

Job Bank List

between 10/14/2019 & 11/13/2019

<u>Job Name</u>	<u>City</u>	<u>Job #</u>	<u>Type</u>	<u>Shift</u>	<u>Rate</u>	<u>Posted</u>
Caregivers	LANCASTER	110001	Part-time	DEW		11/1/2019

Local non-medical in-home care agency is looking for experienced, patient and compassionate individuals to serve their older adult clients by providing a variety of services including meal preparation, light housekeeping, errands and shopping, hospice support and hygiene assistance. Requires HS Diploma/GED; plus 1-2 years experience preferred. Hours are flexible, while shifts are a minimum 3 hours. Company offers excellent benefits including medical, dental, vision, 401k plan all based upon accrued hours worked.

Housekeeper	WILLOW STREET	110002	Part-time	DW		11/1/2019
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Local resort and tourist destination is searching for a reliable person to assist with cleaning guest rooms and to help maintain the premises in a clean/orderly manner. Duties normally include collecting soiled linens for laundering and replacing with a fresh supply, emptying wastebaskets/ashtrays and transporting to disposal area, replenishing bathroom supplies, changing light bulbs when necessary, and sweeping, dusting, scrubbing, washing, polishing and waxing hallways, lobbies, restrooms, corridors, elevators, stairways, locker rooms and other related duties as may be assigned. Prefer 1 yr. experience in a similar position. Hours are 8:30 AM - 4:00 PM, 2-3 days per/wk, plus 3 weekends per/mo.

Merchandise Associate	LANCASTER	110003	Part-time	DEW		11/1/2019
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Local retail soft-goods outlet is searching for individuals to assist in the daily operations of their store. Candidates need the ability to work in the areas of merchandise presentation, processing, mark-downs, fitting room, cashier, customer service, and layaway. Greet, interact with, and promote positive customer relations, maintain housekeeping standards for an area, and perform other duties as part of a team effort. Candidates need to have good verbal communication skills, a professional appearance, the ability to stand for extended periods, occasionally lift up to 50 lbs., and work a flexible schedule including nights/weekends. Optional participation in benefit plan is available.

Caregivers	LANCASTER	110004	Part-time	DEW	\$8.50/ Hr.	11/1/2019
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Local in home personal care service company is searching for caring, dependable individuals to provide assistance for seniors with the ordinary activities of daily living including meal preparation, housekeeping, errand services, grooming/dressing guidance, household management, respite care for those daily caregivers of a family member or loved one or just to provide for client companionship needs. Requires HS Diploma/GED; a valid driver's license; proof of insurance; and passing a complete background check. Benefits available include flexible schedules to meet your needs; 401k; PTO; HSA; BJ's club membership; credit union enrollment; and eligibility for a rate increase after 90 days employment. Assignments are available in Bowmansville, Ephrata, Lititz, Millersville, New Holland and Willow Street. Company now offering a \$100 bonus for New team members after 90 days employment; \$200 at 6 mos.; and \$200 after 1 year. Must work a minimum 20 hrs. per week.

Server	WILLOW STREET	110005	Part-time	W		11/1/2019
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Serve food and beverages including alcoholic beverages in a dining room and lounge area. Present menu to guests, answer questions and make suggestions regarding food choices; record/place order in computer and serve courses; replenish food/supplies at serving stations; respond to diners additional requests; when meal is completed present check and take to cashier; clean and reset tables/counters; and sanitize/clean equipment. Work flexible schedule including weekends/holidays. Requires HS Diploma/GED; or 1 -3 months related experience and/or training; and bartending experience. Incumbent will receive national brand training when hired, while ServSafe certification and Ramp training are preferred, but will train.

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Program Supervisor	MOUNTVILLE	110006	Full-time	DEN W	\$15.00 /Hr.	11/1/2019

Health services organization is recruiting for an individual to take responsibility for the daily operation of a community home, community support services or community-based services for persons with intellectual and developmental disabilities. Their responsibilities include the delegation of work, assignment of duties, completion of tasks by the staff, and for supporting the principles and values of self-determination in accordance with Company policies and applicable regulations. Requires HS Diploma/GED; 1 year working experience in programs for individuals with mental illness/intellectual and developmental disabilities; a valid driver's license, good driving record, and access to a reliable vehicle to attend trainings, meetings, and/or transport individual to appointments; and able to work flexible hours to meet individual's and program's needs. Must also have the ability to obtain clearances as defined by regulations.

Dining Room Assistant	WILLOW STREET	110007	Part-time	DEW		11/1/2019
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Facilitate food service for dining room and guest room service operations; bus tables replace soiled linens and set silverware/glassware; replenish set-up supplies; restock service bar; serve ice water/butter portions; make coffee/fill juice dispensers; confirm food/beverage orders and deliver to rooms; and collect service trays from hallways. Hours are flexible including weekends and holidays.

House Person	WILLOW STREET	110008	Part-time	D		11/1/2019
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Local tourist destination and resort hotel is seeking an individual to keep the premises of the facility in a clean and orderly condition. Duties include removing trash at entrances, parking areas, and flower beds; emptying outside receptacles, sweeping entrances and sidewalks, and transporting trash to disposal areas; daily cleaning/vacuuming of hallways, restrooms, corridors, elevators, stairways, lobby, and other work areas; delivers clean/dirty linens to the housekeeping carts, linen rooms and dock; secures cots, cribs and assists with room deliveries; and performs other duties as may be assigned. Brand training provided upon hire. Normal shift hours are 8:00 AM - 4:30 PM, or 7:00 AM - 3:30 PM, Mon. - Fri., 3 - 4 days per/wk.

Dishwasher	LANCASTER	110009	Full-time	D		11/1/2019
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Downtown Lancaster upscale restaurant is looking for a responsible individual to operate equipment for washing all needed restaurant items as well as keeping the kitchen, basement and delivery areas clean, and for stocking items, lifting, moving boxes and performing other duties/functions as required from time to time. Requires HS Diploma/GED; a professional appearance/demeanor; a positive attitude; and the ability to communicate effectively with co-workers/clients. Must be accurate, efficient, detail-oriented, respectful of the work environment, and willing to take the initiative to learn new skills/tasks to assist co-workers.

Direct Support Professional	MOUNTVILLE	110010	Part-time	DEN W	\$11.00 /Hr.	11/1/2019
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Health services provider is seeking a direct support professional to work in a residential setting with individuals with mental retardation/intellectual and developmental disabilities and assist them to live a self-directed life, helping with activities of daily living, implementing individual programming, and being responsible for the routine operation of the residence while on duty. Requires HS Diploma/GED or the knowledge, skills and abilities needed to perform the functions of the position. Persons with patience; a positive attitude and an ability to derive job satisfaction from helping others will succeed. Must have a valid driver's license, good driving record and access to a reliable vehicle to attend training, meetings and/or transport individuals to appointments, and be able to obtain necessary clearances. Full-time positions are also available. Paid training provided for those without experience.

Merchandise Associate	LANCASTER	110012	Part-time	DEW		11/1/2019
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Local retail chain is seeking individuals to assist in the daily operations of their store. Must have prior experience/knowledge of merchandise presentation, processing, mark-downs, fitting room, cashier, customer service, and layaway. Greet, interact with, and promote positive customer relations, maintaining housekeeping standards for an area, and performing other duties as assigned. Must have good verbal communication skills, a professional appearance, be energetic and enthusiastic, able to stand for extended periods, be a team player, have the capacity to lift up to 50 lbs., and work a flexible schedule including nights/weekends.

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Hotel Housekeeper	LANCASTER	110013	Full-time	DW		11/1/2019

Well-respected/managed local company operated franchise hotel is looking for an individual to perform routine duties to ensure high standards of cleanliness and service and take pride in providing exceptional guest experience by ensuring guest rooms are properly cleaned and maintained. Company will train one who exhibits an outgoing, positive, helpful demeanor. Requires HS Diploma/GED; good reading, math and communication skills; the ability to work both independently and as part of a team; adhere to brand and company standards; the ability to work holidays and weekends; and have successful pre-employment testing and background checks.

