



OhioMeansJobs®

Shelby County

A proud partner of the
American Job Center network

Providing the community with employment & training services.

JOB POSTING SUMMARY

NOVEMBER 1-15, 2025



ABOUT

OhioMeansJobs Center of Shelby County is specifically designed for Ohio job seekers and employers in need of employment and training assistance. Priority of service offered to U.S. Military Veterans & eligible spouses.



FREE SERVICES WE PROVIDE

Professional, skilled, and entry level job postings.
Computer access to internet-based job banks.
On-site job fairs and hiring events.
Resume and cover letter preparation.
Training & re-training to upgrade skills.
Job readiness workshops.

FOLLOW US



UPCOMING EVENTS:

**- NO CURRENT UPCOMING
EVENTS OR WORKSHOPS**

***See events page for details**

These area job postings were compiled by OhioMeansJobs Center of Shelby County from a sampling of job postings from www.OhioMeansJobs.com.

The "OhioMeansJobs Shelby County AREA JOB POSTINGS" summary will be updated twice a month. OhioMeansJobs Center of Shelby County also has job postings which are updated daily. To view these postings and for additional services to assist with your job search, you may visit our Jobs Center at 227 S. Ohio Ave, Sidney Ohio, Monday - Friday, 7:30 a.m. - 4:00 p.m., or visit our website at www.shelbycountyjfs.org.

You can also access our services by phone by calling us at 937-497-2816 or email us at EFS-Staff@jfs.ohio.gov. OhioMeansJobs Shelby County is a proud partner of the American Job Center Network.



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LOCAL JOB OPPORTUNITIES

NOVEMBER 1-15, 2025



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***PLEASE NOTE THAT MANY OF THESE JOB POSTINGS DO NOT INCLUDE AN EXHAUSTIVE LIST OF QUALIFICATIONS & DUTIES. FOR MORE INFORMATION, PLEASE USE THE LINKS THAT LEAD YOU DIRECTLY TO THE JOB POSTING, OR USE THE CONTACT INFORMATION PROVIDED.**



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Business & Administration

1

ACCOUNTING AND ADMINISTRATIVE ASSISTANT

Community Foundation of Shelby County - Sidney, OH

Qualifications: Reliable with strong attention to detail and able to detect and solve problems Organized with the ability to multi-task, prioritize, and meet deadlines Great interpersonal and customer service skills Experience with Microsoft Word and Excel, accounting or other office software Ability to maintain confidentiality and handle sensitive information

Education Requirement: Prefer Associates degree in Accounting or Business Administration or minimum 5 years experience in an accounting or administrative role.

Job Duties: The Community Foundation of Shelby County is looking to add a part-time staff member to our team. This position is onsite in downtown Sidney, Ohio. Responsibilities include: Assist with accounts payable and receivable processes. Capacity to assist with various accounting duties, as needed. Maintain client records and generate merged letters and reports. Greet visitors in person and on the phone. Order office supplies and manage inventory. Assist with meeting scheduling and preparation. Support office duties such as scanning, data management and project-related tasks

To Apply: <https://tinyurl.com/3htnz3ut>

ADMINISTRATIVE ASSISTANT

Industrial Machining Services - Fort Loramie, OH

Qualifications: 2 - 4 years experience. Advanced degree may not be required if adequate years of experience and skill level can be demonstrated. Ability to work in a fast-paced team environment. Proficient in Microsoft office software. E2 Software or similar manufacturing software system. Organize, plan ahead and offer assistance. Enjoys variety and new responsibilities. Friendly!

Education Requirement: High School Diploma

Job Duties: Assisting in HR and safety items. Updating websites, bulletin boards and manage company compliance. OSHA reporting. Managing Benefit Programs. Provide administrative support. Making good judgement in daily duties and Must have great communication skills. Clean modern workstation.

To Apply: <https://tinyurl.com/55savanv>

PAYROLL SPECIALIST

Continental Express - Sidney, OH

Qualifications: Proven experience as a Payroll Specialist or similar role. Proficiency in using payroll software and Excel. Strong understanding of accounting principles and practices. High accuracy in data entry with attention to detail. Knowledge of payroll, garnishments and benefits distribution.

Education Requirement: Associate (2-year) Degree. Accounting or related degree preferred but not required.

Job Duties: Responsible for processing payroll, maintaining payroll records, and ensuring accuracy in all payroll-related activities. • Process payroll for employees accurately and timely • Reconcile payroll prior to transmission and validate confirmed reports • Prepare and maintain accurate records and reports of payroll transactions • Assist in resolving payroll discrepancies and answering employee inquiries • Ensure payroll processing meets all federal and state regulations • Collaborate with the Human Resource and Operations Departments to verify information and discrepancies relating to driver pay • Perform data entry for new hires, terminations, and changes in pay rates

To Apply: Email resume to <https://tinyurl.com/y448p8mf>

Business & Administration

1

FACILITIES COORDINATOR

Copeland Corporation - Sidney, OH

Qualifications: Excellent communication and customer service skills. Strong organizational and multitasking skills with attention to detail. Experience in departmental coordination, administration, or a related role. Familiarity with work order processes. Basic understanding of purchasing, invoice management, vendor oversight, and cost center budget tracking/reporting. Preferred Qualifications & Skills- Experience in facilities coordination, or maintenance administration. Familiarity with CMMS systems and facility work order processes. Ability to collaborate across maintenance, operations, and global facility teams.

Education Requirement: Associate's or Bachelor's degree preferred

Job Duties: This role is responsible for coordinating day-to-day facility operations, ensuring that all maintenance activities, service contracts, and customer needs are handled efficiently and professionally. The Facilities Coordinator will also play a key role in the successful implementation and ongoing management of a Computerized Maintenance Management System (CMMS) for the Sidney site, while supporting accurate financial tracking and reporting of facility costs. As a Facilities Coordinator, You Will: Process and track work orders to ensure timely resolution. Create, issue, and manage purchase orders related to facilities services and projects. Validate, process, and approve invoices for facility-related expenditures. Track and report on the department's cost center budget, providing regular updates to the Facilities Manager and ensuring financial accountability. Provide direction and oversight to contracted service providers (janitorial, landscaping, snow removal, etc.) to ensure compliance with scope, safety, and quality standards. Coordinate preventive and corrective maintenance activities with the Facilities Maintenance team to minimize downtime and maintain operational readiness. Serve as the primary customer service contact for employees and stakeholders occupying the Sidney facilities, ensuring facility-related requests are addressed promptly. Partner with the Global Facilities team to align Sidney operations with company-wide standards and best practices. Act as a critical contributor to the planning, rollout, and ongoing use of a CMMS system, including data entry, workflow setup, and user training. Support compliance with internal policies, safety standards, and regulatory requirements related to facilities operations.

To Apply: <https://tinyurl.com/2ntey5ny>

REAL ESTATE LEGAL ASSISTANT/ EXECUTIVE ASSISTANT

FGKS Law - Sidney, OH

Qualifications: Prior administrative or office experience a plus. · Familiarity with real estate transactions or legal terminology is a plus, but not required · Strong attention to detail and organizational skills · Proficiency in Microsoft Office and ability to learn industry-specific software · Excellent written and verbal communication skills · Professional demeanor and ability to work well in a team environment

Education Requirement: High school diploma or equivalent required

Job Duties: Organize and maintain electronic and paper files for ongoing real estate transactions. · Provide general administrative support to attorneys and paralegals within the real estate department. · Communicate with lenders, real estate agents, and clients to obtain necessary information and documentation. · Prepare and assist in the issuance of real estate title commitments and title insurance policies. · Review property records, legal descriptions, and related documentation for accuracy and completeness.

To Apply: <https://tinyurl.com/4cwssjb2>



Transportation

DEDICATED DRY VAN TRUCK DRIVER

Crete Carrier - Sidney, OH

Qualifications: One-year verifiable tractor trailer experience with a class A CDL • Minimum 22 years old • Stable & verifiable work history • Acceptable driving record • Valid Class A CDL • No alcohol related offenses or positive drug screens in the past five years

Education Requirement: Not Listed

Job Duties: Crete Carrier offers a dedicated weekly home time Hauling for Tractor Supply

To Apply: <https://tinyurl.com/mwvnmj4h>

DEDICATED YARD JOCKEY TRUCK DRIVER

Midwest Logistics Systems - St Marys, OH

Qualifications: Safety and performance bonuses of up to \$600 per quarter. • Longevity bonus of up to \$750 per quarter. • Weekly paychecks. • Medical, dental and vision insurance. • Disability and life insurance. • 401(k) savings plan with company match. • Ten paid holidays and paid time off. • Company-provided uniforms. • Opportunity to work with a dedicated, professional team that is committed to your safety and success

Education Requirement: Not listed

Job Duties: Have a predictable work schedule. • Move dry van trailers within a yard to be loaded and unloaded at a dock. • Be onsite at a customer location. • Interact with the customer and use a computer to process loads

To Apply: <https://tinyurl.com/bde6hya6>

TRANSPORTATION SUPERVISOR

McLane Company - Sidney, OH

Qualifications: Have at least 1 year of transportation management experience in the food distribution industry. • Be knowledgeable about DOT regulations. • AS/400 experience is preferred. • Truck routing software experience preferred. • Be able to work a varied and flexible schedule. • Have basic competency with Microsoft Office programs (Excel, Outlook, Word). • Candidates may be subject to a background check and drug screen, in accordance with applicable laws. This position requires the ability to read, write, and understand English at a level sufficient to perform job-related tasks effectively and safely. This includes understanding work instructions, safety protocols, and communications essential to the role. The requirement is directly related to the nature of the job and ensures compliance with workplace safety and operational standard.

Education Requirement: Have a high school diploma or GED equivalent required. • A Bachelor's degree is preferred

Job Duties: Achieve safe, timely, and accurate deliveries to customers via a thorough working knowledge of multi-stop routing systems and dispatch procedures. • Review driver logs, hours of service, and other DOT requirements to ensure compliance with all state, local and federal regulations. • Coordinate activities with other distribution center departments to ensure that accurate and timely deliveries occur. • This position has additional duties. Special projects may be assigned at the position supervisor's discretion. • Driver Compliance coaching • Some Warehouse participation in loading/QC/cycle counting, etc. • Forward customer communication • Backhaul communication and tracking.

