN for solid cash performance. This individual will utilize high-impact work lists (through our business intelligence solution MERLIN) to analyze and execute the daily throughput (including the processing of approved account corrections) of revenue cycle billing and payer follow up, which includes quality assurance and issuance of insurance claims, client statements and guarantor billing statements. This position has a direct correlation to the daily level of cash flow at F Processes account corrections to ensure accurate and compliant billing.

Education/Experience: High school diploma or equivalent, an Associates Degree, and HFMA CRCR (Certified Revenue Cycle Representative). 2-5 years experience.

Patient Service Representative - Float Pool**Location**IL-Freeport (FHN)**Position Status**Full-time**Primary Hours**(ie 9am-5pm)7a-5p[Apply Now](#)

Job Summary: Works collaboratively and pro actively to coordinate and manage patient flow by being the first to greet, instruct, direct and schedule patients and visitors. Incorporates a positive team approach to serve as a liaison between patients and medical support staff. Familiar with all aspects of the office operations including scheduling, registration, coding, balancing, medical records, transcription, and collections. Key public relations position often dealing with patients concerns/complaints.

Education/Experience: High School Diploma or Equivalent with 2-5 years prior field related and/or other job related experience preferred. Ability to handle multiple tasks in a fast paced work environment. Display evidence of strong customer service skills. Proficient in the use of computers and basic office equipment utilized by FHN. Display a working knowledge of medical terminology and insurance preferred.

Licensure/Certification/Registration: CPR/AED

Pharmacy Technician**Location**IL-Freeport (FHN Memorial Hospital)**Position Status**Ad Lib**Primary Hours**(ie 9am-5pm)Variable[Apply Now](#)

Job Summary: Provides support to the Pharmacist to meet our patients/customer need.

Education/Experience: High school diploma or general education degree (GED), or currently enrolled in High School. Must be licensure eligible in the state of Illinois. Computer experience is required.

Secretary - Lab**Location**IL-Freeport (FHN Memorial Hospital)**Position Status**Full-time**Primary Hours**(ie 9am-5pm)0830-1700[Apply Now](#)

Job Summary: Greets customers and visitors. Receives specimens from couriers, customers, and tube receiving station. Responds to telephone inquiries, performs data entry, and generates specimen labels. Faxes/scans diagnostic reports to physician offices. Performs miscellaneous tasks as requested.

Education/Experience: High school diploma or general education degree (GED); and two to five years related experience and/or training is preferred; or equivalent combination of education and experience. Word processing required; Microsoft Office, PowerPoint, Word, Excel, Graphing, Data Entry, Medical Terminology and Medical Transcription preferred.

Unit Secretary/Care Support - Inpatient Float Pool**Location**IL-Freeport (FHN Memorial Hospital)**Position Status**Part-time**Primary Hours**(ie 9am-5pm)flexible/negotiable[Apply Now](#)

SUMMARY: The delivery system practiced at Freeport Memorial Hospital employs the concepts of team nursing incorporating the work force standards as set forth by FHN. Coordination of activities to support patient care and unit operations, while under the direction of licensed professionals.

EDUCATION/EXPERIENCE: High school diploma or general education degree (GED); and zero to six months related experience and/or training; or equivalent combination of education and experience. CNA preferred. Minimum of 1 year CNA or clinical experience. BLS preferred.

TO APPLY FOR THESE JOBS OR TO SEE ALL FHN HEALTH JOB OPPORTUNITIES [CLICK HERE](#)

RETAIL/GROCERY/FAST FOOD/CONVENIENCE JOB OPPORTUNITIES



Retail Associates

[Walmart](#)

300 6th Avenue West, Monroe, WI 53566

\$14 an hour - Full-time

[Apply now](#)

Job details

Salary

\$14 an hour

Job Type

Full-time

Full Job Description

Retail Associates

There's a path for everyone at Walmart – including you! There's plenty of room to build a career: more than 300,000 U.S. associates were promoted to jobs of higher pay or greater responsibility last year, and 75% of our U.S. store management team members started as hourly employees. You can also get your education paid for at no cost – our Live Better U program covers 100% of college tuition and books, starting on day one.

***It doesn't stop there: ***

Predictable work schedules *

- No-cost counseling and health care assistance*

- Maternity/paternity paid leave and a strong 401(k)*
- All shifts available for both Part-time and Full-time. *
- Starting wages for frontend services is \$14.00/hr *
- Stocking positions start at \$16.00/hr*

Find your path - multiple opportunities are available at your local Walmart Supercenter, such as: *

***STOCKING AND UNLOADING** - Keep shelves stocked for our customers*

***AUTO CARE CENTER** - Keep our customer's cars safely maintained*

***CASHIER & FRONT END SERVICES** - Help shape our customer's experience*

***FOOD & GROCERY** - Guarantee high quality food is stocked and always ready*

***GENERAL MERCHANDISE** - Help customers find what they need, from clothes to electronics and everything in between*

***HEALTH & WELLNESS** - Provide quality health services to our customers*

***ONLINE ORDER FILLING & DELIVERY** - Guarantee high quality products are selected for our online customers*

Location: 300 6th Avenue West, Monroe, Wisconsin 53566

Part-Time Store Associate

[Aldi](#)

Monroe, WI 53566

\$15 an hour - Part-time

[APPLY](#)

Job details

Salary

\$15 an hour

Job Type

Part-time

Full Job Description

As a Store Associate you'll be responsible for merchandising and stocking product, cashiering, and cleaning to keep the store looking its best. You'll enhance the customer shopping experience by working collaboratively with the ALDI team and providing exceptional customer service.

Position Type: Part-Time

Average Hours: Fewer than 30 hours per week

Starting Wage: \$15.00 per hour

Duties and Responsibilities:

Must be able to perform duties with or without reasonable accommodation.

- Processes customer purchases, perform general cleaning duties, stocks shelves and merchandise displays neatly
- Provide exceptional customer service, assisting customers with their shopping experience
- Collaborate with team members and communicate clearly to the store management team
- Provide feedback to management on all products, inventory losses, scanning errors, and general issues
- Participate in taking store inventory counts according to guidelines and monitoring inventory for accuracy
- Adheres to cash policies and procedures to minimize losses
- Complies with all established company policies and procedures while upholding the security and confidentiality of documents and data
- Other duties as assigned

Physical Demands:

- Ability to stock merchandise from store receiving to shelving; ability to place product, weighing up to 45 pounds, on shelving at various heights
- Regularly required to sit, stand, bend, reach, push, pull, lift, carry and walk about the store
- Must be able to perform duties with or without reasonable accommodation

Qualifications:

- Ability to provide prompt and courteous customer service
- Ability to operate a cash register efficiently and accurately
- Ability to safely and properly operate equipment, including electric/manual hand jack, floor scrubber, and cardboard baler
- Ability to perform general cleaning duties to company standards
- Ability to interpret and apply company policies and procedures
- Excellent verbal and written communication skills
- Ability to work both independently and within a team environment
- Ability to stay organized, give attention to detail, follow instructions and multi-task in a professional and efficient manner
- Meet any state and local requirements for handling and selling alcoholic beverages

Education and Experience:

- High School Diploma or equivalent preferred
- Prior work experience in a retail environment preferred
- A combination of education and experience providing equivalent knowledge

ALDI offers **competitive wages and benefits**, including:

- 401(k) Plan
- Company 401(k) Matching Contributions
- Employee Assistance Program (EAP)
- PerkSpot National Employee Discount Program

In addition, **eligible employees** are offered:

- Medical, Prescription, Dental & Vision Insurance
- Generous Vacation Time & 7 Paid Holidays
- Short and Long-Term Disability Insurance
- Life, Dependent Life and AD&D Insurance
- Voluntary Term Life Insurance

[Click here](#) to learn more about the benefits ALDI has to offer

ALDI is committed to equal opportunity for all employees and applicants. As a proud Equal Opportunity Employer (EOE), we do not discriminate based on race, color, national origin, ancestry, citizenship status, religion, sex, sexual stereotyping, sexual orientation, gender, gender identity, gender expression, age, marital status, mental or physical disability, medical condition, genetic information, military or veteran status, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), or any other protected characteristic. Employment may be contingent upon ALDI's receipt of an acceptable and job-related drug test, motor vehicle report, and/or reference check, as applicable and permissible by law.