Bartender	WILLOW STREET	110014	Part-time	DEW		11/1/2019
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Local resort hotel is searching for an experienced individual to prepare and serve alcoholic beverages to patrons in their Lounge/Restaurant and Banquets using standard recipes in compliance with the franchise brand. Requires HS Diploma/GED and 1 yr. related experience. Must have knowledge of products and the ability to follow recipes and mix cocktails common to the beverage industry; effectively interact with guests and respond to inappropriate behavior; stock products and maintain par levels; perform inventory calculations; have good computer and organizational skills; provide a superior experience to guests; and have the flexibility to adjust schedule to meet demands of the business. RAMP and hotel brand training provided after hire. ServSafe certification preferred, but will train if not certified.

Common Area Cleaner	WILLOW STREET	110016	Part-time	EN		11/1/2019
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Local hotel is seeking an individual to keep the premises of the facility in a clean and orderly condition. Duties include removing trash at entrances, parking areas, and flower beds; emptying outside receptacles, sweeping entrances and sidewalks, and transporting trash to disposal areas; daily cleaning/vacuuming of hallways, restrooms, corridors, elevators, stairways, lobby, and other work areas; and performs other duties as may be assigned. Brand training provided upon hire. Flexibility needed to cover 2nd and 3rd shifts.

Housekeeping/Room Attendant	BIRD IN HAND	110017	Part-time	DW	\$10.25	11/1/2019
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					11.00/	
					Hr.	

Local upscale hotel/motel is seeking a high energy individual to handle a full range of cleaning responsibilities during their busy season. Experience preferred, but will train guest focused people. Hours are 8:00 AM - 5:00 PM, 3-4 days per/wk. Weekends and holidays necessary.

Host/Hostess	RONKS	110018	Part-time	DEW	\$12.00	11/1/2019
					+/Hr.	

Well-known local tourist area restaurant is looking for a dependable, friendly, people-oriented person to greet and seat guests including motor coach groups, while helping to make their dining experience a memorable one. Requires the ability to work in a fast-paced environment; a positive, friendly attitude; and be able to work a flexible schedule including afternoon, evening, weekend and holiday shifts. Must have reliable transportation. Prior restaurant experience is a plus, but company will train a smiling, service oriented candidate. Benefits available.

Prep Cook	BIRD-IN-HAND	110019	Full-time	DEW		11/1/2019
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Tourist area restaurant/pub is looking for an individual to prepare or direct preparation of food served using established production procedures and systems; determining the amount/type of food supplies required; complying with sanitation standards including storing food properly; reporting necessary equipment repair or maintenance; preparing food served according to standard recipes; and performing other work related duties as assigned. Requires prior experience in related food service positions; proficient interpersonal relations and communication skills; the ability to promote positive public relations with guests; the physical capacity for standing for extended periods and pushing/pulling items weighing up to 50 lbs. or less. Prefer HS Diploma/GED.

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Residential Supervisor	MOUNTVILLE	110020	Full-time	DEN W		11/1/2019

Local social services provider is seeking a responsible person to handle the daily operations of a community residential program for individuals with mental illness and/or mental retardation/intellectual and developmental disabilities. Delegate work, assign duties and monitor the completion of tasks of the direct support staff. Requires HS diploma/GED plus 1 year experience in programs for persons with mental illness/retardation or intellectual and developmental disabilities. Must be able to work flexible hours; have valid drivers license and good driving record; and access to a reliable vehicle to attend meetings and/or transport individuals to appointments.

Program Manager	MOUNTVILLE	110022	Full-time	D		11/1/2019
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Health services organization is recruiting for an individual to take responsibility at the direction of the Program Director or in their absence for general program management and management of the supervisors of a community home, community support services or community-based services for persons with intellectual and developmental disabilities. Requires MA degree; plus 1 year experience working directly with persons with mental illness/intellectual and developmental disabilities and 1 year of supervisory experience, or BA degree and 2 years of the same experience and supervision, or AA degree and 4 years of the same experience and supervision. Must have valid driver's license, good driving record, and access to a reliable vehicle to attend trainings, meetings and/or transport individuals to appointments; be able to work flexible hours; and be able to obtain clearances as defined by regulations.

Peer Support Specialist	MOUNTVILLE	110023	Part-time	DEW		11/1/2019
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Local health services provider is searching for an individual to work and connect with persons who may have varied backgrounds and build a support system, access programming and services, secure affordable housing, and promote an understanding of the public transportation system, depending upon each individual's goals. Requires HS Diploma/GED; a peer specialist certification or able to complete and pass a peer specialist certification training; and be a self-identified individual who has received or is receiving state priority group services. Must have experience working with individuals involved in the criminal justice system; be able to work flexible hours; have a valid driver's license, good driving record and access to a reliable vehicle to attend trainings, meetings and/or transport individuals to appointments.

Drivers	EAST PETERSBURG	110024	Full-time	DE		11/1/2019
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Local office of a regional transportation company is looking for individuals to fill driver positions in the Lancaster area. No experience needed as paid training will be provided. Requires valid PA Driver's license and a safe driving record. No CDL license is needed. Must be able to pass company drug screen. Competitive wages with rate increases. Benefits provided for full-time positions include medical, dental, vision, disability, life insurance, paid vacation/holidays/personal time, and 401(k) savings plan.

Line Cook	LANCASTER	110025	Full-time	DEW		11/1/2019
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Local downtown restaurant is searching for an experienced individual to provide for correct food preparation and consistency, taste and plate presentation as directed by the Executive Chef; limits food waste; ensures that cleanliness and proper sanitation procedures are followed; resolves food complaints to ensure positive guest satisfaction; and works with suppliers on ordering and assists checking-in deliveries and stocking. Requires HS Diploma/GED; a minimum two years experience working in a busy kitchen; and the ability to work varied shifts six days per week and adjust to seasonal trends. Must be customer focused; have strong communication, organizational skills; and be able to work in a fast-paced environment. Basic knowledge of PC's, MS Office software and a ServSave certification is helpful. a basic knowledge of PC's and MS Office software

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Job Name	City	Job #	Type	Shift	Rate	Posted
Host/Hostess	LANCASTER	110026	Part-time	DEW		11/1/2019

Local restaurant/bar is searching for a host/hostess to oversee the customer flow in the dining room and ensure that guests feel welcomed and that they leave satisfied for their experience. The incumbent will offer a pleasant greeting/farewell; attend to seating; accommodate reservations; assist with coats; ensure that the dining area is properly set and clean; and perform other related duties as required. Requires HS Diploma/GED; and a minimum one year experience in the service or hospitality industry. Must be able to maintain a professional/friendly demeanor while multi-tasking in a fast-paced work environment; have excellent communication/organizational skills; be customer focused; respond to complaints and take any and all appropriate action to turn the situation into a positive dining experience; and be able to comprehend/take direction from management, asking questions if needed.

Bailiff	LANCASTER	110027	Part-time	D		11/1/2019
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County Government office is seeking individuals to assist in the orderly assembly of parties and/or jurors called before a Judge of the Court of Common Pleas; provide general Courtroom decorum; escort jurors; distribute correspondence; assist in various clerical functions; and maintain order in the Courtroom and areas within the immediate vicinity. Requires HS Diploma/GED or any combination of education and experience providing the knowledge, skills and abilities cited; basic knowledge of the function/roles of different parties to legal, judicial or administrative hearings. Must be able to identify and escort individuals involved in hearings; sit for extended periods; push/pull a mail cart throughout the Courthouse; lift up to 10 lbs.; and communicate effectively with co-workers and the Public. Candidate will be subject to criminal background check as a condition of employment. Hours vary from Mon. - Fri. in alternate weeks, but will average about 20 hrs./wk. Multiple positions available.