To Apply: <https://tinyurl.com/yvd5tjvx>

Food Service & Hospitality

ASSISTANT MANAGER

Arby's - Sidney, OH

Qualifications: Must have a reliable vehicle and valid driver's license. Must be ServSafe certified or capable of obtaining certification. Ability to work in warm and cold temperatures. Ability to stand for 8-10 hours. Ability to lift up to 50lbs. Ability to climb ladders for general maintenance. Ability to perform the following motions: • Bending • Squatting • Twisting • Pulling • Reaching

Education Requirement: Not Listed

Job Duties: As the Restaurant Assistant Manager you will assist in guiding the team to create a positive guest experience. Whether it's setting the tone for the team when you're in charge, or upholding the highest standards of quality, safety, and cleanliness, your crew will count on you. As the Restaurant Assistant Manager you will work with the General Manager to achieve high performance in areas such as: • Operations • Profit and Loss • Guest Satisfaction • Customer Service • Speed of Service • Quality Control • Workplace Safety • Utilizing all systems and tools, including the Systems Board, RTI Task Lists • Following all government regulations, employment law, food safety and operations policies and implement all accounting controls. 1. Ensure your team provides outstanding service and satisfied guests. 2. Hire, train & coach the team. 3. Utilize AES Systems to run a great restaurant every shift, every day. 4. Implement restaurant controls, especially cash & inventory. 5. Set and meet restaurant goals for service, operations and financial results

To Apply: <https://tinyurl.com/3ex23u7a>

ASSISTANT HOUSEKEEPING MANAGER

TownePlace Suites by Marriott - Sidney, OH

Qualifications: 1 year previous cleaning or management experience

Education Requirement: High school diploma

Job Duties: Provides supervision and direction for all Housekeeping activities of the hotel to ensure the highest levels of cleanliness and guest satisfaction are maintained. • Distribute and delegate workload to guarantee maximum production and guest satisfaction with minimum outlay of expenses in terms of labor • Investigate complaints, evaluate corrective actions, and implement plans to resolve and de-escalate conflicts. • Communicate effectively to provide clear direction in assigning and instructing Housekeeping in work details. • Manage department inventory. • Provide staffing, training, counseling, and performance reviews for the housekeeping department. • Ensure employees understand expectations and parameters. • Comply with all hotel policies, procedures, and standards of operation. • Solicit employee feedback and review employee satisfaction results to identify and address employee problems or concerns. • Emphasize guest satisfaction • Perform any additional tasks or projects as required. • Maintain high morale, a good work environment, and a sense of professionalism and guide the staff to increase productivity

To Apply: <https://tinyurl.com/ffc4kxk3>

Healthcare

REGISTERED PHARMACY TECH

Wilson Health - Sidney, OH

Qualifications: Registered pharmacy technician

Education Requirement: High School Diploma

Job Duties: Accurately select, label, and place medications in appropriate patient drawer or nursing care area. • Deliver unit dose medications to patient care areas and/or automated dispensing technology in a timely and efficient manner. • Accurately prepare IV's using sterile aseptic technique. Compounding total parenteral nutrition solutions, large-volume intravenous mixtures, and prepare chemotherapeutic agents. • Assist with management of drug stock including, but not limited to, shelving new drugs stock (with proper rotation of items), arrange stock and organize storage areas, documenting the need for ordering items, checking for outdates and maintaining proper documentation and record keeping. • Ensure that drug items are appropriately billed to proper patient or department in a timely manner. • Assists pharmacists in managing incoming telephone calls to ensure proper triage of calls. • Packages dry orals, liquid orals and small volume injectables in unit-of-use containers using a combination of mechanical equipment and manual procedures. • Work at maintaining a good working relationship with all patient care personnel and other departments. • Assist other pharmacy technicians, assist in training and orienting new employees and pharmacy students to the departments services. • Rotate through all work areas of the pharmacy intermittently to remain efficient and knowledgeable of all technician tasks.

To Apply: <https://tinyurl.com/yyvncmsv>

ACUTE CARE PATIENT CARE TECH

Wilson Health - Sidney, OH

Qualifications: Must have successfully completed an approved Nurse Aide Training and Competency Evaluation Program: or three to six months related experiences and/or training; or equivalent combination of training and experience.

Education Requirement: High School Diploma or general education degree (GED)

Job Duties: The Patient Care Technician is responsible for patient observation rounds, suicide risk observation, and assisting with maintaining the patient's therapeutic social environment. • Assist in meeting the physical and emotional needs of the patient • Carry out assigned treatments and procedures including assisting in activities of daily living • Adhere to established standards of practice • Provide care based on ethical concepts, respect for life, dignity, human worth and the individuality of human beings

To Apply: <https://tinyurl.com/fznhyvn3>

CLINICAL FLOAT - CMA/LPN PRACTICE OFFICES

Wilson Health - Sidney, OH

Qualifications: Must perform essential duties satisfactorily with/without reasonable accommodations.

Education Requirement: High School Diploma or general education degree (GED)

Job Duties: Perform duties under physician supervision and established guidelines; anticipate duties necessary and strive to make the physician efficient/effective. • Greet patients courteously and assist them to the exam room; conduct self-according to ASPIRE values. • Obtain and record vital signs, chief complaint, medications and allergies. • Perform blood draws, lab specimens, injections, electrocardiograms; assist with minor surgical procedures. • Educate patient/sfamily on medical conditions and care. • Document medical records accurately/appropriately/thoroughly. • Order tests and procedures, make referrals, and track referrals. • Communicate in a professional and compassionate manner; communicate test results under physician guidance. • Perform quality control measures on equipment, refrigerators, sterilizers and complete compliance logs. • Maintain proper inventory of supplies per guidelines. • Follow applicable federal & state laws/regulations, and WlHMG/WH policies and procedures; follow HIPAA Practices. • Schedule patients, electronic communications, telephone duties, form completion and other clerical duties to maintain an efficient, effective medical office.

To Apply: <https://tinyurl.com/mpame35p>

Healthcare

HOME HEALTH/HOSPICE STNA

Wilson Health - Sidney, OH

Qualifications: Completed and up to date on training in CPR preferred • Previous home health/hospice experience preferred.

Education Requirement: High school graduate or GED. • State Tested Nursing Assistant (STNA) certification

Job Duties: Works under the direction of the RN to assist in meeting the physical and emotional needs of the client. • Under the direction of the RN, assists in meeting the physical needs of the Home Care clients by performing nursing aide duties (baths, changing linens, shaving, oral hygiene, skin care, nail and hair care transfers with a Hoyer lift). • Provides general nursing care positioning, lifting, ambulation, assist with medications which are ordinarily self-administered. • Assists with meals and feeding of clients as necessary. • Reports any changes in the client's condition, behavior and reports these and/or other incidents to the R.N. and/or Clinical Supervisor. • Maintains accurate and appropriate records, and returns to office in timely fashion under the direction of an RN carries out assigned therapeutic measures. • Collects specimens according to hospital policy and procedures and transports specimens to the appropriate department when necessary. • Develop and maintain policies/procedures within the department. • Oversee quality of services provided on the Home Health and Hospice side. • Oversee total operations for Home Health/Hospice area (staffing, scheduling, attendance, performance reviews, and education of staff). • Ensure compliance with all federal, state, and local rules, regulations, and guidelines. • Hold meetings with staff members and promote a positive work environment for all. • Evaluate and create budget and make sure department stays on track with budget annually. • Help volunteer coordinator with all items falling under this umbrella.

To Apply: <https://tinyurl.com/2j578dhe>

PHARMACY/TECHNICIAN

Kroger - Sidney, Ohio

Qualifications: Must be 18 years old • Ability to handle highly confidential information • Meets minimum state requirements to perform the functions related to the position. • Ability to perform the essential job functions of this position with or without reasonable accommodation

Education Requirement: High School Diploma or GED

Job Duties: Comply with company, local, state and federal regulations/guidelines/procedures regarding food safety, sanitation and safety; identify and report illegal activity and unsafe conditions • Understand and perform ordering functions with wholesalers • Understand and follow guidelines on computerized inventory management, control, and ordering of all inventory/supplies. • Maintain departmental standards including clean and organized work stations and waiting areas • Count, measure and prepare specified product using best practices • Complete billing procedures to assure best value to all parties. • Answer phone and triage calls and answer inquiries • Understand and adhere to guidelines on accepting and tendering vendor coupons, limits on cash shortages and company shrink guidelines • Understand and follow the company guidelines on cash register operation and follow all cashier policies to prevent loss • Provide a stellar customer experience while accurately and efficiently completing all steps of reception, data entry, adjudication, and product dispensing • Assist pharmacist • Understand HIPAA regulations and the company's policies • Support company health and wellness initiatives • Put away legend orders • Ability to work cooperatively in high paced and stressful environment • Ability to manage conflict in an approved manner • Ability to act with honesty and integrity • Ability to follow directions and seek assistance to resolve issues • Provide support and assistance through direct interaction with a diverse population.

To Apply: <https://tinyurl.com/59xfxm2e>

Healthcare

SHELBY COUNTY OHIO RISE MODERATE CARE COORDINATOR

National Youth Advocate Program - Sidney, OH

Qualifications: A licensed or unlicensed practitioner according to Administrative Code. • Complete all skill- and competency-based training • Background/experience in family/community systems and resources, case management, counseling, therapy, protection, development. • Cultural competence/response with training and experience to manage cases • Qualification/experience working with those experiencing SED, trauma, co-occurring behavioral health disorders and who are engaged with child-serving systems • Live in specified counties. • Valid driver's license, transportation, good driving record and required level auto insurance coverage.

Education Requirement: Experience providing community-based services in behavioral health, child welfare, intellectual/developmental disabilities, juvenile justice, or related public sector human services/behavioral health care field for: three years with a high school diploma/equivalent, two years with an associate's or bachelor's degree, or one year with a Master's degree or higher

Job Duties: Cultivate flexible family- and community-based services per the High Fidelity Wrap Around model. • Develop/maintain a team including coordinating/leading meetings • Coordinate, supervise implementation, update the Care Plan • Ensure family support and stabilization • Provide/document the initial and ongoing assessments. • Maintain required documentation/data • Provide timely services per Care and/or Crisis Plan • Use/monitor Flexible Funding and service coordination • Collect provider reports • Participate in after hours on-call response, meetings, review process • Perform tasks per policies, procedures, regulatory standards • Meet training requirements • Report all MUI's to Site Manager and Supervisor immediately • Other duties as assigned

To Apply: <https://tinyurl.com/bdd2xdvc>

OPTOMETRIC ASSISTANT

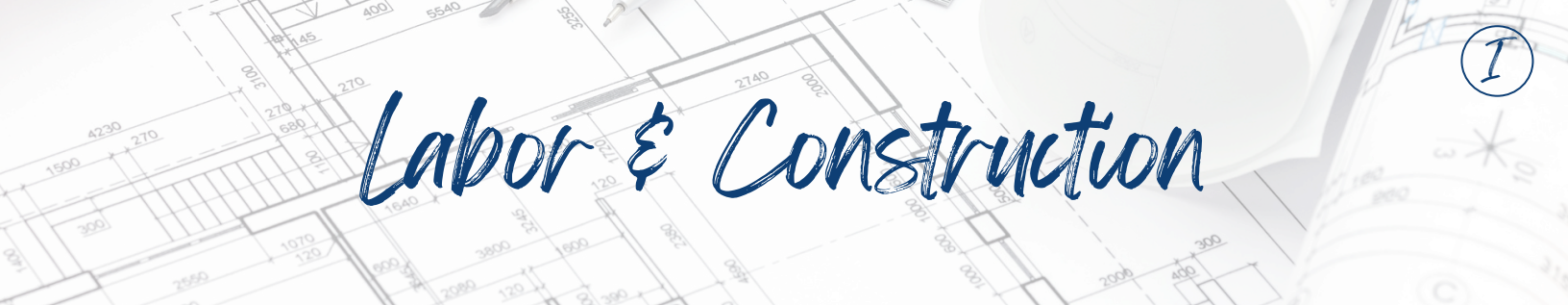
Mercer In-Sight Family Eye Care - Piqua, OH

Qualifications: No experience is necessary but work in a healthcare environment is a plus! We will train and make sure the employee is comfortable with the job before they are on their own. Prior work with the public, answering phones, is always helpful! Strong communication skills are a must!