Crew Member- Full Time, Days (w/BENEFITS)

[Subway](#)

449 8th Street, Monroe, WI 53566

\$11.00 - \$12.50 an hour - Full-time

[Apply now](#)

Job details

Salary

\$11.00 - \$12.50 an hour

Job Type

Full-time

Full Job Description

Crew Member (Sandwich Artist)- Full Time, Days

About You:

- You appreciate a flexible and predictable work schedule.
- You open doors for strangers, smile when you make eye contact with people, and feel good when you help others.
- You believe teamwork is the secret that makes common people achieve uncommon results.
- You like to work in an organized clean environment.
- You believe recipes should be followed and that every good recipe starts with the same first step. Wash your hands.

A Day in the Life:

- As a Subway Sandwich Artist (team member) you will greet and serve guests, prepare food, maintain safety and cleanliness guidelines, complete a few chores, and process sales while working alongside your teammates.
- You can work as much or little as you desire. We have the flexibility to work with many schedules.

About Us:

- The Saalsaa family owns and operates thirty-five Subway restaurants in Wisconsin.
- Each restaurant is small in numbers. We employ about twelve people per shop. Our organization is big in heart. We care deeply about helping our team grow.
- Our leaders are amazing people who want to help you succeed.

Location: 449 8th Street, Monroe, Wisconsin 53566

Job Type: Full-time

Pay: \$11.00 - \$12.50 per hour

Guest Service - SNG (Stop-N-Go Location)

[Kwik Trip Inc](#)

1607 9th Street, Monroe, WI 53566

[APPLY](#)

- Not provided by employer
- \$31.1K to \$39.3K per year is Indeed's estimated salary for guest service agent at Kwik Trip in Monroe, WI.

Location: Stop-N-Go #1525 1607 9th St. Monroe, WI 53566

Requisition: 134541

Range Min: \$13.50

Shift: Variable

Related Military Occupational Classification (MOC):3F1X1, 4D0X1, 3M0X1, 922A, 92G, 500, CS, FS, 3381, 3599, 35S9, 752, CSS, CS, R01A, MS, SK

Already a Kwik Trip Coworker? Follow this link to apply: myapps.kwiktrip.com

Guest Service coworkers:

Kwik Trip is seeking energetic, outgoing and positive people to make a difference in the communities we serve. Our Guest Service coworkers give the best customer service in clean, state of the art facilities.

Requirements:

- Great people skills
- Enjoy a fast-paced work environment
- Ability to problem solve challenges and shift priorities quickly
- Desire to help customers
- Maintain a clean and inviting store

Kwik Trip has rated as a **Top Workplace** several years running, both nationally and in the states that we operate. We live by our mission, treating others how we would like to be treated and we strive to make a difference in people's lives. Our mission drives how we operate as a business as well as how we approach staffing our stores. We are a family owned company and share 40% of pre-tax profits with all our coworkers. Our teams are loaded with fun, ambitious and energetic people that make work enjoyable and brighten the days of our guests.

Kwik Trip is an innovative company that offers a variety of careers paths, from Retail Leadership to our Support Center and Production and Distribution Facilities. Many coworkers throughout the company have started as Guest Service coworkers and have developed the skills to take on new challenges and roles within the company.

Similar positions would be: Cashier, cook, server.

Kwik Trip, Inc. OVERVIEW:

For over 50 years, Kwik Trip, Inc. has operated friendly, clean, trusted, family-owned, local convenience stores in communities throughout Wisconsin, Minnesota, Iowa, and Illinois. With a commitment to generosity, Kwik Trip, Inc. is dedicated to treating coworkers and guests like family. We continue to look for ways to improve our guest shopping experience and product offerings, as well as to ensure we provide a safe and fun work environment for our co-workers. We offer competitive wage and benefits and continue to invest in our family of coworkers and provide them with career advancement and growth opportunities.

Now Hiring! New Restaurant Team Member (Verona) - AM Shift

Noodles & Company

New Glarus, WI

\$13.50 - \$16.50 an hour - Full-time, Part-time

[Apply now](#)

Job details

Salary

\$13.50 - \$16.50 an hour

Job Type

Full-time

Part-time

Qualifications

-
- Day Shift (Required)
- Night Shift (Preferred)

Full Job Description

**Pay is \$13.50-\$16.50 an hour + TIPS (Average Total Hourly Rate is \$15.50-\$18.50)*
Noodles & Company is hiring immediately!**

You don't want to work in food service at just any restaurant, you want to work with a restaurant that will develop, nourish and inspire you, all while providing an enjoyable atmosphere, making it actually fun to go to work!

Noodles is a fast food, fast casual restaurant and we're hiring immediately for amazing **Team Members** to join our us in the front of house as a cashier, server, curbside specialist and/or in the back of house as a cook. At Noodles & Company, our mission is to always nourish and inspire every restaurant team member, guest and community we serve. Join our amazing team, make new friends, have fun, and develop your career!

The Perks

Just some of the good stuff:

- Competitive pay, plus tips for eligible locations****
- Tuition assistance
- Scholarship opportunities
- Phone, event ticket and food discounts
- Paid sick time off
- Free shift meal

- Flexible scheduling
- Part-time and full-time opportunities
- Medical, dental and vision insurance
- 401(k) and stock purchase discounts
- Mentoring and leadership development programs
- Opportunities for advancement

Your Day in the Life – Team Member

FOH and BOH duties include:

- Greet guests to make them feel welcome and answer any menu questions during each shift
- Take guests' food orders and handle credit and cash transactions
- Prepare food items quickly and accurately; this could include preparing noodle dishes, appetizers and salads
- Ensure the restaurant is always clean and welcoming for guests
- Desire to surprise each guest with the experience
- Love for working in a fast-paced, team-oriented, food service environment
- Dependable, strong work ethic
- Ability to meet physical requirements of the position, including walking, bending, twisting, reaching, stooping, kneeling, crouching, pushing, pulling or moving objects up to 55 pounds.
- Night, weekend, and holiday availability is a plus
- Must be at least 16 years old (great job for teenagers!)

We are proud to be recognized on Forbes' America's Best Employers for Diversity 2021 and Forbes' 2021 Best Employers for Women lists and are committed to creating an inclusive environment where Noodlers can bring their full self to work.

Noodles is an Equal Opportunity Employer. Our goal is to be an inclusive and diverse team that is representative of the communities and guests we serve.

*****Tipping eligible states include AZ, CO, IA, ID, IL, IN, KS, KY, MD, MO, NC, OH, OR, PA, UT, VA, WA, WI. Noodles makes no guarantees about tip earnings.*

Job Types: Full-time, Part-time

Pay: \$13.50 - \$16.50 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Employee discount
- Flexible schedule
- Flexible spending account
- Health insurance
- Paid time off
- Referral program
- Tuition reimbursement
- Vision insurance

Schedule:

- 10 hour shift
- 8 hour shift
- Day shift
- Holidays
- Monday to Friday
- Weekend availability

Supplemental Pay:

- Tips

COVID-19 considerations:

We are committed to ensuring the safety of our Team Members and Guests, including:

- Enhanced cleaning and handwashing procedures
- Plexiglass shields and social distancing between Team Members and Guests
- Learn more at: noodles.com/teammembersafety

Shift availability:

- Day Shift (Required)
- Night Shift (Preferred)

Morning Icing Bakery Assistant

New Glarus Bakery

Monticello, WI

From \$12 an hour - Full-time

[Apply now](#)

Job details

Salary

From \$12 an hour

Job Type

Full-time

Qualifications

-
- High school or equivalent (Required)
- US work authorization (Required)

Full Job Description

Now accepting applications and resumes for Morning Icing Bakery Assistant to perform a wide variety of duties.