Merchandise Coordinator	LANCASTER	110028	Full-time	D		11/1/2019
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Local soft-goods variety store is seeking a responsible, self-motivated person to establish and execute merchandising plans and priorities ensuring a fresh flow of merchandise from the backroom to the sales floor. Provides for the administration and maintenance of all merchandising standards including sizing, categorizing, signing, damages, recovery, etc.; leads by example and provides prompt and courteous customer service; communicates effectively with management and store associates; and trains personnel on proper merchandising procedures and markdowns. Requires prior merchandise presentation experience; a professional appearance; the ability to lead, take ownership and direct others; strong written, verbal and organizational skills; a capacity for lifting up to 50 lbs.; and the ability to work a flexible schedule. Eligible to participate in benefit plan.

Alarm Dispatcher	LANCASTER	110029	Full-time	NW	\$14.00 /Hr.	11/1/2019
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Local security company has a need for individuals to handle dispatch duties for their 3rd shift operation. Requires HS Diploma/GED; good phone skills; accurate data entry; and a commitment to excellent customer service. Must be able to accept alternate weekend duties when necessary. Hours are 12:00 Midnight to 8:00 AM. Company offers competitive compensation, paid health/life insurance, and a 401K plan.

Merchandise Associate	LANCASTER	110030	Part-time	DNW		11/1/2019
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Local retail clothing/furnishings store is seeking a few candidates to assist in the daily operation of the facility working in areas of merchandise presentation, processing, markdowns, cashiering, and customer service. Greet and interact with customers on a regular basis, maintain housekeeping standards for an area, and perform other duties as may be necessary. Must be responsible, dependable, have good verbal communication skills, present a professional appearance, have the ability to stand for extended periods of time, have the capacity to lift up to 50 lbs., and be able to work a flexible schedule including nights and weekends. Optional participation in benefit plan is available.

Charter/Tour Bus Drivers	EPHRATA	110031	Part-time	DW		11/1/2019
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Local common carrier is searching for an experienced commercial drivers who enjoy working with people, willing to work a flexible schedule including some multiple day/overnight trips and weekends, and who like to travel. Requires HS Diploma/GED; a valid Class B Commercial Driver's License; commercial driving experience; a clean driving record; and clean criminal history, FBI, and child abuse clearances. Must have excellent interpersonal and communication skills; be able to lift a minimum of 75 lbs.; and successfully complete classroom training, on-road training, and skills tests.

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<u>Job Name</u>	<u>City</u>	<u>Job #</u>	<u>Type</u>	<u>Shift</u>	<u>Rate</u>	<u>Posted</u>
Material Handlers	LANCASTER	110032	Temporary	DEN W	\$12.00 /Hr.	11/1/2019

Senior friendly staffing partner is searching for reliable individuals to fill a Lancaster City client's production needs including pick-pack activity, pallet jack operation, loading/unloading, and order selecting. Assignment will begin in early September, lasting through late November for all 3 shifts working 7 days per week. Requires a strong work ethic and proven record of reliability; basic production/manufacturing experience; and the ability to work Monday through Sunday. Job site is conveniently accessible by public transportation.

Night Auditor	WILLOW STREET	110033	Part-time	DEN W		11/1/2019
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Accommodates hotel guests and prepares daily financial reports. Handles all duties/responsibilities of a guest services associate for check-in/out related activities; performs clerical duties including typing group arrival preparation proofreading and distribution of brochures/informational material to guests; and completes daily reports of income/disbursements. Requires hs diploma/ged or 1-3 mos. Related experience and/or training or equivalent combination of education and experience. Hours are 11:00 pm - 7:00 am including weekends/holidays.

Busperson	LANCASTER	110034	Part-time	DEW		11/1/2019
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Local upscale restaurant is seeking an individual to provide assistance to the serving staff by clearing/setting tables, and assisting servers, bartenders and management in carrying food, beverages and storage items. Will perform other related duties and functions from time to time including polishing/rolling silverware, handling linen and placement laundry, assisting in the dish room and attending staff meetings. Requires HS Diploma/GED; plus a preferred minimum 1 year experience in the service/hospitality industry. Must be able to maintain a professional/friendly demeanor in a fast-paced work environment; be customer focused; have excellent communication/organizational skills; and able to work irregular hours to meet client needs.

Host/Hostess	BIRD-IN-HAND	110035	Part-time	DEW	\$10.00 - 13.00/ Hr.	11/1/2019
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Local tourist area restaurant is looking for a dependable, friendly, people-oriented person to greet and seat guests, while helping to make their dining experience a memorable one. Requires the ability to work in a fast-paced environment; a positive, friendly attitude; and be able to work a flexible schedule including afternoon, evening, weekend and holiday shifts. Must have reliable transportation. Prior restaurant experience is a plus, but company will train a smiling, service oriented candidate.

Pickers/Packers	LANCASTER	110036	Temporary	D	\$13.00 /Hr.	11/1/2019
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Senior friendly staffing agency is recruiting for a distribution warehouse in the Mount Joy area and has positions on 1st shift for general labor duties preparing orders for shipping. Hours are 9:30 AM - 6:00 PM, Mon. - Fri. An opportunity to be hired as part of their permanent staff is a definite possibility. Agency offers some benefits of insurance and online post secondary education classes.

Mental Health Professional	MOUNTVILLE	110037	Full-time	DE		11/1/2019
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Local health care provider is searching for a professional person to provide diagnostic and therapeutic services to individuals and their families while actively participating in all relevant team, supervision, and general staff meetings to enhance the services of the organization. Imparts treatment services to families including therapy, skills training, and education designed to enable families to care for their mentally ill or emotionally disturbed children in the home; works closely with other mental health specialists; provides individual, family and/or group counseling services; and provides diagnostic/therapeutic services according to accepted standards. Requires MA plus 2 yrs. experience in a child and adolescent service system program; basic knowledge of behavior health diagnosis and coding; and program regulatory requirements. Must be able to work flexible hours including days and evenings; have a valid driver's license, good driving record, and access to a reliable vehicle; and the ability to obtain necessary clearances.

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<u>Job Name</u>	<u>City</u>	<u>Job #</u>	<u>Type</u>	<u>Shift</u>	<u>Rate</u>	<u>Posted</u>
Case Manager II	MOUNTVILLE	110038	Full-time	D		11/1/2019

Local social services provider is searching for an experienced person to assist individuals and their families in achieving their optimum level of functioning by exercising clinical/casework skills and considerable independent judgement, decision making, and creativity for facilitating and enhancing the stability of their social network. Duties include interviewing individuals, completing assessments, developing service plans and coordinating services, making referrals, participating in training programs, maintaining communications, and keeping accurate and complete records for producing reports. Requires BA Degree in Sociology, Social Work, Psychology, Gerontology, Anthropology, Criminal Justice, Theology, Nursing, Counseling, Education or an RN certification or HS Diploma/GED and 12 credits in Psychology, Sociology or Social Work. Must have valid driver's license, good driving record, a reliable vehicle, and the ability to obtain the necessary clearances.

Cashier/Cafeteria Worker	LANCASTER	110039	Part-time	DE		11/1/2019
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Leading County healthcare provider is looking for an individual to assist with the daily operations of their cafeteria including preparing, portioning and serving miscellaneous food/beverage items; collecting money; and maintaining a pleasant environment which is kept clean, orderly and sanitary. Requires HS Diploma/GED; and appropriate skills for handling money transactions. Prefer 1 yr. experience in the food service industry, a similar length of time operating a cash register, and attainment of ServSafe certification. Hours are expected to cover 20 per week between 5:30 AM and 8:00 PM, Mon. - Fri., and alternate weekends and holidays.

Patient Care Host/Hostess	LANCASTER	110040	Full-time	DW		11/1/2019
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Major County healthcare facility is looking for persons to provide personalized meal service to patients including assisting with meal selections, serving/preparing food, monitoring patient intakes, and clearing/cleaning patient dishware. Requires HS Diploma/GED; good interpersonal communication skills; a detail orientation; successful completion of the Patient Care Host/Hostess training program; and clear background checks. Hours cover 40 per week between 6:15 AM and 5:30 PM. Mon. - Fri., and alternate weekends/holidays.