Education Requirement: High school diploma

Job Duties: As an Optometric Assistant, you will be responsible for pre-testing the patient, running special testing, working closely with the doctor to ensure the best patient care, and many other office duties. You will become a partner to our other optometric assistants and work as a team! The office duties include answering phones, cleaning, helping other team members when needed, and more!

To Apply: <https://tinyurl.com/3r3499ts>



Labor & Construction

CONSTRUCTION WORKER

Ferguson Construction - Sidney, OH

Qualifications: 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 stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception. Must have valid driver's license, reliable transportation, and ability to pass routine drug screening

Education Requirement: - Not Listed

Job Duties: The Commercial Construction Worker position is an entry level position. Job duties include assisting in general site work activities including digging, moving forms, reinforcing steel, concrete placement, jobsite cleanup, demolition, proper use of hand tools and equipment, and ability to gain knowledge and assist in various trades.

To Apply: <https://tinyurl.com/4x6y38m3>

ELECTRICAL PROJECT MANAGER

Area Energy and Electric - Sidney, OH

Qualifications: Must be efficient and detail oriented to ensure quality of service. Strong communication, multitasking, and prioritization skills. Demonstrated experience in a project management role. Proficiency with project management and estimating software and MS Office Suite. LEED Certification. Accubid experience. New Construction experience. A valid driver's license

Education Requirement: Bachelor's degree in electrical engineering or a similar field

Job Duties: Provide leadership over electrical construction projects: • Preparing bids and estimates • Negotiating contracts and contract terms • Securing profitable work • Submit partial and/or final billings • Manage manpower, equipment and tools • Establishing project objectives, policies, procedures, and performance standards • Maintaining high levels of communication with all parties involved in projects • Preparing contracts, change orders, and purchase orders • Requisitioning needed supplies and materials • Maintaining safe job sites and encouraging safe work practices • Creating documentation for future reference • Reviewing electrical installation for correct functioning • Providing oversight for accuracy and consistency to electrical standards • Manage all project-related expenses, materials, and budget tasks • Develop plans and schedules for deploying electrical resources • Act as a liaison with other technical staff to make sure projects are scalable as time goes on • Report their progress to the electrical supervisor • Comply and enforce Company and Customer policies and procedures • Comply and enforce Company and Customer Safety policies and procedures

To Apply: <https://areaelectric.com/careers/>

ELECTRICIAN

Sollmann Electric Co. - Sidney, OH

Qualifications: All levels needed. Experience not required. Valid driver's license with an insurable

Education Requirement: High School Diploma or equivalent

Job Duties: Electrician - training provided

To Apply: <https://tinyurl.com/2dj9u964>

Manufacturing & Engineering

ASSEMBLER

Stolle Machinery - Sidney, OH

Qualifications: AAS in engineering (electrical/mechanical)/auto mechanics (preferred) and 5+ years of experience high speed precision assembly and service. • Knowledge of machines and tools, including their designs, uses, repair, and maintenance. Experience with hydraulics, pneumatics, high speed precision machinery and tight-tolerance dynamics. • Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their application. • Knowledge of design techniques, tools and principles involved in production of precision technical plans, blueprints, drawings, and models. Ability to overcome the physical, mental, and environmental conditions as described on the position description.

Education Requirement: High School Equivalency

Job Duties: Review parts list to ensure on time/missing parts. • Maintain safe operations by adhering to safety procedures/regulations. • Maintain equipment through preventive maintenance. • Maintain continuity by documenting and communicating actions, irregularities, and continuing needs. • Document actions taken in production and quality logs. • Participate in educational opportunities. • Accepting ownership for new and different requests and explore opportunities. • Position or align components for assembly, manually or using hoists. • Set and verify parts clearances. • Read and interpret blueprints/specifications manual plan assembly/ building operations. • Verify part conformance to stock lists or blueprints. • Fasten or install fixtures or wiring and electrical components to form assemblies or subassemblies. • Rework, repair or replace damaged parts or assemblies. • Inspect, operate, and test completed products. • Monitor and review information from materials, events, or environment. • Monitor/Assess performance to make improvements or corrective action. • Ensure the operation continues as it is self-directed. Ensure staff is maintained in event of report-offs or will contact supervisor for direction to ensure safety of all staff. Additional responsibilities and duties may be assigned.

To Apply: <https://tinyurl.com/3876xyhe>

CNC LATHE MACHINIST

DRT Precision MFG - Sidney, OH

Qualifications: Minimum 2 years machining experience is preferred. • Experience with Mazak lathes and Mazatrol programming is preferred. • Experience with Romi lathes is preferred. • Demonstrated skill working in a team environment. • Must have a positive attitude and strong work ethic.

Education Requirement: High School Diploma/GED

Job Duties: Operation of CNC and manual lathes. • Set up and operate complex, precision machining jobs with minimal supervision. • Determine proper machining method including correct tooling speeds and feeds. • Ability to read and work from blueprints/sketches and machine to required quality requirements. • Read and understand detail drawings and assembly drawings, including knowledge of GD&T. • Ensure all standard quality procedures are followed such as machine set-up, operation, inspection, documentation and material handling. • Maintain a clean, organized and safe work environment following all safety standards and requirements. • Safely move and handle large/heavy parts with a hoist. • Perform preventative maintenance tasks.

To Apply: <https://tinyurl.com/3xsph8zy>

GENERAL LABOR

Tooling Technology - Fort Loramie, OH

Qualifications: Hands on training provided. No experience is necessary. You just need a good work ethic. Good attendance is required. You must be able to read a tape measure.

Education Requirement: High School Diploma

Job Duties: We are currently adding a position to our molding department on 1st shift. We pour 3 to 5 aluminum castings a day, depending on their size. Some of the daily duties include: Ramming sand (or packing it tightly) against a pattern, extruding clay and smoothing it out following the sand impression that was left by the pattern, and bending stainless steel tubing to following that same contour.

To Apply: <https://tinyurl.com/3kke5637>

Manufacturing & Engineering

GRINDER

Francis Manufacturing - Russia, OH

Qualifications: Experience is welcomed but not necessary. All training is provided on the job. Great work ethic, initiative, and team work are all a plus. Good attendance is required. Training will occur on day shift before moving to the spot on second shift.

Education Requirement: High School Diploma

Job Duties: Grinders are responsible for grinding and smoothing seams and rough edges off of our castings before they are sent to our customers using various grinding equipment.

To Apply: <https://tinyurl.com/4rtkuned>

CIVIL ENGINEER

Auglazier County - Wapakoneta, OH

Qualifications: Combination of training and work experience leading to possession of the skills, knowledge and abilities listed on the job description. Examples of acceptable qualification are: • BSCE Graduate with E.I. Certificate (or ability to achieve) or Registered Professional Engineer in State of Ohio • Individuals must possess valid Ohio Driver's License • Capable of lifting and carrying various field instruments for long periods of time over rough or uneven terrain, weighing approximately 60 pounds, and maybe exposed to inclement seasonal weather.

Education Requirement: Bachelor's Degree

Job Duties: Assist County Engineer and supervisory staff in managing departmental operations and policies. • Provide technical engineering and surveying advice and assistance. • Responds to citizen concerns and complaints. • Resolves project engineering/surveying problems and ensures project work is completed according to established departmental policy, standard operation procedures, State of Ohio codes and standards. • Resolves departmental engineering/surveying and project problems in the absence of the County Engineer. • Performs engineering design and cost analysis for road, bridge, culvert, and guardrail projects. • Submits proposed plan to County Engineer for approval. • Inspects roads and bridges for compliance with approved construction plans and specifications. • Inspects and/or assists in the inspection of existing bridges as necessary. • Review permit applications for gas, telephone, or other utility companies. • Prepares bids for various contracting out road and bridge projects. • Assists and consults with County Engineer on awarding of bids. • Establishes, maintains and updates inventory records of all County Road signs and culverts consisting of date and location of installation. • Conducts traffic counts and speed zone studies on County Highways as required. • Provides various engineering and technical information to township officials, other public officials, and residents.

To Apply: <https://tinyurl.com/4m4ee373>

POWDER COAT PAINTER

Lacal Equipment - Jackson Center, OH

Qualifications: Experience preferred but not necessary

Education Requirement: High School Diploma

Job Duties: Wash & Prep parts for powder coat painting. Required to loan/unload parts, clean and maintain equipment, operate Forklift. Will also be required to operate a powder coat sprayer to powder coat paint parts. Must be able to lift up to 50 lbs, follow instructions and work independently

To Apply: Submit Resume to deb@lacal.com



Manufacturing & Engineering

1

PROJECT ENGINEER

Copeland - Sidney, OH

Qualifications: Copeland will only employ those who are legally authorized to work in the United States. • 5 years' experience as a Mechanical Engineer defining bearing applications, working with oil-free centrifugal compressors, designing, experimenting and validating of centrifugal compressor components • Minimum 3 years experience in testing, data acquisition, and processing test data for troubleshooting • Ability to develop new technology and strong hands-on skills • Good understanding of GD&T and tolerances • Capable of utilizing engineering knowledge to lead cross-functional efforts in technical problem solving with minimum supervision • Ability to work well with others in a team environment and on site support

Education Requirement: Bachelors of Science Degree in Mechanical Engineering, or Engineering Mechanics

Job Duties: Execute fast-paced, time sensitive projects while building the organizations' subject matter expertise in rotordynamics • Apply rotordynamic expertise to carry out design of experiment and validation of centrifugal compressor components such as rotors, bearings, and seals • Conduct testing of centrifugal compressors to troubleshoot/diagnose vibration problems • Lead and guide mechanical testing of newly designed bearings, seals, and rotors on component & product test rigs • Provide support on balancing rotor components and rotor assembly • Generate technical specifications for rotordynamic design and testing of centrifugal compressors • Clearly and precisely communicate, both written and verbally

To Apply: <https://tinyurl.com/mr324j9w>

PROJECT SUPERVISOR

Stratosphere Quality - Sidney, OH

Qualifications: Flexibility and adaptability • Positive attitude and self-motivated • Detail oriented • 2+ years of supervisory/leadership experience • Experience with business-to-business customer relations. Must have a valid Driver's License.