- Ready the storefront daily opening by glazing and icing baked goods of pastries, donuts, cookies and then displaying them neatly in the old-fashioned wooden showcase.
- Customer care (phone, email, website messages, in-person)
- Order fulfillment (picking customer orders, wrapping for mail orders)
- Operations support (restocking store, recording inventory, end of shift reports, cash handling, data entry, housekeeping)
- Assist with in-store marketing, i.e displays, signage, labeling, merchandise support.
- Ensure compliance with health and safety policies; promote within staff levels

Skills:

- **For the Love of Baking** experience in a commercial kitchen preferred, willing to train the personal enthusiasts.
- **You've-got-what-it-takes** Customer care and teamwork. Goals orientated.
- **Harmonious** communication (written and verbal) skills required. Ability to communicate with both customers and colleagues at all levels of seniority
- **Extraordinary** time management skills and ability to multi-task within daily team objectives
- **Pin-point** attention to detail and problem solving skills
- **Analytical**, mind with an ability to suggest improvements
- **Focused** on leading by example efficiency, company standards and commitment to quality to staff members and self.

Job Type:

Full-time

How to Apply:

Please stop by for an application or respond to this listing with resume.

The New Glarus Bakery has a heritage of making the highest quality Swiss and American breads, cookies, pastries, and specialty desserts dating back to 1910. Located in the heart of Green County in southern Wisconsin, New Glarus is a vibrant and unique place to live, work, and visit.

For over 100 years, multi-faceted New Glarus Bakery is a commitment for a bliss in every bite, delivered to our community and customers, sourced by exceptional service, quality ingredients, pride in exceeding expectations and upholding time-honored Swiss and American baking traditions.

Job Type: Full-time

Pay: From \$12.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Employee discount
- Flexible schedule

- Life insurance

Physical Setting:

- Bakery

Schedule:

- Day shift
- Weekend availability

Supplemental Pay:

- Tips

Education:

- High school or equivalent (Required)

Experience:

- commercial food: 2 years (Preferred)

CHEESE FACTORY JOB OPPORTUNITIES



Entry Level or Part-Time - Packaging & Sanitation

Klondike Cheese Co.

W7839 State Road 81, Monroe, WI 53566

\$14 - \$18 an hour - Part-time

[APPLY](#)

Job details

Salary

\$14 - \$18 an hour

Job Type

Part-time

Full Job Description

Job Duties: Typically include packaging and sanitation duties that involve cleaning equipment and conveyors in the packing room; packing finished product into cartons; pails or bags; attaching labels; stacking pallets; removing cheese from conveyors; and loading racks and cheese in totes.

Additional Information:

If you are unable to complete this application online, paper applications may be picked up in our Main Office at W7839 State Road 81, Monroe, WI 53566, anytime Monday through Friday, 8:00am-5:00pm (excluding holidays).

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Klondike Cheese Company is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

- Candidates must be able to read, write, and speak English.
- Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Oral Comprehension & Expression — The ability to listen to and understand information and ideas presented through spoken words and sentences, and the ability to communicate information and ideas in speaking so others will understand.
- Standing 80%, walking 20%, lifting maximum of 50 lbs., bending 20%, reaching 40%, reaching above shoulder 10%, pushing less than 5%, lifting up to 5 lbs. 15%, lifting 6 – 10 lbs. 20%, lifting 21 – 25 lbs. 20%, lifting 26 – 50 lbs. 15%, lifting over 50 lbs. 1%.
- Carrying up to 5 lbs. 5%, carrying 6-10 lbs. 10%, carrying 11 – 20 lbs. 15%, carrying 21 – 25 lbs. 10%, carrying 26 – 50 lbs. 5%, and carrying 51 – 100 lbs. 1%.
- Using hands for repetitive action as; simple grasping right & left, pushing & pulling right & left, fine manipulation right & left.

1st Shift - Feta Packaging

Klondike Cheese Co.

W7839 State Road 81, Monroe, WI 53566

From \$16 an hour - Full-time

[APPLY](#)

Job details

Salary

From \$16 an hour

Job Type

Full-time

Full Job Description

COME JOIN THE KLONDIKE CHEESE TEAM!

Excellent pay rates and great benefits package that includes medical, dental and vision insurance eligibility, 401(k), plus paid time off and paid holidays!

Job Duties: Typically involves packing finished product into cartons, pails or bags; loading cheese onto conveyors; removing cheese from conveyors; loading cheese into totes; attaching labels to packages; assessing products and packaging for any defects; performing quality control checks; filling cartons with packaged product; stacking cartons of finished product onto pallets; completing packaging and sanitation paperwork correctly and in a timely manner; general cleaning as needed; and related tasks as assigned by the supervisor.

First Shift: 5:00 AM to done, Monday through Friday and every other Saturday

Pay Rate: starting at \$16.00 per hour

Working Conditions: Line work, standing /walking 100% on concrete floor. Minimum 40 work hours expected per week during company operating hours, Monday through Friday and every other Saturday. Overtime is required.

Additional Information:

If you are unable to complete this application online, paper applications may be picked up in our Main Office at W7839 State Road 81, Monroe, WI 53566, anytime Monday through Friday, 8:00am-5:00pm (excluding holidays).

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Klondike Cheese Company is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

COVID-19 considerations:

Employees must submit to daily health screening, and are required to wear company-provided disposable face masks for the duration of their shift. For factory positions, uniforms are provided, including boots.

- Candidates must be able to speak, read, and write English.
- Standing 80%, walking 20%, lifting maximum of 50 lbs., bending 20%, reaching 40%, reaching above shoulder 10%, pushing less than 5%, lifting up to 5 lbs 15%, lifting 6 – 10 lbs 20%, lifting 21 – 25 lbs 20%, lifting 26 – 50 lbs 15%, lifting over 50 lbs. 1%.
- Carrying up to 5 lbs. 5%, carrying 6-10 lbs 10%, carrying 11 – 20 lbs. 15%, carrying 21 – 25 lbs. 10%, carrying 26 – 50 lbs. 5%, and carrying 51 – 100 lbs. 1%.
- Using hands for repetitive action as; simple grasping right & left, pushing & pulling right & left, fine manipulation right & left.

Sanitation: 2nd and 3rd shift

Klondike Cheese Co.

W7839 State Road 81, Monroe, WI 53566

\$16 - \$19 an hour - Full-time

[Apply now](#)

Urgently hiring**Job details**

Salary

\$16 - \$19 an hour

Job Type

Full-time

Qualifications

-
- High school or equivalent (Preferred)
- Sanitation: 1 year (Preferred)
- US work authorization (Preferred)

Full Job Description

COME JOIN THE KLONDIKE CHEESE TEAM!

WE ARE GROWING & HAVE SEVERAL OPENINGS!

Sanitation roles require good attention to detail, and the ability to work well on your own.

These positions mainly involve cleaning and sanitizing equipment, machinery, and work areas in the facility, but may also include some packaging duties when finishing up from the earlier shift.

- Sanitation duties typically include using a high pressure water hose, scrub brushes and similar equipment, and chemical cleaning agents to clean and sanitize.
- Packaging duties typically include: Packing finished product into cartons, stack pallets, load cheese on conveyor, moving pallets of cheese and totes, prepare supplies and labels, verify and document product codes and ensure materials are correct, complete packaging and sanitation paperwork correctly, operate packaging equipment and make adjustments as necessary, and other related duties as assigned.