Host/Hostess	MANHEIM	110041	Part-time	DW		11/1/2019
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Local resort and tourist destination is searching for an experienced person to maintain quantity and quality food service and take a lead role in providing exceptional experience for guests through warm hospitality and executing ways to exceed expectations. Duties will include answering questions and making food/service suggestions, replenishing food/beverage items as necessary, clearing/resetting counters or tables, maintaining accurate stock of food items, placing delivery orders in a timely manner, removing trash, maintaining overall cleanliness of food service areas, and assisting in the coordination of scheduled group functions. Requires HS Diploma/GED and 1 yr. experience working in a similar capacity and general computer skills including Word, Excel, Email and Micros. RAMP certification and Brand training provided after hire. Prefer CPR and ServSafe certifications, but will train if not certified. Hours are on Saturday/Sunday only.

Housekeeper	LANCASTER	110042	Part-time	DEN W		11/1/2019
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Large County healthcare provider is looking to fill several positions within their Environmental Services Department. Duties involve the cleaning and servicing of patient, public, clinical and administrative areas in keeping with the maintenance standards of the facility. Incumbents will be expected to clean all environmental surfaces including, but not limited to, furniture, beds, bathroom fixtures, window sills, door frames, vents, walls, appliances, light fixtures and windows. Will also dry/wet mop rooms, hallways, stairs, bathrooms and offices, and spot clean/vacuum carpets. Requires HS Diploma/GED; and the ability to pass required background checks. Prefer 3-6 months of prior related experience. Hours will be 20 each week, Mon. - Fri., and include alternate weekends and holidays.

Dining Room Attendant	LANCASTER	110043	Part-time	DW	\$10.00 /Hr.	11/1/2019
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Local retirement community is seeking reliable individuals to assist guests in their food service operations including setting/clearing tables, serving beverages, taking accurate meal orders, delivering food items in a timely manner to appropriate guests, and assisting with clean-up and overall cleanliness of the facility's dining function. Hours are 3:00 PM - 6:30 PM, Mon. - Sun. Management is willing to accept custom schedules based upon applicant availability.

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Substitute Paraeducators/Personal Care Assistants	LANCASTER	110044	Part-time	D	\$100.0 0/Day	11/1/2019

Local education service agency is searching for individuals looking to make a difference in the life of a child and augment their special education classrooms throughout Lancaster and Lebanon Counties. Positions are available in both Preschool and School Age classrooms with hours that vary by position. Requires HS Diploma/GED; basic PC skills; and the ability to pass required background checks. Prior experience working with students with autism, emotional disturbance, or multiple disabilities is desirable. The agency provides both paid sick and personal leave days benefits.

Warehouse Associates	EPHRATA	110045	Full-time	DEN W	\$16.00 /Hr.	11/1/2019
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Local, dynamic company is searching for order selectors, packers, and high-lift operators for their distribution center. Company offers a positive work environment in a state-of-the-art facility, an advanced training program, and excellent benefit package. The successful candidates will be reliable; detail-oriented; able to lift 20 - 60 lbs.; and work in a fast-paced refrigerated environment where temperatures vary from 34 to 55 degrees. Previous warehouse experience with electric pallet jack and high lift is welcomed. Hours may extend beyond shift times based on volume of work. Transportation to work site is being arranged through van service at various Lancaster locations for those who don't have a personal vehicle available.

Warehouse Workers	LANCASTER	110046	Temporary	D	\$14.00 /Hr.	11/1/2019
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Senior friendly temp service is seeking candidates to fill a client's need for reliable worker's in their northern Lancaster County distribution warehouse. General duties will include packing boxes, loading/unloading trucks, making boxes, bagging product, processing returns, and possibly some machine work and/or forklift operation. Requires HS Diploma/GED; a reliable vehicle for transport; attention to detail; prior warehouse and computer experience. Hours are 7:30 AM - 4:00 PM, Mon. - Fri., with occasional overtime as needed.

Production Associates	LANCASTER	110047	Full-time	DE		11/1/2019
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Staffing agency is looking to fill both 1st and 2nd shift positions for a local client company seeking reliable persons for processing and packaging of meat products. Must be able to work in a cold/wet environment, lift up to 50 lbs., and be committed to safety and quality. Company offers the opportunity for overtime and a very comprehensive benefits plan including medical, dental/vision, life, STD, 401K, and PTO.

Material Handler I	LANCASTER	110048	Part-time	W		11/1/2019
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Local subsidiary of a national company is looking for an entry level person on their weekend shifts where they'll follow work orders/verbal instructions to ascertain materials or components for laying up, feeding or piling down materials at equipment. Incumbent will also count, weigh, and record the units of materials moved or handled on daily production sheet; complete skid flags, packaging slips to ensure accurate tracking; install strapping, bracing or padding to prevent shifting or damage in transit; attach identifying tags/labels to materials; stacks/assembles materials into bundles and bands together; and may occasionally operate automated equipment; i.e., industrial truck or electric hoist to assist in loading or moving materials/products. Requires knowledge of general warehouse layout, item ID codes and basic knowledge of warehouse procedures. Must be able to feed, stock, move, jog, arrange, unload and rotate items on/off bindery using operating instructions or under guidance of a bindery operator or supervisor. Need basic skill in the use of manual dollies, carts or hand trucks and hand tools.

Inside Sales/CSR	LANCASTER	110049	Full-time	D		11/1/2019
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A division of a local corporation is looking for a friendly, knowledgeable, and service-oriented individual to assist customers who purchase and/or pick up merchandise including processing sales, providing reliable product information, answering phone calls, stocking merchandise, pulling orders for delivery, maintaining cleanliness of counter area, and assisting team members when needed. Requires HS Diploma/GED; 2 years of industry experience; outstanding customer service/communication skills; basic PC literacy; and the ability to maintain positive relationships with team members, vendors, and customers. Must be able learn to safely operate a forklift and other material-handling equipment and to quickly develop a comprehensive knowledge of product. Prior wholesale distribution experience is a plus.

Job Bank List

between 10/14/2019 & 11/13/2019

<u>Job Name</u>	<u>City</u>	<u>Job #</u>	<u>Type</u>	<u>Shift</u>	<u>Rate</u>	<u>Posted</u>
Business Account Executive I	LANCASTER	110050	Full-time	D		11/1/2019

Regional media company is searching for an individual to service small to medium size business clients while also generating new sales leads both in person and by phone including assessing the customers' needs and creating product/service packages to serve them best. Company will provide in-depth training on the full range of products and services that are existing and those emerging in the marketplace. Requires HS Diploma/GED and one or more yrs. direct business to business sales experience. BA in Business, Marketing or related subject is preferred. Must have good listening ability and exceptional interpersonal communication skills.

Hotel Housekeeper/Room Attendant	LANCASTER	110051	Full-time	DW	\$12.00 /Hr.	11/1/2019
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Well-managed local company operated franchise hotel is looking for individuals to perform routine duties to ensure high standards of cleanliness and service and take pride in providing exceptional guest experience by ensuring guest rooms are properly cleaned and maintained by vacuuming carpets, cleaning/dusting furniture, cleaning kitchenettes/washing dishes in suites, changing bed linens, cleaning guest bathrooms, maintaining linen cart to ensure supplies are neat and organized, and ensuring for security of guest rooms and privacy of guests. No prior housekeeping experience required. Company will train those who exhibit an outgoing, positive, helpful demeanor. Requires HS Diploma/GED; good interpersonal communication skills; the ability to work both independently and as part of a team; adhere to brand and company standards; the ability to work holidays and weekends; and have successful pre-employment testing and background checks.