Education Requirement: Not Listed

Job Duties: Project Supervisors are responsible for project set up, managing customer deliverables and team member expectations and general supervision. Ongoing training with team to maintain consistent work and communication with customers and employees. Project Supervisors travel to the manufacturing plants, where the parts are being made or the warehouses where the parts are being stored to supervise our teams of quality inspectors. • Responsible for ensuring all teams within assigned locations are operating according to standards and requirements, including safety. • Develop work instructions and train team leaders and inspectors on proper procedures relevant to the project. • Manage customer relationships • Completes required training classes • Follows all employee policies and other duties as assigned. May require travel to customer facility on short notice.

To Apply: <https://tinyurl.com/2m3x48ye>

PRODUCTION OPERATOR

Mechanical Galv-Plating Corp - Sidney, OH

Qualifications: Ability to lift items up to 50 pounds. Reading and Writing skills. Tow Motor/Lift Truck experience.

Education Requirement: High School Diploma

Job Duties: Maintain Quality and Productivity goals. General Machine operation. Maintain attendance requirements. Follow all Safety procedures. Perform other duties as required

To Apply: <https://tinyurl.com/ycxzstrc> or call 937-492-3143 and reference Hometown Opportunity

Manufacturing & Engineering

PRODUCTION SUPERVISOR

Cornerstone Building Brands - Sidney, Ohio

Qualifications: Must be at least 18 years of age. Minimum of three years of progressively responsible supervisory/leadership experience in manufacturing. Well developed oral/written communication skills. Ability to educate/train diverse operators/technicians. Ability to be in a team member role. Ability to supervise, motivate, mentor, train employees. Highly skilled and motivated individual proficient in all areas of production. Demonstrate current quality standards and checks. Proficient in STOP and 5S principles. Upper level mathematical and mechanical skills required. Excellent attendance record. Must meet physical requirements per job description.

Education Requirement: Not Listed

Job Duties: Facilitate the product manufacturing to meet production demands while ensuring quality, safety, and environmental responsibility. Develop and implement staffing to balance production and labor costs. Hire, supervise, evaluate, and replace staff, ensuring objectives are met/exceeded. Maintain leadership and supervisory skills including developing/training direct reports; performance evaluations and address feedback; and lead shift meetings. Identify/implement continuous process improvement initiatives. Provide leadership and training to shift personnel. Identify career paths for employees and work to develop their skills/knowledge for advancement. Provide documentation and follow up of training/job responsibilities. Interview/ recommend candidates for manufacturing positions. Assign personnel to areas and oversee rotations/breaks. Complete/oversee completion of necessary paperwork. Respond to any short-notice production or shipping needs. Know/understand all safety policies and regulations. Address unsafe acts and conditions. Administer policies fairly and consistently. Provide coaching, counseling, corrective action while following guidelines. Promote company goals in safety, quality, delivery and cost. Use stats/other resources to control production process. Control materials to eliminate waste. Perform other reasonable duties as assigned.

To Apply: <https://tinyurl.com/2mpaetzf>

FOUNDRY LABORER

Francis Manufacturing Company - Russia, OH

Qualifications: No experience is necessary. All training is provided on the job

Education Requirement: Not Listed

Job Duties: Production Workers are responsible for grinding and smoothing seams and rough edges off of our castings before they are sent to our customers using various grinding equipment. Second shifts positions will initially train on day shift (6:00am - 3:30PM) before moving to their spot on second shift. Limited positions on day shift may be available. Francis Manufacturing Company works with area staffing agencies and you will initially be hired through an agency for approximately 8 weeks. During this time your overall performance and attendance will be evaluated and a determination made as to your potential for hire.

To Apply: <https://tinyurl.com/4rtkuned>

QUALITY INSPECTOR

Stratosphere Quality - Anna, OH

Qualifications: Demonstrated flexibility and adaptability in changing circumstances • Exhibits a positive attitude and demonstrates self-motivation • Strong attention to detail

Education Requirement: Not Listed

Job Duties: Performs various sorting, inspection, production, and data entry • Reads and follows work instructions, work rules and directions • Maintains organization and cleanliness of work area • Uses inspection, measuring and test equipment • Completes required training classes • Follows all employee policies and other duties as assigned

To Apply: <https://tinyurl.com/2tpw6jxn>

Manufacturing & Engineering

PRODUCT ENGINEER

Ross Aluminum - Sidney, OH

Qualifications: Must be able to perform each essential duty satisfactorily. Magma Simulation experience, 3D Printing and 3D Simulation experience and CAD Drawing experience. Some metallurgy is helpful but not required.

Education Requirement: Bachelor's degree or one to five years directly related metal manufacturing experience; or equivalent combination of education and experience

Job Duties: Creates, fine tunes and troubleshoots processes and products to meet customer and Ross specific requirements as dictated by customers manual. Plans for and create processes in the manufacturing areas throughout the plant. Time studies, evaluation of process and fine tuning of the production processes to meet the customer requirements. Helps in the corrective action process by driving all technical aspects of improvement. Works with supervisors and other staff members to improve production and eliminate waste. Works directly with customers on technical questions and communicates with various departments within the company. Other duties as assigned.

To Apply: <https://tinyurl.com/2sx8trxs>

PRODUCTION OPERATOR

Advanced Composites - Sidney, OH

Qualifications: No Experience or Certification Required. Forklift certification (can be obtained on the job). Warehouse experience is a plus. A Team Player who values teamwork and collaboration. Dependable with reliable attendance and a strong work ethic. A Problem Solver who is efficient in troubleshooting and solving problems. Adaptable, comfortable with managing change and being flexible.

Education Requirement: High School Diploma or equivalent preferred

Job Duties: Support continuous improvement and safe workplace practices. Conduct routine maintenance and troubleshoot machinery. Ensure accurate completion of production, quality, and data collection reports. Handle materials—loading, unloading, weighing, and transferring as needed. Maintain cleanliness in the work area to ensure safety and prevent contamination. Monitor raw materials and production processes for smooth operation. Assist in training employees in production procedures. Ensure proper setup, operation, and inspection of extrusion systems. Halt production when machinery or product quality does not meet requirements. Promote safety standards, report hazards, and comply with workplace regulations.

To Apply: <https://tinyurl.com/4sf3ad6n>

MACHINE OPERATOR

Custom Foam Production - Ft. Loramie, OH

Qualifications: Previous manufacturing or machine operation experience preferred; foam fabrication experience a plus. • Ability to read and interpret work instructions, production drawings, and measurement tools (tape measures, calipers, etc.). • Strong attention to detail and commitment to quality. • Basic mechanical aptitude and troubleshooting ability. • Reliable, punctual, and team-oriented. • Ability to stand for extended periods and lift up to 50 lbs.

Education Requirement: High School Diploma or equivalent

Job Duties: This role plays a key part in manufacturing precision foam components that meet our customers' specifications and our ISO 9001 and IATF 16949 quality standards. • Operate foam fabrication equipment such as waterjets, hot plates, and cutting or gluing systems in a safe and efficient manner. • Follow production orders, drawings, and process instructions to ensure accurate part dimensions and material use. • Perform basic machine setup, adjustments, and daily maintenance checks. • Inspect finished parts to verify conformance to quality and visual standards. • Communicate issues related to quality, equipment, or materials to supervisors and quality personnel.

To Apply: <https://tinyurl.com/yc7e63hu>

Manufacturing & Engineering

GENERAL FOUNDRY LABOR

Ross Aluminum - Sidney, OH

Qualifications: Support the Foundry, Mill Room, Core Room, and Machine Shop Operations by ensuring to perform assigned duties in a timely manner while observing all quality and safety procedures. Positions requires to stand for extended periods of time, capable of performing visual inspections, hearing instructions, and communicating effectively. Other requirements are walking, bending, arm extension, and lifting up to 50lbs over a 10-hour shift. Must be productive while on company time. Good attendance, communication skills.

Education Requirement: High School Graduate/GED

Job Duties: Ability to pay attention to detail, following work instructions while performing the job in a safely manner. Retrieve part after process has been completed. Inspect part for defects, place on table for additional inspection.

To see complete job description or To Apply: Please send your resume to Human Resources at swetz@rossal.com or apply in person at Ross Aluminum, 815 Oak Ave., Sidney, OH 45365

SPRING 2026 ADVANCED MECHANICAL ENGINEERING INTERNSHIP

Copeland - Sidney, OH

Qualifications: Must be legally authorized to work in the United States

Education Requirement: Currently enrolled and pursuing a bachelor's degree with a cumulative GPA of 3.0 or higher and an anticipated Graduation of December 2026 or May 2027

Job Duties: This is a 3-4 month paid learning experience where you'll have the chance to connect with other interns and engage with leaders across Copeland. You'll work alongside passionate professionals who are committed to helping you grow-both personally and professionally. From day one, you'll contribute your ideas, build meaningful skills, and take part in hands-on projects that make a real impact on our business and the world around us. • Assisting with various research, testing, and evaluations • Processing documentation and conducting data analysis • Conducting manufacturing audits • Attending department, team and project meetings • Assisting with process improvement projects tied to manufacturing • Collaborating with other engineers, teams and departments

To Apply: <https://tinyurl.com/ynvdr9jb>

Manufacturing & Engineering

SENIOR ENGINEER

Copeland - Sidney, OH

Qualifications: This is not a position for which sponsorship will be provided. • 10+ years in embedded firmware/hardware development. • 3+ years hands-on experience with Bluetooth, Wi-Fi, or comparable communication protocols. • Strong proficiency in C or Embedded C programming (with compilers/toolchains). • Functional knowledge of electronic components and circuits: microprocessors, microcontrollers, op-amps, regulators, and digital logic ICs. • Strong understanding of software design and development processes. • Documentation and presentation skills (MS Office tools). • Self-starter with strong organization and a team-oriented mindset.

Education Requirement: A Bachelor's degree in mechanical engineering plus seven (7) years' experience or equivalent combination of education/experience.

Job Duties: Design and develop firmware for microcontroller-based products and cellular, BT, WIFI modem integrations. • Drive the full product development cycle-from requirements and functional specs through testing, validation, and release. • Ensure robust communication protocols and performance for wireless products. • Create and maintain documentation: requirements, functional specifications, test plans, and product change notices. • Collaborate with validation and manufacturing teams to build and execute test plans. • Support manufacturing on new product releases as well as sustaining engineering: quality improvements, cost reduction, obsolescence, and root-cause failure analysis. • Troubleshoot product returns/failures to identify issues and corrective actions.