2nd Shift: 2:00 pm-11:00 pm or until done, Monday-Friday, plus every other Saturday 10:00 am until done. Pay starts at \$16.00/hour plus receive a \$1.00 shift differential

3rd shift: 10:00 pm-6:00 am or until done, Monday-Friday plus every other Saturday 9:00 pm until done. Pay starts at \$17.00/hour plus receive a \$2.00 shift differential

Requirements: Candidates must be able to read, write and speak English. Must be willing to work overtime as needed and at least every other Saturday. A good attendance record is required. Cheese/food industry experience is preferred but not required. Employees are required to stand the duration of the shift, with frequently bending, stooping, turning, reaching, and lifting up to 50 lbs.

Additional Information:

If you are unable to complete this application online, paper applications may be picked up in our Main Office at W7839 State Road 81, Monroe, WI 53566, anytime Monday through Friday, 7:30am-4:30 pm (excluding holidays).

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

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Job Type: Full-time

Pay: \$16.00 - \$19.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Employee discount
- Flexible spending account
- Health insurance

- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 10 hour shift
- 8 hour shift
- Monday to Friday
- Weekend availability

Supplemental Pay:

- Bonus pay

Ability to commute/relocate:

- Monroe, WI 53566: Reliably commute or planning to relocate before starting work (Preferred)

Education:

- High school or equivalent (Preferred)

Experience:

- Sanitation: 1 year (Preferred)

2nd shift Packaging

Klondike Cheese Co.

Monroe, WI 53566

\$16 - \$19 an hour - Full-time

[Apply now](#)

Urgently hiring

Job details

Salary

\$16 - \$19 an hour

Job Type

Full-time

Qualifications

- English (Required)
- US work authorization (Required)

Full Job Description

COME JOIN THE KLONDIKE CHEESE TEAM!

Multiple 2nd shift Production/Packaging positions available as we grow!

Includes great benefits package that includes medical, dental and vision insurance eligibility, 401(k) retirement plan with a company match, plus paid time off and paid holidays!

Position Overview:

- Examples of duties involved in this type of position include preparing supplies and labels; completing required paperwork accurately; taking cheese from totes and placing onto conveyors; operating packaging equipment to fill bags or containers with crumbled product; verifying product codes and materials for accuracy; checking containers for proper seals; attaching labels to products; putting products onto pallets; stacking pallets; and cleaning and sanitizing equipment, conveyors and packaging areas.

Shift: 2nd shift: 2:30 pm - until done (typically 8-9 hour shift), Monday – Friday, plus every other Saturday.

Pay Rate: \$16.00 - \$19.00 per hour with an additional \$1.00 shift premium, will pay more for experienced workers!

Requirements:

- Must be able to read, write and speak English.
- Must be willing to work overtime as needed.
- A good attendance record is required.
- Cheese/food industry experience is preferred but not required.
- Candidate must be a team player.
- Employees are required to stand the duration of the shift, with frequent and repetitive bending, stooping, turning, reaching, grasping, and lifting up to 50 lbs.

How to Apply:

Apply online by clicking the apply now button on this ad, or go to the company website, www.klondikecheese.com to complete an application. If you are unable to complete an application online, feel free to stop in to our Main Office at W7839 State Road 81, Monroe, WI between the hours of 7:30am-4:30pm Monday-Friday (excluding holidays) to pick up a paper application.

Additional Information:

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a

comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

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Job Type: Full-time

Pay: \$16.00 - \$19.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Referral program
- Retirement plan
- Vision insurance

Schedule:

- 10 hour shift
- Holidays
- Monday to Friday
- Weekend availability

Supplemental Pay:

- Bonus pay

Language:

- English (Required)

Quality Specialist Monday-Friday 9:00 am-6:00 pm

Grande Cheese Company

N2607 County Rd S, Juda, WI 53550

Full-time

[APPLY](#)

Job details

Job Type

Full-time

Report inaccurate salary

Full Job Description

1. QC Program Development and Implementation

- Collaborate with the Lead Practitioner and facility Quality Control Manager to develop and implement Food Safety, SQF fundamentals, and the Food Safety Plan across Enterprise, plant to plant and with Corporate Quality. Has back-up responsibilities for, and is backed up by, as defined by the Facility Organizational Chart and Back-up Responsibilities chart.
- Maintain the post-implementation facility SQF system, ensuring its integrity through validation and verification.
- Coordinate and participate in special projects such as studies affecting product quality, trials of new products or process improvements and similar work, either independently or at the request of the Quality Control Managers.
- Research, recommend, and implement value-added QC innovation and process improvements in the laboratory and/or production areas, such as investigating methods to improve time and capital efficiency, streamlining documentation, new technologies and/or equipment, and communication of quality information.
- Collaborate with managers, Cheesemakers and department leaders, through pro-active and timely communication and interaction to:
 - Identify, evaluate and resolve plant product safety and quality issues as they arise.
 - Maintain and audit effective plant sanitation programs, as needed
 - Ensure proper equipment and plant sanitation through effective pre-operational inspections as well as monitoring "Clean Equipment" and "End of Run" sampling, as required
 - Coordinate and monitor facility utility surveillance programs to ensure compliance with Grande and regulatory standards, which includes, but is not limited to:
 - Monthly surveillance of facility potable and process water supply bacteriology
 - Monthly surveillance of facility compressed air bacteriology (at points of contact with pasteurized product)
 - Develop and coordinate a facility environmental bacteria surveillance program.
 - Perform queries and generate product quality versus specification graphs (from existing database).
 - Participate in SOP/SSOP development and maintenance, including annual reviews.

2. Facility Training & Audit/Inspections

- Participate in developing and presenting quality training including: GMP, HACCP, Preventive Controls, sanitation, Allergen/Allergen Control and Food Defense.
- Attend and participate in quality meetings including; preparation and presentation of graphical data and distribution of meeting minutes as requested
- Coordinate a comprehensive plant audit program, including HACCP critical control points, Preventive Controls, Good Manufacturing Practices (GMP's), plant housekeeping, sanitation (CIP units, manual cleaning), bio-security systems and compliance with federal and state inspection agency regulations.
- Maintain and audit glass and glass-like material monitoring program.
- Participate in and support Quality Control Manager in regulatory inspections and/or customer audits, including routine regulatory sampling of products and water supplies.
- Assist with the investigation and resolution of customer complaints.

3. Lab Operation

- Coordinate and perform comparison testing for in-process and lab equipment and Associate testing performance monitoring including performing and/or coordinating necessary equipment calibration changes.
- Operate laboratory equipment and instruments such as centrifuge, analytical balances, ovens, microwaves, pH meter, IR analyzers and similar equipment as required.
- Coordinate creation of sub-lot composites to facilitate the necessary analyses and tests on products.
- Coordinate and maintain adherence with Good Laboratory Practices (GLP's).
- Maintain, clean and sterilize laboratory equipment and calibrate laboratory instruments.
- Utilize just-in-time methods to purchase required laboratory supplies and maintain cost effective inventory levels.

Education Required

- Bachelors Degree or better in Food Science

Behaviors Preferred

- Team Player: Works well as a member of a group

SWISS COLONY JOB OPPORTUNITIES (COLONY BRANDS)



Production Assistant

Colony Brands, Inc.

Monroe, WI

Full-time

[APPLY](#)

Job details

Job Type

Full-time

- Not provided by employer
- \$39.6K to \$50.2K per year is Indeed's estimated salary for production assistant at Colony Brands in Monroe, WI.

Report inaccurate salary

Full Job Description

Are you one of the most organized people you know? Do you enjoy resolving problems? If this sounds like you, then our open Production Assistant position with our Global Product Sourcing Team may be a good fit for you! Colony Brands is seeking a Production Assistant to support either drop ship or Apparel categories for multiple Brands.