Security Officer	WILLOW STREET	110052	Full-time	N		11/1/2019
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Local tourist resort is searching for an individual to take responsibility for making both inside/outside rounds patrolling on foot and occasionally by vehicle looking for suspicious or potentially dangerous behavior in order to protect guests and property against theft, fire, vandalism, and trespassers. Incumbent will also have some responsibility for maintaining the property by answering maintenance calls, assisting housekeeping and performing other light maintenance duties. Requires HS Diploma/GED and 2-5 yrs related experience, training or trade/technical school training; a valid drivers license; and email capability. Hours are 9:30 PM - 6:00 AM. CPR Certification preferred, but will train.

Landscape Technician	WILLOW STREET	110053	Full-time	D		11/1/2019
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Local corporate entity and residential community is searching for a friendly, outgoing individual to maintain the commercial and public grounds including plantings, lawn mowing, trimming, pruning, mulching, leave/snow removal; pest control; and trash removal from receptacles, parking lots and turf areas. Requires HS Diploma/GED; or up to 1 year of related experience or training, or equivalent combination of education and experience; PA driver's license; and PA commercial Pesticide Applicators License in turf and ornamental categories.

Repair/Service Person	LANCASTER	110054	Part-time	DW		11/1/2019
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Local established small appliance business is looking for two mechanically inclined individuals to assist with their service/repair needs one Saturday per month. Must have some knowledge of vacuum cleaner parts and servicing functions. Some training will be available for the right persons. Position could evolve into more time opportunities in the future.

Order Filler	ELIZABETHTOWN	110055	Full-time	DE		11/1/2019
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Global parts distribution company is seeking an energetic/results oriented individual for their local warehouse to take responsibility for filling daily orders. Requires the ability to read pick tickets, distinguish location and part number and select desired quantity, while visually verifying the item is correct per description and identifying part number. Incumbent will also need to be able to load "will-call" customers; lift 25 lbs. and occasionally up to 50 lbs.; follow appropriate safety policies/procedures; maintain an accident free safety record; report equipment malfunctions/maintenance issues; and clean the area at the end of the workday. Previous warehouse experience is not required, but receiving, order fulfillment, inventory control, or forklift operation is a plus. Must demonstrate effective written, verbal and interpersonal communication skills; be team oriented; have a positive attitude; able to work in a fast-paced, deadline driven environment; and successfully complete a pre-employment drug screen/background check. Hours are 10:00 AM - 7:00 PM. Mon. - Fri.

11/13/2019

Job Bank List

between 10/14/2019 & 11/13/2019

<u>Job Name</u>	<u>City</u>	<u>Job #</u>	<u>Type</u>	<u>Shift</u>	<u>Rate</u>	<u>Posted</u>
Gift Basket Assembly	LANCASTER	110056	Temporary	DEN	\$12.00 - 12.50/ Hr.	11/1/2019

Local staffing agency is recruiting reliable, dependable and dedicated individuals for a client in the Ephrata area, assembling gift/fruit baskets and making chocolates for the upcoming holiday season. Work in a casual dress, but fast-paced environment where you need to be on your feet most times and lift up to 30 pounds. Here's an excellent opportunity to earn some extra money for the holidays. No HS Diploma/GED required, and no background checks or drug screen necessary. The client is not on a bus route, so personal transportation to the area is necessary. No car? Recruit a friend who has one and carpool. Bi-lingual staff available to facilitate communications. Two full-time shifts are available from 6:30 AM - 3:00 PM, Mon. - Fri. and 3:00 PM - 1:30 AM, Mon. - Thur. Part-time shifts are also available.

Fulfillment Coordinator	LANCASTER	110057	Part-time	D	\$12- 13.00/ Hr.	11/1/2019
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Senior friendly staffing agency is looking to fill a temporary order/requisition position for a local distribution center. The incumbent in this temporary assignment will pick and pack supplies for shipment to various branch locations. Requires HS Diploma/GED; basic computer literacy, accuracy and attention to detail for a job that's expected to last through the remainder of this year. Work 6 hours per day, Mon. - Fri.

Lift Truck Operators	LANCASTER	110058	Full-time	E	\$14.47 /Hr.	11/1/2019
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Local staffing agency has a temp-to-hire opportunity for a dependable individual capable of operating a forklift. Their client is looking for someone to load/unload product including Case Picking, and move freight around in their refrigerated warehouse where temperatures vary from 18 to 34 degrees. Prefer HS Diploma/GED or verifiable work experience of 1 year; steel-toed shoes; and forklift certification. Must be able to operate pallet jack, high lift sit-down or stand-up lift trucks; work independently; pay close attention to detail; meet deadlines; and occasionally lift up to 80 lbs. Occasional overtime may be required to finish work or attend meetings.

Delivery Drivers	MILLERSVILLE	110059	Part-time	DW		11/1/2019
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Local produce wholesaler is searching for enthusiastic, hard working individuals to join their team of drivers. Make local deliveries over a 3-4 day per week schedule including some Saturdays. Full-time positions also available. DOT Medical Card preferred. No CDL license needed.

AM/PM Server	LITITZ	110060	Part-time	EW		11/1/2019
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Popular grocery supermarket and family restaurant is searching for an individual to provide friendly, responsive service aimed at creating exceptional dining experiences for all of their guests. Some shifts will be hosting. Hours are evenings and Sundays.

AM Line Cook	LITITZ	110061	Part-time	D		11/1/2019
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Well-known family restaurant is looking for an experienced individual to accurately and efficiently cook menu items as well as prepare and portion food products prior to cooking. They may also perform other duties in the areas of food and final plate preparation. Schedule includes two Sunday shifts per month.

Hotel Night Auditor	LANCASTER	110062	Part-time	NW		11/1/2019
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Local tourist area travel/inn is looking for a detail-oriented individual to be responsible for balancing revenue and expense transactions and for maintaining the safety and security of hotel guests and co-workers. Typical duties will include assisting arriving/departing guests; accepting, modifying, cancelling guest reservations; handling cash; posting/running night audit reports; and maintaining daily logs. Requires good reading, math and communication skills; accurate handling of money; and the ability to work weekends and holidays. Prefer HS Diploma/GED; general knowledge of bookkeeping/auditing; and some customer service experience. No prior hospitality experience is needed. Company is willing to train a candidate with the aptitude to learn. Hours are 11:00 PM - 7:00 AM, Fri. and Sat. only!

Job Bank List

between 10/14/2019 & 11/13/2019

<u>Job Name</u>	<u>City</u>	<u>Job #</u>	<u>Type</u>	<u>Shift</u>	<u>Rate</u>	<u>Posted</u>
Delivery Drivers	LANCASTER	110063	Full-time	D	Negoti able	11/1/2019

Local tire wholesaler is seeking highly motivated, professional individuals to deliver customer orders within their regional marketplace, operating pickup/box-truck type vehicles from their warehouse and making deliveries within established time frames and in accord with Company safety policies/procedures. Requires HS Diploma/GED; 3 mo. or more of related experience; a valid driver's license and acceptable driving history; the ability to lift, carry, and maneuver items weighing up to 70 lbs.; business-like customer relations/interpersonal communication skills; and excellent driving/route mapping abilities. Prefer 2 yrs. commercial driving experience, but a CDL class license is not required. Pre-job offer driving record and criminal background checks are needed, while post-offer checks will include drug screen, PennDOT physical, and lift test. Part-time and on-call positions are also available for Monday to Friday scheduling.

Outside Laborer	LEOLA	110064	Full-time	D	\$14.00 /Hr.+	11/1/2019
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Local building components manufacturer is seeking a person with some construction experience for a position as a general laborer. Need to be able to work with a tape measure and lift up to 50 lbs. Successful candidate will be subjected to a physical exam and drug screen. Schedule is Mon. - Thur., 6:00 AM - 4:30 PM with overtime on Friday if necessary. Excellent benefit package provided including medical, dental, vision, and life insurance.