To Apply: <https://tinyurl.com/kyat5kk6>

TRIM SHEET PRODUCTION ASSOCIATE, 3RD SHIFT

Cornerstone Building Brands - Sidney, Ohio

Qualifications: Must be 18 years old to apply • Previous manufacturing/ machine operator experience • Good job history • Must be able to read, write and perform basic math skills • Must possess common sense, positive attitude, and demonstrate excellent attendance • Must be quality and safety conscious, a team player • Ability to lift up to 50 pounds on a continual basis above shoulder height and below the waist • Must have good verbal and written communication skills and be able to interact with people • Extensive standing, frequent bending, sitting, lifting, pulling, pushing, reaching, twisting and walking • Required personal protective equipment to use tugger, overhead crane, carts, dollies and some hand tools • Safe work performance is required from each Associate at all times

Education Requirement: Not Listed

Job Duties: Complete all tasks as assigned by production department leadership, Read, understand, and follow the steps outlined in SOPs for each task being performed, Take prompt corrective action to eliminate safety hazards, minimize equipment downtime, reduce scrap generation, and correct deviations from quality standards, Complete required documentation including production records, quality checks, product labels, and manifest transactions in a complete, legible, and accurate manner, Properly manage all wastes generated, including segregation of recyclable materials and segregation of hazardous wastes by type, Take steps to minimize the amount of waste generated, Maintain a clean and organized work environment to ensure safe and efficient operations

To Apply: <https://tinyurl.com/nsvsy42f>

Public Service

BUS DRIVER

Sidney City School District - Sidney, OH

Qualifications: Meet all mandated health requirements • Be of legal age and physically/mentally qualified per regulations • Have current CDL with school bus endorsement. • Current bus driver's certificate per superintendent. • Clear driving and criminal record with periodic re-verification. • Able to pass random drug tests. • Ability to physically manage students with disabilities. • Ability to deal with stressful traffic and weather conditions. • Demonstrated maturity and ability to work with the public. • Ability to complete all tasks within physical and environmental constraints.

Education Requirement: High School Diploma or equivalent. • Completion of the Ohio Pre-Service School Bus Driver Training Program and subsequent in-service training requirements.

Job Duties: Lawfully operate bus using defensive driving techniques. Maintain established routes and time schedules and report adjustments. • Pick up/unload authorized passengers at approved stops. • Perform safety inspections. Report irregularities and take necessary action. • Complete required reports. • Supervise students and offer help as needed, allowing their highest degree of independence. • Help students with disabilities and manage equipment. • Follow first aid policies and procedures. • Monitor and control passengers' behavior and report discipline problems. • Build relationships with all parties. Respond to requests/complaints. Respect others' privacy. • Report evidence of suspected child abuse. • Maintain bus interior. • Follow the safety program. • Report vehicles failing to comply with the law • Communicate using the equipment provided. • Properly report traffic citations, accidents, or property damage incurred while driving. • Report bus route hazardous conditions. • Follow approved emergency procedures. • Conduct emergency drills. • Report equipment malfunctions. • Fuel bus and fill fluid levels. Document gas consumption/mileage. • Comply with district rules, procedures, and agreements • Participate in necessary trainings, meetings and growth activities. • Model integrity, responsibility, impartiality, respect, and courtesy. • Perform other specific job-related duties as directed.

To Apply: <https://tinyurl.com/4mx6znvd>

CHILD CARE - INFANT/TODDLER TEACHER

The After-Glow Centre - Anna, OH

Qualifications: Prior experience in a childcare setting recommended. CPR & First aid certified. Additional training will be required. Must LOVE working with kids.

Education Requirement: High School Diploma

Job Duties: Seeking a caring & reliable individual who seeks to improve the quality of life for children of all ages and is passionate about helping children grow in a positive role-model perspective. The duties and responsibilities depend on the needs of the child they care for. Some of the possible duties and responsibilities of a Child Care Worker can include: • Assisting with washing and dressing the child • Preparing their food • Getting to know the children, their needs and interests • Monitoring their health and recording any concerns • Supporting their mental and physical wellbeing through different activities • Working with other social care and health care professionals • Specializes in helping vulnerable children with emotional, social and behavioral difficulties to manage their daily activities. • Teaching children simple concepts • Tracking children's progress

To Apply: <https://tinyurl.com/yvc88fwa>

HEAD VARSITY BASEBALL COACH

Fairlawn Local Schools - Sidney, OH

Qualifications: Prior baseball coaching or playing experience preferred • Ability to motivate and mentor student-athletes • Must meet all OHSA and district coaching requirements

Education Requirement: High School Diploma

Job Duties: Not Listed

To Apply: <https://tinyurl.com/52chdbd9>

Public Service

COOK ASSIST - PART YEAR

CORS - Sidney, OH

Qualifications: No experience required. Ability to lift 40 pounds, stoop, bend, and reach. A valid driver's license and a driving history acceptable to agency insurer. Involves extensive organizing, problem solving, record keeping, and time management.

Education Requirement: High school diploma or GED

Job Duties: Assist in the implementation of the food service program by developing a working knowledge of food purchasing, kitchen safety, Ohio Department of Public Health Food Service Rules and Child and Adult Care Food Program guidelines, Performance Standards, and Agency policies and procedures. 1. Carry out Agency Vision, Mission and Core Values. 2. Prompt, punctual attendance. 3. Prepare meals following instruction on the production spreadsheets for breakfast, lunch and snack. 4. Prepare meals and snacks that look and taste good and are well proportioned. 5. Discuss menu changes with Support Services Coordinator. 6. Post menu change announcements. 7. Follow each child's plan of action to meet developmental, medical, and feeding needs. 8. Deliver ready-to-serve food to the classrooms. 9. Purchase food and supplies to prepare the menus. 10. Report equipment issues/needs to the SSC to determine if service is needed. 11. Ensure equipment and surfaces are cleaned and sanitized and items are put away. 12. Remove trash, sweep and mop kitchen floor. 13. Maintain appropriate inventory to prepare the weekly menu. 14. Prepare food and purchase orders and submit to supervisor. 15. Complete and submit accurate food service reports. 16. Assist in food service clean up. 17. Assist in maintaining food inventory.

To Apply: <https://tinyurl.com/533n5uhk>

ELEMENTARY CUSTODIAN

New Bremen Local Schools - New Bremen OH

Qualifications: No experience required

Education Requirement: High School Diploma

Job Duties: Not Listed

To Apply: <https://tinyurl.com/3tsspzkr>

H2OHIO-NUTRIENT MANAGEMENT SPECIALIST

Holy Angels Catholic School - Sidney, OH

Qualifications: Traveling required. The State of Ohio prohibits the use of recreational marijuana/non-medical cannabis in the workplace. Position may be subject to additional restrictions pursuant to the State of Ohio Drug-Free Workplace Policy (HR-39) and as outlined in the posting.

Education Requirement: Applicable undergraduate major core program • 2 years' training or experience in natural resources specialty indicated under job duties within approved position • Experience and education combined. • Valid driver's license.

Job Duties: Provide leadership and guidance. Provide training on soil fertility and nutrient best management practices. • Provide oversight, assessment, and feedback regarding staff work and progress. • Implement, coordinate & provide expertise on nutrient management & agronomy. • Coordinate activities with staff. • Prepare & maintain technical records & reports. • Initiate &/or respond to inquiries concerning regulations & information requests. • Distribute information/provide technical assistance & implement H2Ohio and nutrient management. • Stay current on water quality research and Best Management Practices' impact on quality. • Perform admin duties like reports, correspondence, workshops, meetings, and education materials. • Oversee preparation of displays & exhibits. Purchase major equipment, materials & supplies. • Train staff on rules, policies, procedures & analysis • Attend meetings, trainings & seminars. Stay up to date on nutrient management issues. • Conduct studies or program/projects. • Handle & resolve complaints/problems, serving as expert witness. • Investigate/ resolve complaints • Provide leadership to staff with conflict resolution and problem solving.

To Apply: <https://tinyurl.com/242rcz3h>

Public Service

ADMINISTRATIVE ASSISTANT/ SCHOOL SECRETARY

Holy Angels Catholic School - Sidney, OH

Qualifications: Must be or become SafeParish registered and compliant, including completing a background check.

Education Requirement: Associate (2-year) Degree preferred

Job Duties: Strong communication and writing skills • Organizational and record-keeping skills • Ability to maintain excellent public relations with students, parents, staff, and the community • Data entry experience • Detail oriented • Strong computer skills • Experience working with Microsoft Office • Experience working with Education Information Systems • Experience working with the Google Workspace • Experience with using social media, website, and app platforms • Ability to work confidentially with discretion • Can meet deadlines and work independently toward long-term goals

To Apply: <https://tinyurl.com/4erwyz7r>

ACADEMIC CLASSROOM ASSISTANT

Midwest Regional ESC - Fort Loramie, OH

Qualifications: Citizenship, residency or work visa required. Meet all health requirements mandated by law. A clear record after background check. Ability to learn positional skills. Ability to learn and use basic sign language. Demonstrated maturity and the ability to work with students and their families.

Education Requirement: High School Diploma or equivalent. Hold or be qualified to obtain an Educational Aide Permit. • Valid State of Ohio Educational Associate License as an educational paraprofessional is preferred.

Job Duties: Learn purpose/procedure of duties, seek advice. • Work with individuals or small groups. • Receive instructions and follow plans/guidelines. • Maintain interesting learning environment. • Help students understand goal setting and personal responsibility and nurture. • Provide services in the least restrictive environment. • Maintain classroom routine and consistently meet students' needs. Prepare material. • Operate equipment. • Distribute supplies. • Prepare bulletin boards. • Clean/organize. • Support student progress. • Encourage positive behavior. • Perform routine clerical work and record keeping. • Administer and score tests. • Help with assignments. • Solve students' problems discreetly. • Address behavior problems and carry out behavior plans. • Report evidence of suspected child abuse. • Support inclusivity. • Provide opportunities for students with disabilities. • Help students with medical/physical needs. • Help students take advantage of environment. • Participate in educational program activities. • Monitor ill students. • Help bus arrivals/departures. • Provide supervision and take safety precautions. • Communicate rules, monitor and control behavior. • Protect due process rights. Develop rapport. • Respond to requests/complaints. • Offer/Accept constructive suggestions. • Respect personal confidences and privacy needs. Supervise use/care of school property. • Track supplies/equipment. • Follow sanitation procedures. • Encourage parent organizations and student activities. • Attend meetings/growth activities. • Display integrity, responsibility, impartiality, respect, and courtesy. • Perform other duties as directed.

To Apply: <https://tinyurl.com/yf7epx2s>

PART-TIME ADMINISTRATIVE ASSISTANT

Midwest Regional Educational Service Center - Sidney, OH

Qualifications: Must hold, or have the ability to obtain, a valid OH/ID account and Educator State ID with RapBack enrollment.

Education Requirement: High School Diploma required. Associates Degree preferred.

Job Duties: Administrative assistant needed

To Apply: If you have questions regarding the position and/or building assignment, please contact Shawn McElroy, Assistant Superintendent at: smcelroy@mresc.org To apply, please complete and submit an application by clicking the application link below. You may also upload any additional documentation (for example: resume, cover letter, licensure, etc.) during the application process. <http://www.mresc.org/em>

Public Service

MEDICAID SERVICES MANAGER

Shelby County Board of DD - Sidney, OH

Qualifications: Ability to effectively utilize technology to access data. Excellent written and oral communication skills. Successful completion of a BCI/FBI and multiple database background checks as required.