What You'll Do:

As a Production Assistant, you'll be responsible for managing all non-food purchase orders to support corporate financial plans. This role requires professional communication with external vendors, and internal colleagues in customer service, sourcing, inventory, etc. and the ability to accurately key and maintain data into systems.

You'll also be responsible for:

- Confirming Purchase Orders in a timely manner to support customer satisfaction and fulfillment targets
- The facilitation and processing of Discrepant Material Reports (DMRs) after inbound inspection with vendor(s) and processing vendor chargebacks
- Managing and updating daily inventory reports with updated information related to backorder reissues, DMR statuses, etc.
- Ensuring compliance with the Mail Order rule by assuring customer communication requirements are met regarding backorders
- Follow up on delivery schedules, expediting and prioritizing shipments as needed to support the business
- Communication with logistics to track goods to DC to provide accurate in-home dates to customers

Qualifications

What It Takes:

This role requires someone who is adaptable and detail-oriented with professional verbal and written communication skills. Ideally you will have related work experience and at least an associate degree in

Business, Supply Chain, or a related discipline. In addition, we are looking for:

- Excellent organizational skills
- A good knowledge of and experience with MS Office and Windows applications
- 2+ years Excel experience
- The ability to work independently with limited supervision
- Keen attention to detail and problem-solving skills

About Us

Colony Brands, Inc. is one of North America's largest, multi-channel, direct-marketing companies. The company maintains an extensive portfolio of affiliates, brands, and products ranging from cheese and petit fours to apparel and kitchen appliances, while maintaining its roots as a private, customer-centric business based in Monroe, WI. We're financially sound, yet our success is not just defined by our profits; it's about living our Core Values, giving our employees the opportunity for growth and providing a better place to live and work! To that end, Colony Brands generously supports the communities we work in and offer many benefits and programs that support the well-being of our employees.

Benefits Details

Colony Brands is not just about growing our profits – We are about giving our employees the opportunity for growth and providing a better place to live and work. We also offer our employees many great rewards in addition to monetary compensation:

Medical/Dental/Vision insurance

A robust Wellness Program including Onsite Healthcare

Superb Retirement Plans (401K & a company-funded Pension Plan)

Extensive Paid Time Off (PTO) benefits

Seven 4-day work weeks in the summer months to give our employees additional time off

Educational Assistance

Company Profit-Sharing

Company Product Discounts

And, so MANY more!

Job Category

Supply Chain

Employment Type

Regular/Full-Time

City

Monroe

FACTORY/WAREHOUSE JOB OPPORTUNITIES



Intake Operator

V&V Supremo Foods

2923 Mayer Road, Browntown, WI 53522

\$19.77 an hour - Full-time

[Apply now](#)

Job details

Salary

\$19.77 an hour

Job Type

Full-time

Full Job Description

We offer a \$2,000 sign-on bonus and an excellent starting wage of \$19.77/hr. This is a Monday-Friday position with a work schedule of 8:00 a.m. to 4:00 p.m. that does require regular overtime on Saturdays and Sundays.

Position Summary:

Control, test, and communicate all Milk and Whey flows throughout the plant to support plant production activities.

Primary Responsibilities:

- Control and communicate liquid flows with all plant departments and vendors as required.
- Obtain required samples and test following standard procedures.

- Maintain all plant equipment in a clean and sanitary condition.
- Maintain licenses and certifications as required.
- Support all audits and inspections.

Key Activities:

- Complete all sampling, testing, and documentation requirements.
- Perform all Plant Master Sanitation Schedule duties.
- Maintain licenses and certifications as required.
- Maintain clear communication with all plant departments.
- Maintain all Raw milk area equipment in a clean and sanitary condition.
- Support all Quality programs.
- Support the Plant traffic pattern plan.
- Follow all position related GMP's, sanitation procedures, and quality procedures as set forth by QA and/or supervisors
- Responsible for following Safety (OSHA) regulations and procedures.
- Responsible for complying to all Safe Quality Food (SQF) polices/procedures and requirements for position.
- All other duties as assigned by Supervisor.

Skills Required:

- Read gauges and thermometers
- Basic mathematics knowledge
- Visually screen color change test strips
- Operate computer controlled equipment
- Good written and verbal communication skills.
- Good problem solving and decision making skills.

Necessary Experience:

- Maintain Bulk Milk Weigher and Sampler License.
- Maintain Milk, Food, and Water Analyst Certification.

Job Type: Full-time

Pay: \$19.77 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Referral program
- Tuition reimbursement
- Vision insurance

Schedule:

- 8 hour shift
- Weekend availability

Supplemental Pay:

- Signing bonus

2nd Shift Production Machine Technician

[Stoughton Trailers](#)

302 23rd St, Brodhead, WI 53520

[APPLY](#)

- Not provided by employer
- \$31.2K to \$39.4K per year is Indeed's estimated salary for machine technician at Stoughton Trailers in Brodhead, WI.

Report inaccurate salary

Assist production personnel to ensure that manufacturing has the fixturing, tools and equipment required to maximize safety, quality and productivity.

Help identify key areas in the manufacturing process that are ripe for improvement.

Assist in the conception and design of strategies for process improvement.

Programming and troubleshooting of all sheet metal equipment including Trumpf lasers, Mitsubishi lasers, Whitneys, RMT and Trumpf press brakes

Operates all types of tools and machines essential and necessary to the job, including but not limited to press brakes (such as sheet puncher and post puncher), rail puncher, overhead crane, shear machine, band saw, chop saw, plasma punch machine, etc.

Use blueprints to set up and operate machinery. Write programs to create parts.

2nd Shift Assembler - Brodhead

[Stoughton Trailers](#)

302 23rd Street, Brodhead, WI 53520

\$18 - \$20 an hour - Full-time

[Apply now](#)

Job details

Salary

\$18 - \$20 an hour

Job Type

Full-time

Qualifications

-
- US work authorization (Required)

Full Job Description

Great opportunity to get your career started assembling high quality products. Full benefits, fast career and job advancement growth!

Job Purpose Responsible for all stages of trailer building process.

Essential Duties & Responsibilities

Operate all types of tools essential and necessary to the job, including but not limited to, hand drill, hammer, needle gun, caulk gun, chisel, utility knives, putty scraper, disk sander, rivet gun, impact wrench, huck gun, router, grinder, and tape measure.

Prepare metal surfaces. Clean trailer components with solvents.

Caulk all required trailer seams and joints.

Position and fasten parts together with bolts, screws, rivets or other fasteners. Assemble sub-assemblies such as, but not limited to, brake hoses, light boxes, axles, air brake systems, nose boxes, wiring harnesses, tire-rim mounting, doors, walls, etc. Drill through aluminum, steel and wood.

Perform measurement layouts per blue prints.

Perform all assigned tasks in a safe, efficient, timely, accurate and highly productive manner according to company policy.

Contribute to the team effort to produce a quality product.

Attend scheduled work hours on a regular and timely basis. Maintain good attendance.

Ability to work mandatory overtime.

Ability to work and communicate in a team environment.

Other duties may be assigned as required by the company.

Location: 302 23rd St, Brodhead, WI 53520, USA

Job Type: Full-time

Pay: \$18.00 - \$20.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible schedule
- Health insurance

- Life insurance
- Paid time off
- Referral program
- Retirement plan
- Tuition reimbursement
- Vision insurance

Schedule:

- 10 hour shift

Supplemental Pay:

- Bonus pay

2nd Shift Quality Inspector

[Stoughton Trailers](#)

Evansville, WI

[APPLY](#)

Are you looking for a job with growth potential? Come join the Stoughton Trailers team and grow your career with us!!

Job Purpose Monitors the manufacturing quality of trailers, individual parts and sub-assemblies in compliance with applicable Company quality assurance standards, engineering drawings and other related specifications.

