

# Employment Opportunities

## February 27, 2017



# JOB FAIR

# Charlottesville, VA

## March 15th

### 1pm - 4pm

Free Interview Etiquette workshop at 12pm

Virginia Workforce Center  
2211 Hydraulic Rd. Charlottesville, VA
















- Security
- Stocking
- Sales
- Healthcare
- Office/Clerical
- Hospitality
- Office Admin
- Food Service

**Other resources :**  
**Veteran Services ,**  
**Snap ET, TJACE and**  
**PVCC**

**All Welcome, especially Veterans and their spouses. Free Event. Bring a Resume. Dress to Interview.**




Piedmont Workforce Network is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TYY: 711. Funded by Department of Labor.



## Healthcare

### Personal Care Aide (PCA) Interim HealthCare - Charlottesville, VA 22911

\$8.50 an hour - Full-time, Part-time Personal Care Aides for our exceptional team! We have several new assignments waiting for the perfect Personal Care Aide and/or Home Health Aide. If you are compassionate Aide, have a professional appearance, a PCA certificate or Home Health Aide Certificate or Certified Nurses' Aide Certificate and at least six (6) month of current caregiving you are encouraged to apply. Just graduated from your course? We have a fantastic Mentor Program that is free of charge to you! You'll be paid to shadow our Mentor Aides and get the experience you need to work on your own. Our Charlottesville office services Albemarle, Louisa, Madison, and Greene, Fluvanna, Orange, Nelson, and surrounding areas. We are a family-owned company. We offer our Aides a competitive starting wage, overtime, health benefits, paid time off, Interim Bucks, and opportunities to explore your education with free online courses and much more! We do not charge our applicants for drug tests, background

checks or TB tests. We invest in our team members! Requirements include: •Certificate of Completion for PCA or HHA or CAN •Six months current experience as a caregiver or enroll in our Mentor Program •Professional appearance •Positive attitude and willingness to help others •Ability to pass knowledge exam, criminal background check, and drug test •Good references •Reliable transportation Benefits: •Locally Owned and Operated •Free Education Courses •Competitive Salary & Benefits •Paid Time Off •Paid Holidays •Health Coverage •Dental Coverage Interim HealthCare is America's leading provider of home care, hospice and healthcare staffing. We offer one of the most comprehensive selections of career opportunities in the industry ranging from per diem to full-time. If you're looking for a stable career opportunity, look no further. We offer the freedom of a flexible work schedule combined with the security of working for an established company. Nationally, Interim HealthCare has been providing great jobs to great people for over 50 years and there are more than 300 offices across the country. That kind of stability combined with our commitment to integrity makes us your perfect career partner. Interim HealthCare® is an equal opportunity employer who does not discriminate against applicants, employees or clients on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability, veteran status or any other category protected by the law, or patients' decisions regarding advance directives. Each Interim HealthCare office is independently owned and operated. Not all services are available at all offices. ©2017 Interim HealthCare Inc. Job Type: Part-time Salary: \$8.50 /hour required licenses or certifications: •Home Health Aide Certificate •Personal Care Certificate Apply on line

### **Resident Care Associate Commonwealth Senior Living - Charlottesville, VA**

The Resident Care Associate (RCA) is the "Care Ambassador" and possesses a sincere passion for working with seniors, as well as has demonstrated knowledge of care giving in a senior living community. This position assumes responsibility for resident care and services including personal needs, grooming and hygiene, housekeeping, laundering, social interactions, and meals. A primary responsibility of this position is to routinely monitor the resident's comfort and respond to periodic needs.

Responsibilities: • Provide direct nursing care to residents and contribute to continuity of care and effective communication by reporting care provided and changes in the resident's condition to the Resident Care Director immediately. May participate in routine activities of resident's care activities, including daily living and basic nursing procedures. • Assisting residents with lifts, moves and transports, using proper body mechanics or lifting devices for accident prevention. • Responds to inquiries relating to requests from residents, visitors and other personnel promptly and courteously within given time frames and established policy. • Is knowledgeable of the individualized care plan for residents, and provides support to the residents according to their care plan. Contributes to the care planning process by providing the charge nurse or other care planning staff with specific information and observations of the residents' needs and preferences. • Communicates and interacts effectively and tactfully with the residents, visitors, families, peers and supervisors promoting a homelike environment. • Fully understands all aspects of residents' rights, including the right to be free of restraints and free of abuse. Is responsible for promptly reporting to the charge nurse or administrative staff incidents or evidence of resident abuse or violation of residents' rights. • Performs all job responsibilities in accordance with prescribed safety and infection control procedures, including thorough hand washing, use of disposable gloves where indicated and proper disposal of soiled materials. Also providing care that maintains each resident's skin integrity to prevent pressure ulcers, skin tears and other damage by changing incontinent residents, turning, repositioning immobile residents and by applying moisturizers to fragile skin and other areas. • Other duties as assigned Qualifications: •A big heart and a need to serve – no prior experience is necessary. •The ability to meet the physical and emotional needs of the resident. •Must be Direct-Care certified minimum. Apply on line