Education Requirement: High School Diploma. Bachelor's Degree in a related field OR Associate's Degree in a related field and a minimum of 5 years developmental disabilities experience OR High School Diploma and a minimum of 10 years developmental disabilities experience. Comprehensive knowledge of Ohio Medicaid rules, policies and eligibility requirements.

Job Duties: Primary contact for the Ohio Dept of Developmental Disabilities and the Ohio Dept of Job & Family Services. Coordinate, gather, and distribute waiver and supported living information to ODoDD and other agencies. Manage all waiver waiting lists, ensuring compliance with rules and timelines. Assist with completion of required assessments. Stay current on ODoDD and Medicaid rules and communicate updates. Participate in trainings, conferences and meetings. Monitor and provide technical assistance to Service and Support Administrators and providers regarding waiver administration. Coordinate with agencies to exchange information and support service delivery. Utilize computer systems to generate reports for waiver and Medicaid management. Authorize waiver services in accordance with a recipient's Individual Service Plan and budget. Oversee waiver cost projections and manage associated budgets. Supervise Medicaid Support Coordinator. Assist in the budgetary and planning process. Assist with projecting waiver needs for upcoming years. Responsible for oversight and implementation of Medicaid revenue opportunities. Develop actions to increase departmental efficiency and effectiveness. Ensure timely review of all waiver packets, support appeals process, assist with appeals to the state. Report any Major Unusual Incidents or Unusual Incidents according to Ohio Administrative Code Rule 5123-17-02. Maintain accurate documentation. Complete other duties assigned.

To Apply: <https://tinyurl.com/4c4s45th>

PUBLIC WORKS DIRECTOR

City of Sidney - Sidney, OH

Qualifications: Use of modern computers and office equipment; motor vehicle operation; use of bench and hand tools; use of mechanics' tools and equipment; snowplow operation; management; management of financial matters. Valid Ohio driver's license and eligible for coverage under the City's vehicle insurance provider. Must possess Professional Engineering Certification from the State of Ohio or the ability to obtain certification within six (6) months of hire. Strong supervisory skills. Will be exposed to equipment and hazardous and physically demanding conditions.

Education Requirement: Bachelor of Science Degree in Civil Engineering; experience in a municipal or county public works organization with five (5) years of supervisory experience, preferably in the State of Ohio; experience in the development and construction of public works projects like surveying, legal descriptions, plan preparation, specifications, estimates, and planning; equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

Job Duties: 1. Set priorities for the department; establish organized structure and function; administer the Five-Year Capital Improvement Plan, make recommendations to leadership. (2) Assist developing and managing the annual budgets; prepare and apply for grants. (3) Manage software programs including City Works, Facility Dude, and Street Logix; Operates as the City Engineer. (4) Provide tax training for all employees; be a resource of tax knowledge for the Revenue Collections Division's Account Clerks. (5) Coordinate emergency responses to disasters; use media to provide information on public works issues. (6) Develop website/social media posts; perform research. (7) Serve on the Policy Committee for the North Central Ohio Solid Waste Management District; attend City Council meetings. (8) Meet all job-safety requirements and all applicable OSHA safety standards pertaining to essential functions; maintain LPA certification. (9) Demonstrate regular and predictable attendance. (10) Perform other related duties as assigned. For full description, follow the link below.

To Apply: <https://tinyurl.com/5c6jpeae>

Public Service

WINTER SEASONAL CDL DRIVER/HIGHWAY TECHNICIAN 1

Ohio Department of Transportation - Sidney, OH

Qualifications: Skills: Active Learning, Flexibility, Listening, Teamwork. • Safety driven • Enjoys working outdoors • Honest, accountable, trustworthy, and respectful • Positive team player. Applicant must have valid Commercial Driver's License at the appropriate level per the position description on file. The selected candidate will be required to undergo a criminal background check with an assessment of an applicant's prior criminal convictions made based on results. Final applicants tentatively selected for this position will be required to submit to urinalysis to test for illegal drug use. Candidates with positive tests will not be offered employment. In accordance with the Code of Federal Regulations 382.703, selected applicants for this position are required to register as a driver in the Federal Motor Carrier Safety Administration (FMCSA) Drug & Alcohol Clearinghouse.

Education Requirement: Formal education in arithmetic that includes addition & subtraction & decimals, percentages & fractions; ability to read, write & speak common English vocabulary; 3 mos. trg. or 3 mos. exp. in operation of basic equipment.

Job Duties: Perform snow & ice operations • Operation of heavy equipment (e.g., dump truck, loader) and hand tools (e.g., chainsaw) • Hands-on maintenance of traffic and flagging • Highway maintenance and repair work activities (e.g., pothole patching, spread berm, repair guardrails, crack seal, litter pick-up, drainage, vegetation management such as weed eating, brush cutting, and mowing)

To Apply: <https://tinyurl.com/ynu7xjuc>

HIGHWAY TECHNICIAN

Shelby County Engineer - Sidney, OH

Qualifications: Valid Ohio License, CDL preferred but will provide training necessary to obtain.

Education Requirement: Not Listed

Job Duties: under immediate supervision, operates various county vehicles to assist in highway maintenance; performs manual labor tasks, operates various light equipment to perform maintenance tasks and prepares work records.

To Apply: Employment Applications can be picked up and submitted at the Shelby County Engineers Office, 500 Gearhart Road in Sidney

INDUSTRIAL PRETREATMENT COORDINATOR

City of Sidney - Sidney, OH

Qualifications: Five years' experience in the wastewater treatment profession preferred. Experience in laboratory testing and analysis techniques and specialized laboratory equipment. Experience administering a storm water monitoring program. Knowledge of Chemistry, biology and mathematics as related to waste and wastewater treatment. Valid Driver's License. Maintain residency as required by City policy. Must have the ability to correctly identify industrial customers who are significant industrial users, and apply the regulations effectively. Work alone for extended periods of time. Maintain compliance with the six minimum control measures in the City's storm water program. Have an excellent knowledge of the City's codified ordinance for the Industrial Pretreatment Program and the Storm Water Monitoring Programs.

Education Requirement: Class II Water Reclamation Operator License

Job Duties: Perform all field sampling events for the IPP and maintain all sampling equipment. Perform inspections of industrial customers, prepare notice of violations, prepare regulatory reports, and maintain the Synexus Pretreatment data base. When not involved in pretreatment activities, the Industrial Pretreatment Coordinator will also administer the City's Storm Water Monitoring Program. Collect samples in compliance with regulations to ensure accuracy. Offer assistance to a wide variety of industrial users. Work with customers to return them to compliance

To Apply: <https://tinyurl.com/44tpu8yy>

Public Service

SUBSTITUTE TEACHER

CORS - Sidney, OH

Qualifications: All positions require a background check, drug test, and physical. Work Experience Required: Experience in early childhood education/social services preferred but will receive on-the-job training and must commit to academic completion as set forth below. Special Conditions: Ability to lift 40 pounds, stoop, reach, bend, move easily and work on the floor with small children. A valid driver's license and a driving history acceptable to agency insurer. Involves extensive organizing, problem solving, record keeping, and time management.

Education Requirement: High school diploma or GED with a CDA or equivalent; or agree to be enrolled in a CORS approved accredited Child Development (CDA) program and achieve completion of CDA program within two years of start date. Associate's degree or higher in Early Childhood Education preferred. Rate of pay per education.

Job Duties: Team with the Head Teacher with daily operations in the center classroom working with both children and parents. This will include, but is not limited to, preparation of the learning environment and gathering necessary materials, the daily routine, small and large group times, outdoor time, and mealtime activities. Ensure the safety of all children by assuring proper supervision of the children at all times and a safe, healthy, sanitary, and organized learning environment. Collaborate with the Head Teacher in developing and implementing activities and experiences that promote the children's interests, individualization and skill building in all developmental domains. Assist in completion of developmental screenings of all children. Support the efforts of the center team in planning and implementing family engagement and male involvement activities throughout the program year. When requested by supervisor and as part of professional development, complete home visits, plans and parent/teacher conferences.

To Apply: <https://tinyurl.com/3c7p3evx>

SWD INSTRUCTIONAL ASSISTANT

Midwest Regional Educational Service Center - Jackson Center, OH

Qualifications: Meets mandated health requirements. · Document clear criminal record. · Hold/be qualified to obtain an Educational Aide Permit. · Able to learn positional skills. · Able to manage students with disabilities. · Able to use basic sign language techniques. · Able to work with students and their families.

Education Requirement: High School Diploma or equivalent

Job Duties: Learn purposes/procedure of duties and seek advice. · Work with individuals or groups. Receive instructions and follow plans/guidelines. · Help with assignments, projects, and activities. Check papers and tests. · Reinforce materials introduced. Supervise study/remedial activities. Maintain learning environment. · Help students understand responsibility and nurture. Provide services in the least restrictive environment. · Perform and maintain clerical work/records. Prepare material. Operate classroom equipment. Distribute supplies. · Prepare bulletin boards/displays. · Clean/organize. · Support student progress. · Encourage positive student behavior. · Solve student concerns discreetly. · Address behavior problems and carry out behavior plans. · Report evidence of suspected child abuse. · Support inclusivity. Provide opportunities for students with disabilities. · Help students with medical/physical needs. · Help students take advantage of environment. · Actively participate in educational program activities. · Supervise rest periods. Monitor ill students. · Help school bus arrivals/departures · Provide supervision and take safety precautions. · Communicate rules, monitor and control student behavior. Protect due process rights. · Develop rapport. Respond to requests/complaints. Offer/accept constructive suggestions. Respect personal confidences and privacy needs. · Supervise use/care of school property. Track supplies/equipment. · Follow sanitation procedures. · Encourage parent organizations and student activities. · Attend meetings/growth activities. · Display integrity, responsibility, impartiality, respect, and courtesy. · Perform duties as directed.

To Apply: <https://www.mresc.org/current-job-opportunities/>



RETAIL SALES ASSOCIATE

Ollie's Bargain Outlet - Sidney, OH

Qualifications: Happy to train new Associates who may not have 6 months of prior retail experience * Ability to work evenings, weekends, and holidays on a regular basis * A positive attitude and team player who wants to delight and serve customers

Education Requirement: High School diploma or equivalent preferred

Job Duties: The Retail Sales Associate assists Ollie's customers and helps to maintain the store appearance. Retail Sales Associates are responsible for all aspects of customer service, running registers, merchandising, and store maintenance. Greet and acknowledge every customer with Ollie's "Yes I Care, Yes I Can" approach to build long term customer loyalty. Accurately and efficiently manage cash register transactions. * Be an Ollie's store and inventory expert, know our weekly deals and the incredible value we provide our customers. * Assist with freight logistics and learn how great retailers merchandise their products.

To Apply: <https://tinyurl.com/yn6xrjuc>

SALES ACCOUNT MANAGER

Industrial Recyclers - Sidney, OH

Qualifications: • 3-5+ years of experience in resin sales, plastics distribution, or technical account management, preferably focused on injection molding/polyolefins. • Strong understanding of PE/PP resin grades and their performance in injection molding applications. • Familiarity with sustainability and regulatory requirements. • Ability to travel as needed to visit clients, attend industry events, and support key accounts. • Strong negotiation skills with the ability to influence decision makers. • Excellent communication skills, both verbal and written. • Strong analytical skills • Leadership qualities that inspire teamwork and drive results. • Technical knowledge of injection molding processes and common industry challenges. • Existing network within plastics processors, molders, or compounders. • Experience with both commodity and engineering-grade resins.