Essential Duties and Responsibilities

Operate all types of tools essential and necessary to the job, including but not limited to brake test machine, light tester, man lift, bumper jack, ABS tester, wrenches, tape measure.

Work on the trailer assembly line and sub-assembly areas monitoring those items as designated by the Quality Assurance Manager.

Verify conformance of each assigned item to company and/or customer drawings, standards and specifications.

Record acceptance or rejection decision by identifying him/herself on the appropriate forms and ensure reasons for rejections are clearly defined.

Assist in the initiation of corrective action by management in the event of sub-standard quality levels or failure to meet acceptance or reliability standards.

Maintain communications with all assembly line managers, continuously informing these managers of all out-of-specification conditions, especially where noted on more than one unit.

Maintain daily off the line reporting status of all units leaving sub-assembly and final assembly line.

Submit continuous product quality appraisals to those individuals whose subordinates affect the physical outcome of the final unit.

Perform all assigned tasks in a safe, efficient and highly productive manner according to company policy.

Contribute to the team effort to produce a quality product.

Attend scheduled work hours on a regular and timely basis. Maintain good attendance.

Ability to work mandatory overtime.

Follow company policies and procedures. Other duties may be assigned by the company.

Education: High school diploma or equivalent, based on education and work experience.

Licenses/Certifications:

FHWA (Federal Highway Administration) test and re-certification test every two years is mandatory

Knowledge, Skills, & Abilities:

Basic knowledge of computers is required.

Fluent in English, speaking and writing.

Bi-lingual beneficial.

Must possess good written and oral communication skills.

Must be able to work well with manufacturing hourly employees and all levels of management personnel.

Core Competencies:

Detail-oriented: someone who pays attention to the details and can make a conscious effort to understand causes instead of just the effects, and that does this in a second nature type of way.

Motivated: stimulate (someone's) interest in or enthusiasm for doing something.

Organized: arranged in a systematic, orderly way

Training:

Orientation

Company provided training may include but not limited to:

Utility/Golf Cart

Aerial Lifts – Genie/Wave/Manlifts

Stoughton Trailers will provide training on trailer specifications, engineering drawings and quality assurance checking procedures.

Stoughton Trailers will provide training to operate measuring and test equipment related to the job.

Above is a list of the most important responsibilities and functions, which are essential to the position. Employees must be able to perform these essential functions satisfactorily with or without a reasonable accommodation. Accommodations will be evaluated and provided to eligible employees on a case by case basis, depending on the employee's medical restrictions, work availability, the nature of the position, the position's essential functions and other relevant factors.

Packaging Machine Operator

[Jack Links Protein Snacks](#)

200 Industrial Drive, New Glarus, WI 53574

Full-time

[Apply now](#)

Job details

Job Type

Full-time

[Report inaccurate salary](#)

Full Job Description

Company Description

When it comes to being wild, we know a thing or two. We're not afraid of trying something new or the hard work it takes to make it happen. It's in our DNA. We've turned a family recipe into a new snacking category. And the wilderness into the world's largest meat snack business, that's still proudly family owned and operated. We're a company built by innovators, and are driven to not only satisfy your hunger, but to also feed your journey – whether that journey is on the road, on the run, at the campground, at the playground, in the office or in the moment. It's a journey we share with you. It's the journey forward of our people, of our communities, of our category...with a reverence for quality and an irreverence for the status quo. At Jack Link's Protein Snacks, we see every moment of every day as an opportunity to move forward, to forge new ground. To realize our vision of becoming the World's #1 Protein Snack Company. We never give up. You never give up Together, we keep going. Are you wild enough to join us? Jack Link's Protein Snacks is a global leader in snacking and the No. 1 meat snack manufacturer worldwide. Family-owned and operated with headquarters in Minong, Wisconsin, Jack Link's Protein Snacks also has a large corporate hub in Downtown Minneapolis, Minnesota. The company is made up of over 4,000 passionate team members, across 11 countries, who share an uncompromising commitment to delivering awesome products and feeding the journey of those who move things forward. The Jack Link's Protein Snacks portfolio of brands includes, Jack Link's, Lorissa's Kitchen, MATADOR Jerky, BiFi and Peperami.

Job Description

SHIFT: M-Th 430pm-3am

The basic function of the Machine Operator is to perform all operational functions on the machines to achieve production goals on a daily and annual basis. Incumbent performs necessary functions in order to efficiently, safely, and correctly process materials in preparation for cooking or for packaging.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of this position shall consist of, but not be limited to, the following:

- Manage start-up to make sure equipment is in proper operating condition.
- Set-up, operate, and perform change-over procedures of machine in accordance with operating standard protocols and machine settings.
- Change rolls (of film, zipper, scavengers, stickers, etc.) in a timely manner to minimize down time and lost material.
- Partner with Maintenance to minimized downtime. Communicate effectively with Maintenance personnel to prevent and address any machine malfunctions. Help complete basic troubleshooting or repair. Complete basic preventative maintenance.
- Continually strive to maximize productivity and efficiency while decreasing waste and work at full capacity.
- Ability to assemble and de-assemble machine.
- Perform necessary checks at start of shift and at each new product; document on paperwork, code date, correct label, upper/lower film, etc.
- Follow daily production schedule and achieve specified goals.
- Ensure quality protocols & SOPs are followed and openly communicate with FSQ in order to fix defects to ensure quality standards are consistently met.
- Ensure product conforms to specifications (i.e. weights & lengths) by performing periodic checks on output.
- Ensure products are correctly labeled and identified for proper disposition.
- Prevent and minimize rework and/or inedible.
- Record daily production paperwork, process monitors, and daily run logs sheets completely and accurately.
- Monitor workflow to maximize machine output efficiencies.
- Keep hard supplies for batch run, such as combos and v-mags stocked in the area.
- Accurately document all ingredients used and maintain a stock of necessary materials.
- Ensure Team Members working on line are efficient and completing work safety and with quality in mind
- Clearly communicate work assignments, directives, and expected outcomes with line personnel.
- Ensure all associates on your line understand and follow all policies and standard operating procedures.
- Empower personnel to strive to improve and do their best; ensuring pride in their team and ownership of their line.
- Train and continually develop the skills of the personnel in your area.
- Encourage a team spirit where all associates have pride in their line, and therefore continually attempt to break records and set new production standards.
- Routinely communicate with your Supervisor in order to gain directives, discuss decisions and action plans, and share information.
- Follow Good Manufacturing Practices (GMPs), Hazard Analysis and Critical Control Point (HACCP) training, along with company pre-requisite programs, Standard Operating Procedures (SOP's), and Standard Sanitation Operating Procedures (SSOP's).
- Accurately complete all necessary paperwork as directed.
- Successfully complete all necessary technical training and skills verification as directed.
- Successfully complete all necessary soft skills training as directed.

- Perform all required sanitation functions within acceptable standards.
- Attend all department and company scheduled meetings
- Performs other duties and responsibilities as necessary.

Safety:

- Perform all duties within OSHA and company safety standards; LOTO, wear PPE and maintain safety equipment.
- Maintain a safe, clean and organized work area.
- Immediately report all accidents and deficiencies to the lead/foreman/supervisor.
- Ensure safety devices are installed and working properly.

Qualifications

REQUIRED EDUCATION AND EXPERIENCE

Required Education/Experience: Less than high school education; or up to 2-12 months related experience or training; or equivalent combination of education and experience

REQUIRED SKILLS, KNOWLEDGE and ABILITIES:

- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems
- Multi-tasking - Ability to work under pressure, meet deadlines and handle multiple projects simultaneously and work in a fast-paced environment.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Accuracy - Superior accuracy and attention to detail
- Detail Oriented - Ability to pay attention to the minute details of a project or task
- Relationships - Establishes and maintains professional relationships with vendors, customers and employees at all levels based on credibility, integrity and trust
- Accountability - Ability to accept responsibility and account for his/her actions
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace
- Organized - Possessing the trait of being organized or following a systematic method of performing a task
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines
- Reliability - The trait of being dependable and trustworthy
- Verbal/Written Communication Skills - Excellent verbal and written communication skills in English
- Ability to read and interpret documents such as safety rules, operating and/or maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to add and subtract two digit numbers.
- Must be able to perform repetitive functions.