### **PT Medical Receptionist Pediatric Associates of Charlottesville - Charlottesville, VA**

Pediatric Associates of Charlottesville is looking for an experienced receptionist for part time weekend hours. Previous EMR experience preferred. Excellent customer service skills are essential. Must have proficient computer skills, organized, dependable, and able to multi-task and team player. This position is

for weekend hours. Candidates will be subject to background check and drug/nicotine screening will be part of pre-employment testing. Email or fax resumes to 434-220-7144 or feel free to come by our office to complete an application. Job Type: Part-time Required education: •High school or equivalent required experience: •Medical Receptionist: 1 year Apply at Indeed.com

### **Part Time CMA or Front Office Associate Downtown Family Health Care - Charlottesville, VA**

Full-time, Part-time We is looking for an individual to work up to 16 hours a week as part of our nursing team or front desk. We have someone that is currently split between both areas so either skill set can help us. We need very limited hours to help on busy days. This is a great opportunity for someone that is not looking for full time work but is looking for something rewarding. If you have a medical assisting background you will be working closely with clinicians as they see our patients. The ideal candidate will have two years' experience in a medical office. They need to have excellent communication skills, in person, in writing and on the phone. Self- motivated individuals who work well when busy and are eager to help those around them are the kind of people we look for. Job Type: Part-time Job Location:

•Charlottesville, VA required education: •High school or equivalent required experience: •medical office: 2 years required language: •Spanish Apply at Indeed.com

### **Caregiver for Elderly Commonwealth Care Group - Charlottesville, VA**

\$14 - \$15 an hour - Full-time, Part-time Commonwealth Care Group | Exceptional Pay, Flexibility and Respect for Exceptional Caregivers. CCG is seeking interested candidates to serve as Personal Care Aides (PCA) or "Companions" for area seniors. CCG PCA's provide non-medical, in-home support for our clients. Support tasks range from basic companionship and homemaking, to transportation for outings and appointments, to support with personal care like dressing, bathing and feeding. No skilled or medical care is provided by the PCA. PCA's work a flexible schedule that is well suited for candidates seeking full-time or part-time work, or for full-time students looking for part-time employment opportunities. Routine Job Responsibilities: •Provide routine individualized care to the elderly, convalescents, or persons with disabilities. •Monitor and report changes in patient health status. •Provide personal care, such as bathing and dressing patients. •Provide specialized care support such as medication reminders. •Teach family members ways to care for patients. Required education: •High school or equivalent required experience: •Caregiving: 1 year Apply on line

### **Patient Assistant Vision Group Holdings/ TLC Laser Eye Center - Charlottesville, VA**

TLC Laser Eye Centers is North America's premier eye care Services Company, providing eye doctors with the tools and technologies needed to deliver high-quality patient care. Through its unmatched management expertise, technology, extensive optometric relationships direct to consumer advertising and managed care contracting strength, TLC Laser Eye Centers maintains leading positions in refractive, premium IOL and cataract markets. We have the following opportunity in Charlottesville, IL. Patient Assistant: Main Purpose: •Manage all calls made to center, determine what information is needed and transfer to correct contact at the center. Promote clear communication, concise messaging and fair and timely internal resolution of issues. Act as primary liaison between center and call management center in order to keep information updated and consult times available. •Greeting patients, having them complete the proper paperwork and informing them of the process flow. Communicating clearly with the patient regarding expectations and ensuring questions are answered and patient is ready to move to the next step (e.g., did patient complete the on-line education tools?) •Confirm and reschedule appointments by following through on ensuring all appropriate parties are brought into the loop. This may include communication with a referring doctor's office. •Create, update and maintain accurate patient files, both hard copy and in the database system and clinical data entry •accurately handle center correspondence. Convey concise, honest and respectful messages in written and verbal communications. •Contribute to team effort by accomplishing related tasks as needed and volunteering to help others when own work is complete or in urgent situations. Job Type: Full-time Apply on line

### **Certified Nursing Assistant JABA, Inc. (Jefferson Area Board for Aging) Charlottesville, VA**

Job Description: JABA is seeking a CNA for Hillsdale Adult Care Center. Qualified candidate will be directly responsible for providing high quality daily care that meets both physical and social needs of the

center members. Primary job duties include but are not limited to engaging with members, serving meals, assist with personal care activities, leading group activities and record keeping. Must be observant, exhibit good judgment, reliable, congenial, enthusiastic and cooperative. Apply on line

# Food Service

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## **Dishwasher CPS - Charlottesville, VA**