Education Requirement: Bachelor's degree in Business, Marketing, Engineering, Polymer Science, or related field (or equivalent experience)

Job Duties: Manage and grow clientele in the injection molding market and converting sectors, including packaging, industrial goods, and consumer products. • Promote and sell virgin and reprocessed with focus in polyolefins based on customer requirements for processing, performance, and sustainability. • Develop a deep understanding of customer applications, especially in injection molding. • Identify/secure new business opportunities by prospecting, networking, and leveraging market intelligence. • Provide technical guidance for resin properties, processing conditions, and performance characteristics, particularly for injection molding applications. • Develop customized solutions by aligning product needs with resin supply options. • Work cross-functionally to ensure on-time delivery and customer satisfaction. • Track and communicate market trends, resin pricing, and competitive activity. • Maintain accurate records of sales activity, forecasts, customer interactions, and CRM updates. • Represent the company at industry events, trade shows, and customer meetings.

To Apply: <https://tinyurl.com/48wdmvk8>

Warehouse

MATERIAL CONTROL COORDINATOR

Panel Control Integrators - Anna, OH

Qualifications: One year experience in materials receiving, inventory control processes, warehousing and data entry. · Proficient/advanced in Microsoft Office. · Detail oriented and passion for high quality results. · Effective written and oral communication skills. · Ability to multitask, prioritize, organize and adhere to procedures. · Display professionalism, a positive attitude and willingness to work as a team. · Ability to handle internal and external demands. · Valid state-issued Driver's License. · Ability to negotiate the physical and environmental demands with or without accommodation. Must be willing to motor operation.

Education Requirement: High School Diploma, or equivalent

Job Duties: Provide overall management and daily maintenance of PCI's stock inventory and job material inventory. Overall owner of inventory accuracy and inventory internal controls. · Lead, improve and own the site's physical inventory process · Identify opportunity areas with the company's inventory policies and procedures and implement improvements. · Physically receive in materials, ensuring accuracy and quality. Perform data entry of receipts. · Monitor, manage and organize inventory. Prepare purchase orders and manage vendor relationships. · Run reports daily to check on supply status. Follow up with suppliers for parts still out. · Input supplier order acknowledgements by updating expected delivery dates and back-ordered parts. · Operate lift truck or tow motor to move shipments from receiving to staged inventory. Move inventory parts to proper inventory location or deliver to Panel/Cable Builder workstation. · Kitting of stock material for upcoming projects. · Manage inventory transfers to/from stock and job materials inventory · Create, document and maintain efficient and accurate inventory management procedures. · Oversee inventory and cycle counts. Review needed adjustments and adjust inventory quantities. · Coordinate the physical inventory and material returns. · Support company principles and policies. · Effectively communicate inventory issues with appropriate personnel. · Assist with special projects and other duties as directed

To Apply: <https://tinyurl.com/374s53h4>

FORKLIFT OPERATOR

XPO - Sidney, OH

Qualifications: Be at least 18 years of age · All applicants who receive a conditional offer of employment may be required to take and pass a pre-employment drug test. · Able to do basic math calculations, with and without a calculator · Available to work a variety of shifts due to varying freight volumes, including days, evenings, nights and weekends. Required to: · Lift freight and other objects of various shapes, sizes and weights (frequently up to 50 lbs. and occasionally greater than 70 lbs.) · Safely walk and stand for extended periods on a loading dock that is not climate-controlled and may be slippery · Reach (including above your head), bend, climb, push, pull, twist, squat and kneel as necessary

Education Requirement: Not Listed

Job Duties: Efficiently sort, handle, load and unload palletized and non-palletized freight · Use appropriate motorized and manual equipment, including pallet jack and forklift · Secure freight inside trailers using appropriate tools and supplies · Work in a safe, efficient manner, adhering to company safety policies · Use mobile handheld devices to scan and track shipments · Work on a dock that is not climate-controlled for extended periods

To Apply: <https://tinyurl.com/3harmmny>

WAREHOUSE SPECIALIST I - RETAIL

McLane Company, Inc - Sidney, OH

Qualifications: At least 18 years of age. Candidates may be subject to a background check and drug screen, in accordance with applicable laws.

Education Requirement: Not listed

Job Duties: Our warehouse selectors average between 40-50 hours per week. Our warehouse teammates move product through our DCs quickly and safely, ensuring orders are filled and loaded for deliveries.

To Apply: <https://tinyurl.com/47rktcds>

Warehouse

INVENTORY CONTROL SUPERVISOR

McLane Company - Sidney, OH

Qualifications: Be at least 18 years of age. • Have previous work experience in a progressively responsible food service distribution position with some supervisory/management responsibilities. • Have a working knowledge of principal foodservice disciplines, including purchasing, customer service, accounting, warehousing, and transportation. • Be proficient with Microsoft Office programs (Excel, Outlook, Word). • Ability to read, write, and understand English at a level sufficient to perform job-related tasks effectively and safely. Understanding work instructions, safety protocols, and communications essential to the role. The requirement is directly related to the nature of the job and ensures compliance with workplace safety and operational standards. • Teamwork oriented • Organized • Problem solver • Detailed. Candidates may be subject to a background check and drug screen, in accordance with applicable laws.

Education Requirement: High school diploma or equivalent required

Job Duties: Maintain physical inventory by implementing inventory control processes and procedures for all inventory movements and adjustments. • Establish and implement an accurate reporting of inventory. • Partner with other departments to create an inventory control environment to successfully meet the company's service and profit goals. • Schedule and plan physical inventories; reconcile the physical inventory variances and provide reports based on the reconciled inventory numbers. Coordinate daily cycle counts and research variances. Provide reports to necessary departments. • Conduct daily inventory analysis of warehouse reports to solve inventory problems. • Ensure proper warehouse slotting to promote successful shipping operations and customer order fulfillment. • Ensure all policies and procedures are followed • Supervise inventory control personnel. • Additional duties and special projects may be assigned at the position supervisor's discretion.

To Apply: <https://www.mclaneco.com/careers/>

MATERIAL HANDLER

Advanced Composites - Sidney, OH

Qualifications: 3 years Forklift Certification. Basic computer skills. Inventory control and recordkeeping. A Team Player who values teamwork and collaboration. Dependable with reliable attendance and a strong work ethic. A Problem Solver who is efficient in troubleshooting and solving problems. Adaptable, comfortable with managing change and being flexible

Education Requirement: High School Diploma

Job Duties: Safely operate forklifts and manage material handling. Maintain accurate inventory records and use control tools efficiently. Label and record weights while verifying incoming and outgoing shipments. Properly stage, load, unload, and label shipments. Handle LTL & FTL shipments, documenting any discrepancies. Inspect containers for damages and report as needed. Participate in physical inventory counts and follow FIFO procedures. Assist customers by addressing questions, processing orders, and managing files. Ensure high customer satisfaction through effective communication and time management. Collaborate across departments to support smooth operations.

To Apply: <https://tinyurl.com/23hb5dj7>

WAREHOUSE ASSEMBLY

Lacal Equipment - Jackson Center, OH

Qualifications: Experience is preferred but not necessary. Skills needed include Computer knowledge, ability to lift up to 50 lbs. Forklift license helpful but not required, as we do training in house periodically. Orders are processed to ship through various means, UPS, Fed Ex and semi pick-up. Skidding & packing parts for shipment to Customers

Education Requirement: High School Diploma

Job Duties: Processing orders from the Sales Department and prepare for shipment.

To Apply: Submit Resume to deb@lacal.com



FSQ TECHNICIAN

Schwan's - Sidney, OH

Qualifications: Confirm a satisfactory current job performance and safety record • Work in a variety of temperatures • Learn and operate laboratory equipment and keep accurate documentation of daily information • Communicate in English to accurately create and document company reports • Demonstrate solid interpersonal and communication skills and intermediate level proficiency in SAP and the Microsoft Office Suite. • Offers of employment contingent on a post-offer, pre-placement background check and drug screen. PPE use required. Must conduct oneself consistent with company mission, values, code of ethics, policies, and other standards. Able to Read and interpret basic technical documents, product specifications and perform basic math functions. • Able to Demonstrate knowledge of (certification preferred)

Education Requirement: High school diploma or equivalent are preferred.

Job Duties: Perform quality assurance audits to ensure regulatory and company standards of quality are met. Assist in planning and establishing additional FSQ activities and procedures • Monitor daily adherence to HACCP and GMPs and report issues • Generate reports using Microsoft Windows, Word, and Excel. Process transactions in SAP to release product from QA hold. • Verify regulatory formula and procedural compliance of manufacturing systems and take corrective action. • Document review/verification for compliance of company and regulatory requirements. • Work with other developers to gather samples and information needed for product testing. • Evaluate Certificate of Analysis data against specification and takes appropriate action • Work with production management to rework product for most routine product quality issues • Generate and maintain reports of all testing and quality and food safety issues. • Conduct plant food safety/GMP orientation • Perform associated formulation audits and quality checks according to product specifications • Complete the investigation and the documenting of incidents involving product/ingredient Food Safety issues

To Apply: <https://tinyurl.com/3n7mpjjn>

KETTLE COORDINATOR

The Salvation Army - Sidney, OH

Qualifications: Proficient in oral and written communication. Proficient in customer and community relation skills. Must possess valid State driver's license and pass TSA background check. Must possess the ability to work well with all types of people. Must demonstrate both organizational skills, creativity, self-motivation, and flexibility. Working knowledge of Microsoft Word, Excel, Kettles program/database, multi-line phone

Education Requirement: High school diploma or GED equivalent required

Job Duties: 1. Contact store managers by phone, letter, or in person to verify/seek permission for access to kettle sites. 2. Maintain all kettle equipment to make sure it is in good shape and ready to go. This will involve making sure that the kettles, kettle stands, bells, and aprons are always clean and in good condition. If additional equipment is needed, communicate with the Corps Officer. 3. Assist with placing any help wanted advertising for bell ringers. 4. Make sure applications are available along with necessary hiring paperwork. 5. Ensure all forms are completed correctly. 6. Make sure all stands and signs are delivered to kettle sites prior to the scheduled start date. 7. Partially responsible for the bell ringer scheduling process in coordination with the Corps Officer. 8. The coordinator must be available at the end of each day to assign workers to sites (matching best workers with most productive sites), discuss problems, and answer questions. 9. The coordinator must be available to drop off and pick up workers, swap kettles, and be available for emergency kettle worker transportation. 10. Collect the time sheets daily. Ensure that correct data is available daily to facilitate data entry for payroll. 11. Perform "spot checks" on workers throughout the day to ensure the best possible image is being presented. 12. Troubleshoot any problems that come up with bell ringers, managers, drivers, etc. 13. Keep records of the assignment of each kettle worker and work cooperatively with the Corps Officer to monitor the location's productivity. Dismiss any bell ringers that are not at least doubling their pay. Use computer printouts to determine productivity (dollar per hour average). 14. Provide other services as required for the efficient functioning of the Salvation Army