Customer Experience Coordinator	LANCASTER	110065	Full-time	DEW		11/1/2019
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Local home furnishings/variety store is seeking a dependable/responsible individual to handle the operational controls at the front-line service desk, layaway and jewelry departments, ensuring that associates provide prompt, courteous and knowledgeable service, and resolving customer service issues appropriately and competently. Duties also include auditing and approving related paperwork, and training/developing associates on customer service standards, register procedures and proper front-line procedures and controls. Requires firm customer service skills and experience; the ability to make timely decisions under challenging circumstances; strong organizational and interpersonal communication skills; and the ability to take ownership, be a leader and direct others. Must be detail-oriented, self-motivated, able to multi-task, present a professional appearance, and be able to work a flexible schedule.

Conference Services Specialist	WILLOW STREET	110067	Part-time	DW		11/1/2019
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County resort and banquet facility is searching for an individual to provide a premier experience for guests by ensuring that meeting spaces and conferences services equipment are in excellent condition, supervising conference staff, coordinating department resources, and assisting in setting up meeting rooms for banquets and various other functions. Provides for pre/post event cleaning; prepares/serves guest break items/beverages; maintains storage area materials; producing/placing proper signage for various meeting rooms; and uses forward planning to provide for efficient/quick meeting room turnovers. Requires some prior supervisory experience; valid drivers license; and the ability to work a flexible schedule including weekends/holidays.

Housekeeper	EPHRATA	110068	Part-time	DW		11/1/2019
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Local business/tourist destination is searching for a reliable person to assist with cleaning guest rooms and to help maintain the premises in a clean/orderly manner. Duties normally include collecting soiled linens for laundering and replacing with a fresh supply, emptying wastebaskets/ashtrays and transporting to disposal area, replenishing bathroom supplies, changing light bulbs when necessary, and sweeping, dusting, scrubbing, washing, polishing and waxing hallways, lobbies, restrooms, corridors, elevators, stairways, locker rooms and other related duties as may be assigned. Prefer 1 yr. experience in a similar position. Hours are 8:30 AM - 4:00 PM, 2-3 days per/wk, plus 3 weekends per/mo.

Job Bank List

between 10/14/2019 & 11/13/2019

<u>Job Name</u>	<u>City</u>	<u>Job #</u>	<u>Type</u>	<u>Shift</u>	<u>Rate</u>	<u>Posted</u>
Assistant Program Director	MOUNTVILLE	110069	Full-time	D		11/1/2019

Local human services organization needs to add an individual to its professional staff to assist in the supervision of mental health and/or mental retardation/intellectual and developmental disability programs and their location operations. Supervises, trains, and oversees the performance management of all staff, and assists in recruiting, interviewing, and hiring of staff. Transports individuals in personal or company vehicle for meetings, appointments, or community activities. Responds to emergency situations and provides leadership, and temporarily fulfills the duties/responsibilities of the program director in their absence. Requires MA degree plus 1 yr. experience working directly with persons who have mental illness and/or mental retardation/intellectual and developmental disabilities and a minimum 1 yr. of supervisory/management experience; or BA degree and 2 yrs. of the same work experience; or an AA degree or 60 credit hours and 3 yrs. of the same work experience. Must have a valid driver's license, good driving record, and access to a reliable vehicle; be able to work flexible hours and travel to trainings/meetings upon request; and have the ability to obtain the necessary clearances as defined by regulations.

Producer	Lancaster	110070	Full-time	DEN W		11/1/2019
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Local media company has an immediate opening for an individual to handle selecting, researching and writing content for live newscasts, while working with and guiding reporters in story production and communicating, coordinating and executing creative vision with a team of anchors, reporters, meteorologists, photographers, editors and production staff. Requires 2 yrs. of producing experience; a creative presentation style; experience in a newsroom; the ability to remain calm under pressure; excellent writing, spelling, grammar and copy-editing skills; the ability to multi-task; a creative presentation style; and unwavering journalistic integrity and ethical standards. Prefer BA Degree in broadcast journalism, broadcast news or a related field. Must have strong organizational skills; be detail-oriented; able to work under pressure; have a familiarity with terminology/technology used in a TV newsroom; demonstrated communication and leadership skills; able to work independently and as part of a team; and be able to work a flexible schedule including nights and weekends.

Warehouse Associates	LANCASTER	110071	Full-time	D		11/1/2019
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Local wholesale distributor is searching for reliable, self-motivated individuals to perform timely, quality work without direct supervision in handling the daily functions for shipping, receiving and storing materials weighing up to 70 lbs. May also be called upon to assist with physical inventories. Requires HS Diploma/GED; 3 mos. or more related experience and/or training, or equivalent combination of education and experience; and the ability to work overtime when needed. Compensation includes good benefit package.

Sales Assistant	MOUNTVILLE	110072	Full-time	D	\$12.00 /hr.	11/1/2019
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Local advertising/marketing distributor has an opening for a highly motivated professional who can assist in selling/servicing major accounts. Must have strong communication skills; be able to prioritize, organize and manage multiple tasks dealing effectively with deadlines and pressure in a fast-paced environment; be proficient in MS Office products including Word, Excel, Outlook; and be comfortable accessing/navigating the Internet.

Senior Financial Analyst	MOUNTVILLE	110073	Full-time	D		11/1/2019
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Local print-media advertising company is searching for an individual to provide financial support including budgeting, forecasting, variance analysis, and ad hoc analytics to the Management team. Duties will also involve daily, weekly, and monthly financial/managerial reports; preparing/reviewing weekly forecast information and identifying key opportunities/risks; assisting in the annual budget process; acting as a liaison with internal sales managers; and handling special projects as needed. Requires BA in Accounting or Finance; plus 3-5 years experience with a background in budgeting, forecasting and financial reporting.

Job Bank List

between 10/14/2019 & 11/13/2019

<u>Job Name</u>	<u>City</u>	<u>Job #</u>	<u>Type</u>	<u>Shift</u>	<u>Rate</u>	<u>Posted</u>
Retail Services Specialist	LANCASTER	110074	Full-time	D		11/1/2019

Local financial institution is searching for an individual to deliver exceptional customer service related to their branch operations on the teller line and in conjunction with sales and platform duties including completion of a Platform Training program and meeting assigned sales goals. Requires HS Diploma/GED; 2-5 years general and specialized experience; and successful completion of the Retail Training Program. Hours are 8:30 AM - 5:00 PM, Mon. - Thur.; 8:30 AM - 6:00 PM, Fri.; and 9:00 AM - Noon, Saturday.

Treasurer	LANCASTER	110075	Part-time	D	\$17-19.00/ Hr.	11/1/2019
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Local agency is looking for an individual with accounting experience to fill a position for their municipal client near Lancaster. Incumbent will be expected to handle A/P, A/R, bank deposits, budget preparation, payroll and financial reports. Requires prior accounting experience and a familiarity with municipal budget preparation; MS Word, Excel and QuickBooks proficiency; and good written/verbal communication skills. Must be detail-oriented and flexible to work a 20 hr., 4 days/wk. schedule covering Mon. - Thur., 8:00 AM - 1:00 PM. This is a temp-to-hire position starting at the conclusion of the interviewing process.

Director of Sales	WILLOW STREET	110076	Full-time	DEW		11/1/2019
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Local resort complex is searching for a professional individual to take responsibility for generating revenue by managing all aspects of the Sales/Marketing function including calling on prospects to solicit business, cultivating leads, making contracts for bookings, conducting tours for prospective clients, developing and monitoring marketing budgets, setting, monitoring, and achieving goals/performance by managing market mixes to ensure optimal rate and occupancy, providing overall leadership to the team, and serving to support the General Manager. Requires AA Degree or 4 yrs. related experience and/or training; or an equivalent combination of education and experience; valid PA Driver's License; PC skills including MS Office, Word, Excel, PowerPoint, Access, Outlook and Internet; and prior outside sales experience. Prefer BA Degree. Will receive corporate brand training upon hire.

Shuttle Van Driver	LANCASTER	110077	Part-time	DW	\$12.00 /Hr.	11/1/2019
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Local staffing agency is searching for an experienced individual to transport employees to and from various job sites. Requires valid PA Driver's License; acceptable driving record; knowledge of Lancaster County; the ability to work a flexible schedule; and a successful pre-employment drug screen and criminal background check. Previous experience driving a passenger van or comparable vehicle is preferred. CDL license is not necessary. Must be willing to drive in inclement weather. Schedule will cover 3:00 PM - 5:30 PM, Mon. - Fri. and possibly some Saturdays as needed for about 15 hours per week.