Additional Information

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to be successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, lift and/or move up to 25 pounds, and talk or hear. The employee is occasionally required to sit, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work environment is a plant / office setting with varying degrees of temperatures and noise levels. Exposure to manufacturing equipment movement and wet / slippery floors. Travel may be required.

Equal Employment Opportunity Employer

Jack Link's is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation and gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

E-Verify

Jack Link's provides the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new Team Member's Form I-9 to confirm work authorization. **IMPORTANT:** If the Government cannot confirm that you are authorized to work, we are required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment. We do not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9. In order to determine whether Form I-9 documentation is valid, we use E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph. If you believe that Jack Link's has violated our responsibilities under this program or has discriminated against you during the verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at [1-800-255-7688](tel:1-800-255-7688) (TDD: 1-800-237-2515).

Packaging Production Worker 2nd Shift

[Jack Links Protein Snacks](#)

200 Industrial Drive, New Glarus, WI 53574

Full-time

[Apply now](#)

Job details

Job Type

Full-time

Report inaccurate salary

Full Job Description

Company Description

When it comes to being wild, we know a thing or two. We're not afraid of trying something new or the hard work it takes to make it happen. It's in our DNA. We've turned a family recipe into a new snacking category. And the wilderness into the world's largest meat snack business, that's still proudly family owned and operated. We're a company built by innovators, and are driven to not only satisfy your hunger, but to also feed your journey – whether that journey is on the road, on the run, at the campground, at the playground, in the office or in the moment. It's a journey we share with you. It's the journey forward of our people, of our communities, of our category...with a reverence for quality and an irreverence for the status quo. At Jack Link's Protein Snacks, we see every moment of every day as an opportunity to move forward, to forge new ground. To realize our vision of becoming the World's #1 Protein Snack Company. We never give up. You never give up Together, we keep going. Are you wild enough to join us? Jack Link's Protein Snacks is a global leader in snacking and the No. 1 meat snack manufacturer worldwide. Family-owned and operated with headquarters in Minong, Wisconsin, Jack Link's Protein Snacks also has a large corporate hub in Downtown Minneapolis, Minnesota. The company is made up of over 4,000 passionate team members, across 11 countries, who share an uncompromising commitment to delivering awesome products and feeding the journey of those who move things forward. The Jack Link's Protein Snacks portfolio of brands includes, Jack Link's, Lorissa's Kitchen, MATADOR Jerky, BiFi and Peperami.

Job Description

SHIFT: Packaging - General Labor M-Th 430pm-3am

The role of the Production Worker is to perform necessary functions in order to efficiently, safely, and correctly prepare and process raw material to prepare it for cooking or cut & package finished product in preparation for shipment to customer.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of this position shall consist of, but not be limited to, the following:

General:

- Follow daily production schedule and achieve specified goals.
- Ensure product conforms to specifications.
- Prevent and minimize rework and/or inedible.
- May require working on taping machines, shrink wrap machines, pallet jacks, trash and recycling compactors.
- Perform standard operating procedures of production and inspection functions as directed.
- Successfully complete all necessary technical training and skills verification as directed.
- Successfully complete all necessary soft skills training as directed.
- Return from breaks in a timely manner; notify lead/foreman/supervisor before leaving the department.
- Accurately complete all necessary paperwork as directed.
- Attend all department and company scheduled meetings.
- Works scheduled shift as assigned.
- Maintain a safe, clean and organized work area.
- Immediately report all accidents and deficiencies to the lead/foreman/supervisor.
- Ensure safety devices are installed and working properly.
- Suggest improvements; continuously improve the quality of all support activities.
- Perform all required duties within OSHA and company safety standards.
- Follows set company and OSHA safety rules, regulations, and guidelines at all times.
- Follow Good Manufacturing Practices (GMPs), Hazard Analysis and Critical Control Point (HACCP) training, along with company pre-requisite programs, Standard Operating Procedures (SOP's), and Standard Sanitation Operating Procedures (SSOP's).

- Performs other duties and responsibilities as necessary.
- Ensure products are correctly labeled and identified for proper disposition.
- Keep record of products used to follow FIFO (first in – first out).

Ready to Eat:

- Count and place packages in appropriate caddies, maintaining accurate records, washing and sanitizing carts, racks, and trucks.
- Handling finished product, placing it continuously in trays or assembly lines to be shipped to our customers.
- Making pallets by stacking boxes onto pallets, preparing the pallet with cardboard wrapping, manually shrink wrapping, and pulling/pushing pallets with manual pallet jack.

Qualifications

Qualifications

REQUIRED EDUCATION AND EXPERIENCE

Required Education: None

Required Experience: None

Preferred: Knowledge of warehouse and assembly line experience is a plus.

REQUIRED SKILLS, KNOWLEDGE and ABILITIES:

- Must be able to work in a fast-paced environment.
- Must be able to perform repetitive functions.
- Must adhere to all company policies and regulatory guidelines.
- Must be able to accept direction from Department Leads and supervisors
- Must be able to communicate with co-workers and supervisor.
- Must be able to work in a team oriented environment.
- Must be able to perform duties with minimal supervision.
- Excellent attendance and dependability
- Attention to detail
- Fast-paced environment
- Work well with others
- Great communication skills

Additional Information

Additional information

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Paint Prep (1st & 2nd Shift)

[KUHNS NORTH AMERICA](#)

1501 W 7th Ave, Brodhead, WI 53520

[APPLY](#)

Report inaccurate salary

- **Paint Prep (1st & 2nd Shift)** – involves preparing the unit for the paint process; power washing, scraping, sanding, and material handling, with the ability to use basic hand tools and forklift operation.

Maintenance Assistant (4th Shift)

[KUHNS NORTH AMERICA](#)

1501 W 7th Ave, Brodhead, WI 53520

[APPLY](#)

Report inaccurate salary

- **Maintenance Assistant (4th Shift)** – performs preventive maintenance activities for manufacturing equipment and tools, such as welding equipment (manual & robotic), press brakes, shears, lasers, mills, lathes, drills, forklifts, HVAC, cranes, hoists, and other items as required.

Electro-Mechanical Assembler

ProMach

Monroe, WI

Full-time

[APPLY](#)

Job details

Job Type

Full-time

- Not provided by employer
- \$31.9K to \$40.5K per year is Indeed's estimated salary for mechanical assembler at ProMach in Monroe, WI.

Report inaccurate salary

Full Job Description

Quest Industrial, based in Monroe, Wisconsin, provides robotic integrated solutions using innovative technology and experienced problem-solving specialists to increase line efficiency, maximize profitability and minimize risk. Quest serves a variety of markets including food & beverage and consumer packaged goods. Quest Industrial is a division of ProMach, a leading provider of integrated packaging and processing solutions for over 20,000 customers worldwide. Through multiple brands, ProMach provides product packaging and processing equipment, PMMI certified training, installation, parts, and service for primary and secondary packaging, flexible packaging, end-of-line packaging, and identification and tracking. For more information on ProMach's brands visit www.ProMachBrands.com.