To Apply: <https://tinyurl.com/4r8c26s5>



SERVICE ADVISOR

Chesrown Ford of Sidney - Sidney, OH

Qualifications: Previous experience at a Ford dealership is a plus • Ability to identify the problem quickly • Knowledge of automobiles • Proven record of achieving exceptional customer satisfaction • Past experience as a service advisor, assistant lane manager or service consultant • Very energetic personality • A desire for a long-term career with a growing organization • Personal and professional integrity • Computer skills and willingness to learn new programs • Ability to learn new technology and repair and service procedures and specifications • Minimum of 1 year in service department • Ability to lift 50 pounds and work on your feet for extended periods of time • Ability to work in a fast-paced environment • Basic computer skills • Positive, friendly attitude

Education Requirement: High school diploma or equivalent

Job Duties: Greet customers promptly • Obtain customer and vehicle information • Clearly report all vehicle symptoms as described by the customer • Determine and recommend maintenance base on age, mileage and history of vehicle • Prepare a complete and accurate estimate of cost for labor and parts • Establish follow up time • Monitor the progress of each vehicle throughout the day, and update customers frequently • Verify that the final invoice reconciles with the work performed on the repair order • Explain all completed work and charges to customers

To Apply: <https://www.sidneyford.com/careers/>

SHIFT SUPERVISOR

Chow Hound - Sidney, OH

Qualifications: Not Listed

Education Requirement: Not Listed

Job Duties: Ensures that all animals in our care are being taken care of properly up to including being fed, watered, clean enclosures, and staying in compliance with our company standards. • Provides exceptional customer service to all customers in the store up to and including demonstrating knowledge of store products, services, and promotions. • Knows how to efficiently operate the cash register, which involves accurately entering sales information, receiving product payments, processing credit card transactions, or making correct changes. • Demonstrates good merchandising skills to make the store appear neat and well-presentable. Helps with store resets, building and changing endcaps, putting stock from trucks or the warehouse onto the sales floor shelves, rotating perishable goods, and maintaining a clean and safe work environment. • Provide direction to the team during their shift. • Communicate clearly and accurately important information/feedback to the Store Manager and/or Assistant Manager. • Open/close store.

To Apply: <https://tinyurl.com/yc3d2w4n>

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*Shelby County
Department of Job
& Family Services
227 S. Ohio Ave.,
Sidney, OH*



Call Shelley Hagan for more information
937-497-2892

Or Email:

shelley.hagan@JFS.ohio.gov





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**CONTACT SARA SEGER
937.498.4981 EXT 2884
SARAM.SEGER@JFS.OHIO.GOV**



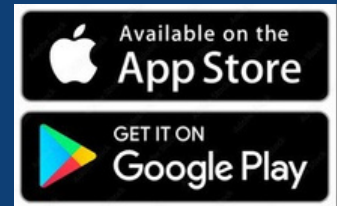
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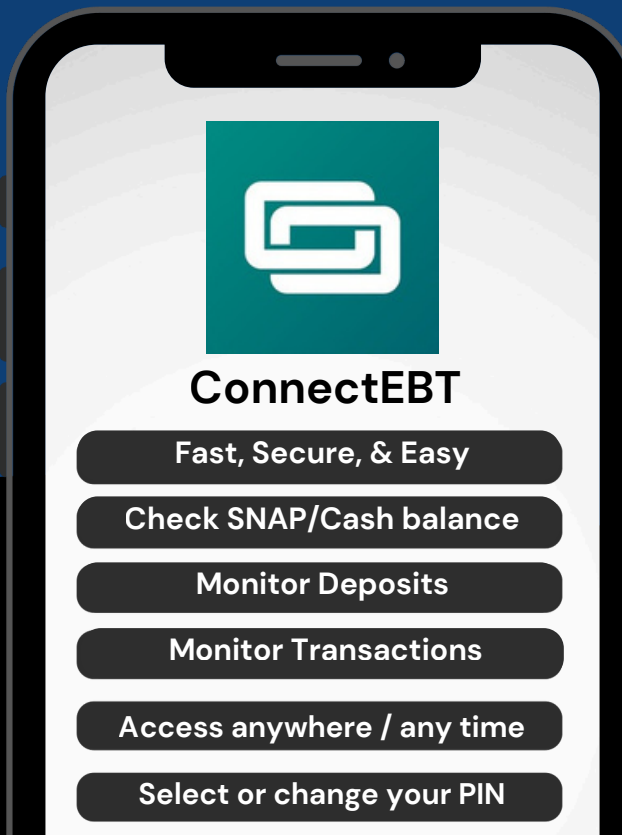
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PROTECTING YOUR EBT BENEFITS

Criminals are targeting Ohio SNAP EBT and cash assistance clients by installing skimming devices on store card readers. These skimmers allow them to capture your card and PIN numbers without you knowing.



SPOT THE SKIMMER

Card skimming can happen to anyone who uses a credit, debit or EBT card. Skimmers can be placed on point-of-sale card readers at stores.

1

Look for added equipment on or near the device. Pinhole cameras are sometimes installed to capture customers entering their PIN. Cover the keypad when you enter your PIN

2

Criminals may place phony PIN keypads over the originals. Pull at the edges of the keypad before entering your PIN. Do not use if the pad surface looks raised or if there is tape or glue residue on the edges.

3

Check to see if the card reader sticks out or doesn't seem secure. Any loose or protruding parts are suspect.

PROTECT YOUR PIN

- Keep your PIN and card number a secret.
- NEVER share these numbers if asked through email, text message or on the phone.
- Change your PIN monthly before each scheduled deposit.
- Don't use an easy PIN such as 1234 or 1111.

USE CARD LOCK & CARD ALERTS

Ohioans have two easy ways to protect their EBT cards. Use the Card Lock/Unlock feature to secure your benefits and try Card ALERTS for notification when your card is used or changes are made to your account.

- Use the new Card Lock/Unlock feature to secure your food benefits.
- Get Card Use ALERTS for new transactions (purchases, returns, deposits, etc.)

If you see card use, change your PIN and notify customer service (866-386-3071) and your County JFS.



STOP SCAMMERS

- Download the ConnectEBT app to get transactions alerts and lock your card when not using it. Check your card statements often for any unusual transactions. Report any card misuse to your County Job and Family Services office. Avoid using APP's other than ConnectEBT to protect your personal information. Don't share picture of your card and don't send picture of your card for any reason to anyone.



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EMPLOYMENT AGENCIES SERVING SHELBY COUNTY

Adecco- Sidney - 937-498-4458

AMPM Employment- Piqua - 937-778-3000

Associate Staffing LLC- Piqua - 937-451-5063

Barry Staff- Piqua - 937-381-0058

Custom Staffing- Sidney - 937-492-9225

Express Employment Professionals -Sidney - 937-538-4250

First Diversity-419-722-0577

HR Associates- Piqua - 937-778-8563

Manpower -Troy - 937-335-5485

Patrick Staffing-Piqua - 937-778-8445

Pete DeLuke-Sidney - 937-497-1515

Resource Manufacturing- Piqua - 937-778-0850

Spherion-Sidney - 937-419-4200

Staffmark-Troy - 937-335-0118

Surge Staffing-Sidney-937-453-9010

Hunter International Recruiting-Avon - 440-389-3441



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Shelby County



Shelby County Department of
-Job & Family Services-

DEPARTMENT OF JOB & FAMILY SERVICES

EMPOWERING OUR COMMUNITY THROUGH DEDICATED SERVICE AND SUPPORT

SHELBY COUNTY DEPARTMENT OF JOB & FAMILY SERVICES

Access our website at www.shelbycountyjfs.org to find information about public assistance, OhioMeansJobs Shelby County, Children & Adult Protective Services, & Child Support programs.

ADDRESS: 227 S. Ohio Ave. Sidney, OH 45365 - Monday-Friday 7:30a-4:00p

PHONE: 937-498-4981

ADULT & CHILDREN SERVICES

To make a report of **suspected child or adult maltreatment call 937-498-4981**. If you believe a child or adult is **in immediate danger of serious harm call 9-1-1**. Child & Adult Protective Services can be accessed for emergencies, after regular business hours by calling the Shelby County Sheriff's Department at 937-498-1111 and asking for the on-call Children Services worker to be paged.

CHILD SUPPORT

You may print payment histories and communicate with your caseworker by registering at: www.jfs.ohio.gov/ocs

PAYMENTS BY MAIL: Ohio CSPC
P.O. Box 182372
Columbus, OH 43218-2394

Please include name, SETS number, order number, social security number (optional), amount applied to each case (if multiple).

ONLINE PAYMENTS: www.Ohio.smartchildsupport.com by credit/debit card with no additional fee.

PAYMENTS BY PHONE: 937-498-4981 (OPTION 4)



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OHIO MEANS JOBS SHELBY COUNTY SERVICES

You can visit us Monday-Friday 7:30am-4:00pm.

PHONE: 937-497-2816

EMAIL: EFS-staff@jfs.ohio.gov

FACEBOOK: www.facebook.com/OhioMeansJobsShelbyCounty

INSTAGRAM: www.instagram.com/OhioMeansJobsShelbyCounty



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CASH, FOOD, & MEDICAL ASSISTANCE

Clients are asked to submit all applications & verifications for cash, food, & Medicaid in one of the following ways:

- In-person at the front desk
- Online at: www.benefits.ohio.gov
- Phone: 844-640-6446
- By mail to: 227 South Ohio Avenue, Sidney, OH 45365
- Fax: 937-498-7396
- Agency drop-box
- Email: FMS-staff@jfs.ohio.gov

CHILDCARE ASSISTANCE

Clients are asked to submit all applications & verifications for childcare assistance in one of the following ways:

- In-person at the front desk
- Online at: www.benefits.ohio.gov
- By mail to: 227 South Ohio Avenue, Sidney, OH 45365
- Fax: 937-498-7396
- Agency drop-box
- Email: EFS-staff@jfs.ohio.gov



UNEMPLOYMENT

To register for Unemployment Benefits you will need the following:

- Social Security Number, Driver's License, or State ID
- Name, address, phone number, and dates of employment for each employer you worked for in the last 18 months.
- Your dependents name(s) and social security number(s)
- If interested in Direct Deposit, your bank account number and routing number.
- Your child support court order or SETS number (OH only) if applicable.

It is suggested that you apply online as wait times on the phone are extremely high.

INITIAL CLAIM FILING:

1-877-644-6562

WEBSITE:

www.unemployment.ohio.gov

PIN RESET LINE:

1-866-962-4064

WORKFORCE INFORMATION HOTLINE:

1-888-296-7541

UNEMPLOYMENT FAX NUMBER:

1-614-466-7449