Administrative Assistant	EPHRATA	110078	Part-time	D		11/1/2019
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Local subsidiary of large print media company is searching for an experienced individual to support the President/Publisher of three weekly publications by providing general customer service and clerical duties related to the day to day operations. Requires HS Diploma/GED; plus a minimum 3 years office experience; competent PC skills including MS Office Outlook, Word and Excel; and knowledge of standard office practices/procedures. Must have excellent verbal, written and interpersonal communication skills; basic math skills; the ability to multi-task; and excellent time management skills. Hours are 8:00 AM - 5:00 PM, Tue., Wed., and Thur.

Order Puller	LANCASTER	110079	Full-time	N		11/1/2019
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Local fabricator of construction materials/products is seeking an individual to pull materials from stock and package it for shipment using equipment such as a forklift, crane or side-loader; work from order sheets to determine material/packaging requirements; complete daily production reports; and maintain equipment/work areas in a clean/orderly condition. Requires HS Diploma/GED; certification in forklift, crane or side-loader operation. One year experience is helpful, but not required. Must have good interpersonal skills and the ability to work within a team environment. Hours are 10:00 PM - 6:30 AM, Sun. - Thur.

Job Bank List

between 10/14/2019 & 11/13/2019

<u>Job Name</u>	<u>City</u>	<u>Job #</u>	<u>Type</u>	<u>Shift</u>	<u>Rate</u>	<u>Posted</u>
Retail Sales Associate	BIRD-IN-HAND`	110080	Part-time	DEW	\$10.00 - 11.00/ Hr.	11/1/2019

Local tourist area gift shop is looking for a responsible individual who can provide a great customer experience in their retail shop through friendly service, maintaining store cleanliness, and replenishing inventory. Incumbent will operate a cash register, manage financial transactions and balance the drawer; direct customers to merchandise; increase store sales to meet monthly and annual budget goals; stay up to date on product features through company literature and training resources; and cross-sell products from different business units. Requires a positive, professional and enthusiastic attitude; excellent verbal communication skills; the ability to work under pressure in a fast-paced environment; and be able to multi-task.

Janitor	BIRD-IN-HAND	110081	Full-time	NW	\$11.00 /Hr.	11/1/2019
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Local tourist area restaurant is searching for a responsible individual who can provide great janitorial service including cleaning dining areas, hallways, lobbies, lounges, restrooms, corridors, stairways, elevator and other work duties; e.g. cleaning rugs, kitchen floors, carpets, furniture, draperies using vacuum cleaners and/or other related appliances, emptying wastebaskets and trash/waste removal to designated areas and other duties as may be assigned. Must have reliable transportation. Hours are 10:00 PM - 6:00 AM with some flexibility of schedule for required weekend needs. Excellent pay and benefits provided.

Dishwasher	BIRD-IN-HAND	110082	Part-time	DEW	\$10- 11.00/ Hr.	11/1/2019
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Local tourist area restaurant is looking for a responsible individual who takes pride in providing great service by maintaining cleanliness in the dish area; sorting, rinsing and loading dishes, glassware/utensils into washing machines; sorting/stacking clean items in their proper location; changing water in dish machine according to company guidelines, hand-washing pots, pans and miscellaneous equipment; performing general cleaning of restrooms; maintaining dish machine temp logs; keeping dish room area and floors clean and safe; and removing trash/garbage to designated receptacles. Schedule covers up to 30 hours per week including weekends and holidays.

Restaurant Manager	WILLOW STREET	110083	Full-time	DEW		11/1/2019
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Local motel/tourist destination is searching for a person to supervise and coordinate the day to day activities of their restaurant, lounge and room service including managing staff of both restaurant and banquet events and allocating the duties for opening/closing the restaurant; ensuring that service standards and health and safety regulations are followed; and scheduling reservations and arrangements for parties or special services for diners. Requires AA degree or equivalent plus 2 -3 yrs related experience and/or training; or an equivalent combination of training and experience. Must have basic skills in Powerpoint and Access and intermediate skills in MS Office including Word, Excel, Email and Internet. Experience in Micros and Kronos is helpful. Prefer Serv Safe and Ramp certification; CPR and first aid certifications.

Housekeeper	MANHEIM	110084	Full-time	DW		11/1/2019
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Local business/tourist destination is searching for a reliable person to assist with cleaning guest rooms and to help maintain the premises in a clean/orderly manner. Duties normally include collecting soiled linens for laundering and replacing with a fresh supply, emptying wastebaskets/ashtrays and transporting to disposal area, replenishing bathroom supplies, changing light bulbs when necessary, and sweeping, dusting, scrubbing, washing, polishing and waxing hallways, lobbies, restrooms, corridors, elevators, stairways, locker rooms and other related duties as may be assigned. Prefer 1 yr. experience in a similar position. Hours are 7:00 AM -3:00 PM, 5 days per/week.

Job Bank List

between 10/14/2019 & 11/13/2019

<u>Job Name</u>	<u>City</u>	<u>Job #</u>	<u>Type</u>	<u>Shift</u>	<u>Rate</u>	<u>Posted</u>
Laundry Specialist	MANHEIM	110085	Full-time	DW		11/1/2019

Local resort destination needs persons to tend laundry machines to clean towels, bed sheets, blankets, bedspreads, rags, wiping cloths, and other items as required. Preparation includes mixing dyes and bleaches, soaking contaminated articles, loading into washers and engaging equipment using appropriate cycle settings; lift clean, wet articles from washers and place into dryers; sort dried articles; place in appropriate storage bin; and deliver clean laundry to designated floors as needed. Schedules may have to be adjusted from time to time to meet demands based upon seasonal need.

Housekeeping Manager	MANHEIM	110086	Full-time	D		11/1/2019
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Local national brand name hotel needs an individual to be responsible for all aspects of their Housekeeping Department including housekeeping supervisors/staff, night cleaners, laundry, staff hiring/training/disciplining, resource development and budget management. Requires AA Degree or equivalent from a two-year college or technical school; or 4 years related experience and/or training; or an equivalent combination of education and experience.

Landscape Laborer	WILLOW STREET	110087	Full-time	DW		11/1/2019
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Local resort/residential community is looking for an individual to maintain their grounds by performing various duties including bed edging/mulching; maintaining annuals and landscape beds; cutting lawns; trimming, pruning shrubs and trees; raking/removing leaves; operating equipment to remove snow from walks/driveways; spreading salt on public passages; picking up/removing litter from trash receptacles, parking lots, and turf areas; and applying seasonal decorations. Requires valid PA driver's license. Must be detail-oriented and able to work some weekends.

Associate Producer	Lancaster	110088	Full-time	D		11/1/2019
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Local broadcast media company is seeking a candidate to assist producers in all aspects of producing a newscast including writing stories, creating graphics, researching information and using video. The associate may work on special projects; gather information for stories, and handle other duties needed during live broadcasts and taped productions. Requires BA degree in Communications, Journalism or a related field; an internship or prior work in a deadline, detail-oriented environment is preferred. Must have demonstrated organizational skills; good written/verbal communication skills; and an interest in local news and current events.

Line Cook	BIRD-IN-HAND	110089	Part-time	DW	\$10- 11.00/ Hr.	11/1/2019
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Tourist area restaurant/pub is looking for an individual to prepare or direct preparation of food served using established production procedures and systems; determining the amount/type off food supplies required; complying with sanitation standards including storing food properly; reporting necessary equipment repair or maintenance; preparing food served according to standard recipes; and performing other work related duties as assigned. Requires prior experience in related food service positions; proficient interpersonal relations and communication skills; the ability to promote positive public relations with guests; the physical capacity for standing for extended periods and pushing/pulling items weighing up to 50 lbs. or less. Work up to 30 hours per week.