JOB DESCRIPTION

- Mechanical assembly
- Electrical wiring
- Electrical assembly
- Pneumatic assembly
- Sweeping
- Other tasks assigned by supervisor

JOB REQUIREMENTS

- Assembly experience preferred
- Good organization and planning skills

- Ability to handle multiple projects and priorities at the same time
- Team player, timeline driven
- Ability to perform quality work
- High level of aptitude in Mechanical and Electrical Assembly

PHYSICAL REQUIREMENTS

- Excellent hand-eye coordination
- Ability to use hand tools regularly
- Ability to stand and sit throughout the day
- Occasional lifting of up to 50 pounds

BENEFITS

Salary is only a part of a well-developed compensation program. As a Pro Mach employee, you receive more than just a paycheck. Total compensation includes your pay (base salary), very comprehensive medical/dental programs as well as life insurance, a generous paid time off program, a retirement savings plan with a company match and a wellness program. There is no waiting period for benefits – you are eligible on your first day of employment.

Pro Mach is an Equal Opportunity Employer. Pro Mach utilizes E-Verify to verify employment eligibility of new hires to work in the United States. Pro Mach is a drug-free workplace.

#QUEST

Qualifications

Skills

Behaviors

Motivations

Education

Experience

Licenses & Certifications

Assembly- 2nd Shift

[Monroe Truck Equipment](#)

1051 W 7th Street, Monroe, WI 53566

Full-time

[APPLY](#)

Job details

Job Type

Full-time

Full Job Description

Assembly 2nd shift

Are you looking to join a fast paced manufacturing environment? Do you like to work with your hands? This could be the job for you!

We are looking for motivated & mechanically inclined individuals to assemble truck up fitting equipment. Duties include but are not limited to:

- Reads and interpret assembly prints and bills of material
- Gathers and positions materials and parts according to Assembly documentation or verbal instruction
- Fastens parts together with bolts, screws, speed clips, rivets, or other fasteners
- Uses and operates various pneumatic, electrical and manual hand tools
- Reports any issues with product or equipment to department lead

Previous experience or training in vehicle or agricultural mechanics preferred but not required.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability:

Ability to add, subtract, multiply, divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent, and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to calmly deal with problems involving several concrete variables in standardized situations.

Computer Skills:

Manufacturing software

We offer a competitive wage and benefit package including:

- 401k with Company Match
- Health Insurance

- Vision & Dental Insurance
- Life & Disability Insurance
- Flexible Spending
- Paid Time Off

If interested submit resume using the "Apply Now" feature or...

Monroe Truck Equipment, Inc.
1051 West 7th Street
Monroe WI 53566
Fax 608-329-8456

Monroe Truck Equipment (MTE) is a multi-state leading truck equipment manufacturer/installer with locations in Wisconsin, Illinois, Michigan, Minnesota and Kentucky. Learn more about us at www.monroetruck.com.

Production Assistant

Quad

Monroe, WI

[APPLY](#)

- Not provided by employer
- \$33.5K to \$42.5K per year is Indeed's estimated salary for production assistant at QUAD in Monroe, WI.

Report inaccurate salary

Employees at Quad thrive at the intersection of thinking, making and marketing. As we continue to take the bold steps necessary to transform our offering, our goal is to provide our clients with the most powerful integrated marketing platform. We're all partners in our company, committed to do the right thing, trusting the process, innovating for the future, growing the business, believing in each other, and having a little fun along the way.

The Production Assistant is responsible for supporting the Producers, Photographers, Stylists, Art Directors, and Merchandise Coordinator in a high-volume production photo studio environment.

Responsibilities:

- Supports Producer with assigning shots via studio software (Shotflow)
- Organizing/retrieving product as it is scheduled to be shot
- Delivering/returning product and props from sets upon completion of shots
- Prepping hardgoods and softgoods for stylists and photographers
- Assisting merchandise coordinator as needed
- Working directly with Studio Producers, Stylists, Photographers and Set Builders to understand internal studio schedules and set needs
- Working with Studio Producer, Photographers and Stylists to ensure deadlines are met
- Assisting in maintaining a high level of client satisfaction and confidence
- Assembling product samples, delivered and prepared to set as required

- Assisting in Continuous Improvement initiatives and Kaizen activities

Qualifications:

- 2 + years of professional industry experience as a Photography Assistant or Production Assistant
- Photo Studio and Shotflow software experience is a plus
- Understanding of studio/photography workflows and productions
- Proficiency with Apple/Macintosh computer platform/software.
- Working knowledge and experience with Microsoft Office software – specifically Outlook, Word, Excel & PowerPoint
- Additional Company Information

We offer excellent benefits to eligible employees, including 401(k), holidays, vacations and more.

Quad is proud to be an equal opportunity employer and values diversity. We are committed to creating a place of belonging — a space where employees do not need to sacrifice who they are to exist and grow in our workplace. Quad does not discriminate on any unlawful basis including race, religion, color, national origin, disability, gender, gender identity, sexual orientation, age, marital status, veteran status, genetic information, or any other basis prohibited by applicable federal, state, or local laws. Quad also prohibits harassment of applicants and employees based on any of these protected categories.

Fabricators And Assembler *Positions Can Start Immediately**

[Aerotek](#)

Brodhead, WI 53520

\$20.50 an hour - Contract

[Apply now](#)

Job details

Salary

\$20.50 an hour

Job Type

Contract

Full Job Description

Equivalent Experience

More than ever, agriculture is playing a strategic role in securing our future. Growing demand for agricultural products stems from a need to feed a rising world population and the necessity to provide alternative energy sources whilst respecting the environment. We believe that agricultural mechanization plays a major role in this challenge.

As a world leader in the agricultural machinery industry, we are always looking for quality candidates to

join us to ensure the growth of our company.

Being part of the our family means being part of a company that acts responsibly and offers a rewarding environment to those who are a part of it. with us, a wide variety of career opportunities are available throughout the world and across varying sectors.

WILLING TO TRAIN

- All Shifts Available

Operating many different types of machines

Quality inspection of parts

Use of micrometers and calipers

Additional Information:

- Aggressive pay structures
- Offer full benefits (Health, Dental, Vision, 401k Contribution, short-term and long-term disability)
- Regular reviews all of which can result in Pay increase.
- Full size gym on site that its employees are allowed to use
- Very casual and laid back work environment
- Attendance bonus!

Entry Level Positions Available

About Aerotek:

We know that a company's success starts with its employees. We also know that an individual's success starts with the right career opportunity. As a Best of Staffing® Client and Talent leader, Aerotek's people-focused approach yields competitive advantage for our clients and rewarding careers for our contract employees. Since 1983, Aerotek has grown to become a leader in recruiting and staffing services. With more than 250 non-franchised offices, Aerotek's 8,000 internal employees serve more than 300,000 contract employees and 18,000 clients every year. Aerotek is an Allegis Group company, the global leader in talent solutions.

The company is an equal opportunity employer and will consider all applications without regards to race, sex, age, color, religion, national origin, veteran status, disability, sexual orientation, gender identity, genetic information or any characteristic protected by law.

AUTOMOTIVE JOB OPPORTUNITIES



Customer Service

[Autozone](#)

Monroe, WI

\$11 - \$12 an hour - Full-time, Part-time

[Apply now](#)

Job details

Salary

\$11 - \$12 an hour

Job Type

Full-time

Part-time

Qualifications

-
- High school or equivalent (Preferred)

Full Job Description

Position Summary

AutoZone's Part-Time/Full Time Retail Sales Associates drive sales through superior customer service by exceeding customer expectations and providing a WOW! Customer Service experience. While assisting customers, the Retail Sales Associate will perform daily assigned duties and remain compliant with company procedures in accordance to AutoZone expectations by Living the Pledge every day.

Job Types: Full-time, Part-time

Pay: \$11.00 - \$12.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Employee discount
- Flexible schedule
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off

- Tuition reimbursement
- Vision insurance

Schedule:

- 8 hour shift
- Day shift
- Holidays
- Monday to Friday
- Overtime
- Weekend availability

Education:

High school or equivalent (Preferred)