Server	BIRD-IN-HAND	110090	Part-time	DEW	\$2.83/ Hr. + Tips	11/1/2019
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Well-known local tourist area restaurant is looking for a dependable, friendly, people-oriented person to serve its guests while helping to make their dining experience a memorable one. Requires the ability to work in a fast-paced environment; a positive, friendly attitude; and able to work a flexible schedule including afternoon, evening, weekend and holiday shifts. Must have reliable transportation. Prior restaurant experience is a plus, but company will train a smiling, service-oriented candidate.

Job Bank List

between 10/14/2019 & 11/13/2019

<u>Job Name</u>	<u>City</u>	<u>Job #</u>	<u>Type</u>	<u>Shift</u>	<u>Rate</u>	<u>Posted</u>
Dishwasher	RONKS	110091	Part-time	DEW	\$9.50-11/Hr.	11/5/2019

Well-known tourist area restaurant is looking for a responsible individual who can be accountable for maintaining the cleanliness in the dish area, replenish clean dishware, and set-up and break-down the dishwashing area. Duties will also include changing water in the dish machine per company guidelines; washing pots, pans and miscellaneous equipment by hand; removing trash/garbage to dumpster; conducting general restroom cleaning; maintaining dish machine temp logs; and other duties as may be assigned. Hours to average 30 or less per week.

Line Cook	RONKS	110092	Part-time	DEW	\$11-15:00/Hr.	11/5/2019
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Local tourist area restaurant/pub is seeking an individual to prepare or direct preparation of food served using established production procedures and systems; determining the amount/type of food supplies required; complying with sanitation standards including proper storage of food; reporting necessary equipment repair/maintenance; preparing food according to standard recipes; and performing other work related duties as assigned Requires prior experience in related food service positions; proficient interpersonal relations/communication skills; the ability to promote positive public relations with guests; the physical capacity for standing for extended periods; and pushing/pulling items weighing up to 50 lbs. or less.. Must have reliable transportation and be able to work weekends and holidays.

Prep Cook	RONKS	110093	Part-time	DEW	\$11-14.00/Hr.	11/5/2019
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Local tourist area restaurant/pub is seeking an individual to prepare or direct preparation of food served using established production procedures and systems; determining the amount/type of food supplies required; complying with sanitation standards including proper storage of food; reporting necessary equipment repair/maintenance; preparing food according to standard recipes; and performing other work related duties as assigned Requires prior experience in related food service positions; proficient interpersonal relations/communication skills; the ability to promote positive public relations with guests; the physical capacity for standing for extended periods; and pushing/pulling items weighing up to 50 lbs. or less..

Retail Sales Associate	RONKS	110094	Part-time	EW	\$10.00/Hr.	11/5/2019
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Tourist area food shop is looking for a responsible individual who can provide a great customer experience through friendly service, maintaining store cleanliness, and replenishing inventory. Incumbent will operate a cash register, manage financial transactions and balance the cash drawer; direct customers to merchandise; increase store sales to meet monthly and annual budget goals; stay up to date on product features through company literature and training resources; and cross-sell products from different business units. Requires a positive, professional and enthusiastic attitude; excellent verbal communication skills; the ability to work under pressure in a fast-paced environment; and the ability to multi-task. Schedule of 30 hours or less.

Bartender	BIRD-IN-HAND	110095	Part-time	DEW	\$8.00/Hr.+tips	11/5/2019
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Well-known tourist area restaurant is looking for a dependable, friendly, people-oriented person to serve its guests, while helping to make their dining experience a memorable one. Requires the ability to work in a fast-paced environment; a positive, friendly attitude; and be able to work a flexible schedule including afternoon, evening, weekend and holiday shifts. Must have reliable transportation. Prior restaurant experience is a plus, but company will train a smiling, service-oriented candidate.

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Banquet Server	BIRD-IN-HAND	110096	Part-time	DEW	\$2.83/ Hr. + Tips	11/5/2019

Well-known local tourist area restaurant is looking for a dependable, friendly, people-oriented person to serve its guests while helping to make their dining experience a memorable one. Requires the ability to work in a fast-paced environment; a positive, friendly attitude; and able to work a flexible schedule including afternoon, evening, weekend and holiday shifts. Must have reliable transportation. Prior restaurant experience is a plus, but company will train a smiling, service-oriented candidate.

Restaurant Reservationist	RONKS	110097	Part-time	DEW		11/5/2019
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Tourist area restaurant is searching for a dependable, organized, multi-task capable individual to answer multiple phone lines taking reservations, answering questions and giving information about other company operations or local area attractions. May also perform light office work. Must have strong customer service skills; display a positive, professional and enthusiastic attitude; have good PC skills, strong verbal/written communication skills; the ability to work under pressure in a fast-paced environment; be able to multi-task, follow directions, effectively communicate with guests and co-workers, and be available to work weekends.

Food Attendant	RONKS	110098	Part-time	DEW	\$9- 11.00/ Hr.	11/5/2019
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Busy tourist area restaurant and gift shop is looking for a dependable, friendly, people-oriented person to ensure the food stations on the buffet are replaced and for the overall cleanliness of the buffet line. The incumbent is also responsible for being knowledgeable of all buffet offerings in order to engage with guests and make appropriate suggestions; rotating food as the station is replenished; maintaining a clean, sanitary environment; communicating with the kitchen team when more food needs to be prepared; cleaning carpet around buffet stations to maintain a clean, safe working environment; ensuring food items are stored properly, and equipment is cleaned/properly sanitized; interacting with guests with a warm greeting and positive parting remarks of gratitude for their business; attending staff meetings; and performing other duties as requested. Must have a flexible availability and reliable transportation. No experience necessary. Company will train.

Hotel Line Cook	LANCASTER	110099	Full-time	DW		11/6/2019
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Leading operator of select-service and extended stay hotels is looking for a responsible individual to serve and assist guests in a timely and courteous manner while providing an outstanding guest experience. Incumbent sets up food and beverages according to established guidelines; prepares, cooks and serves orders to company and hotel standards; maintains adequate inventory of food supplies and orders as required; sets up dining area before/after shift; cleans/busses tables as necessary; and adheres to food safety practices while cooking. Requires HS Diploma/GED; reading, math and communication skills; the ability to work in both a team and independent environment; and adhere to brand and company standards. Must be able to work holidays and weekends as required.

Account Service Coordinator	MOUNTVILLE	110100	Full-time	D		11/7/2019
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Local print media advertising company is looking for a qualified candidate to serve as the primary liaison between merchants, sales, and the production staff. Has overall responsibility for delivering quality customer service to all parties including expediting the approval process of ads in accordance with the production schedule and deadlines. Proofreads changes and gives final approval for ads to be placed. Requires a minimum 1 yr. experience in a similar position; a professional demeanor; good interpersonal communication skills; and PC literate with knowledge of Adobe Creative Suite/MS Office 365 being helpful. Prefer AA degree or higher, and/or production experience in print, advertising, or similar environment.

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Order Filler	ELIZABETHTOWN	110101	Part-time	DE		11/7/2019

Global parts distribution company is seeking an energetic/results oriented individual for their local warehouse to take responsibility for filling daily orders. Requires the ability to read pick tickets, distinguish location and part number and select desired quantity, while visually verifying the item is correct per description and identifying part number. Incumbent will also need to be able to load "will-call" customers; lift 25 lbs. and occasionally up to 50 lbs.; follow appropriate safety policies/procedures; maintain an accident free safety record; report equipment malfunctions/maintenance issues; and clean the area at the end of the workday. Previous warehouse experience is not required, but receiving, order fulfillment, inventory control, or forklift operation is a plus. Must demonstrate effective written, verbal and interpersonal communication skills; be team oriented; have a positive attitude; able to work in a fast-paced, deadline driven environment; and successfully complete a pre-employment drug screen/background check. Hours are 3:00 PM - 7:00 PM. Mon. - Fri.

Total Number of Jobs: 97