Looking for a reliable Dishwasher with an outstanding personality to join our culinary team! Hours are typically M-F 40-45 hours per week. Ideal candidates will have the following qualities: -Previous experience as a Dishwasher in a real kitchen -Positive/ flexible personality -Hard working, detail oriented and professional attitude -Excellent communication abilities -Strong multitasking skills -Flexible schedule / attitude (willingness to take direction from a Chef/Supervisor) -Strong problem solving abilities (with the understanding that things will go wrong in this industry!) -Clean background -Valid driver's license -Sense of Humor! This position will run from the date of hire until May, with potential to develop into a future opportunity for the right individual. A possible completion bonus is also available. If you meet the above qualifications and are interested in joining a great company please reply with a copy of your resume. Job Type: Full-time Required experience: •Dishwashing: 1 year Required license or certification: •Driver's License Apply at Indeed.com

## **Team Member Noodles & Company Charlottesville, VA 22901**

ABOUT YOU: You're awesome. You make an impression wherever you go. You don't want to work at just any restaurant, you want to work with a restaurant that will develop you, nourish and inspire you, and provide a fun atmosphere that will make it fun to go to work every day. RESPONSIBILITIES: •Greet guests to make them feel comfortable and welcome •Take guests' food orders and handle cash and credit transactions •Know our menu inside and out to answer any guest questions •Serve our Real Food to guests and respond to any requests •Prepare food items quickly and accurately; this could include preparing noodle dishes, appetizers, salads and sandwiches •Ensure the restaurant is always clean and welcoming for guests •Handle guest concerns and complaints in a friendly way •Work with your team to prepare the restaurant for each shift •Position may include cook, cashier and/or server responsibilities REQUIREMENTS: •Desire to surprise each guest with the experience •Love working in a fast-paced, team oriented environment •Dependable, strong work ethic •Ability to work nights, weekends and holidays •Must be at least 16 years of age Apply on line

## **Take Out BJ's Restaurant & Brewhouse - Charlottesville, VA**

Join an award winning company! We are always looking for great people, and we are always accepting applications. Take Out At BJ's Restaurants - CRAFT MATTERS – why does it matter? Because CRAFT is our company promise C – Community – give back to your team members and guests R – Relentless & Flawless Execution – whatever it takes! A – Attitude – warm, sincere and intuitive service with a smile F – Fun – A passionate and engaged team T – Trust - Integrity among our team members, guests and shareholders Our restaurants are a high energy, fun and family-friendly dining environment for everyone to enjoy. Our extensive menu includes BJ's signature deep dish pizza, salads, steaks, ribs, generous pasta dishes, and our famous Pizookie® dessert. And of course, everything tastes better with BJ's own handcrafted beer! "This is a company that cares about its people more than any other company I have worked for – they help me be a better person." BJ's team members enjoy flexible schedules, great pay and benefits, vacation, team member discounts and a place where you work with friends, connect with guests and feel great! Team members can also find a long lasting career with BJ's -- 40% of our managers are team member promotions. This is the complete package -- everything you want a job or career to be! Requirements: Please apply online today. Qualified candidates will be contacted for an interview. Solicitudes de empleo disponibles online en inglés y español. BJ's Restaurant and Brewhouse is an Equal Opportunity Employer. Apply on line

### **Dining Aide Rosewood Village Assisted Living at Hollymead - Charlottesville, VA**

Rosewood Village Assisted Living at Hollymead is looking for an experienced Dining Aide to become a part of our dynamic team in our assisted living facility. We have an opening at our Hollymead location for Full-Time and PRN (as needed) positions. The candidate must be professional, courteous and friendly. You must also be able to set tables properly, listen and communicate effectively and maintain a clean and orderly environment for our Residents. We need that special person who is looking for a career with a great company. Please apply in person to 2029 Lockwood Dr., Charlottesville Virginia 22911, 500 Greenbrier Dr., Charlottesville, VA 2291 or via email. Job Type: Full-time Apply on line

### **Food Service Worker Edible Arrangements - Virginia - Charlottesville, VA**

Part-time Edible Arrangements is looking for Fruit Experts/Drivers! The Fruit Expert ensures Edible Arrangements service standards are met and surpassed by providing Guests with prompt, quality product selection, purchase, and preparation. Summary of Key Responsibilities: •Demonstrates a strong understanding of product knowledge and quality standards. •Develops enthusiastically satisfied Guests all of the time. •Welcomes and connects with every Guest to provide excellent Guest Service. • Discover Guest needs and appropriately suggests product with every Guest to enhance service and meet sales goals. •Assists Guests in the selection and purchase of Edible Arrangements and other products offered by Edible Arrangements. •Uses effective sales approaches and displays strong knowledge of product line. •Builds long-term relationships and builds the trust and loyalty of Guests. •Responds to Guest needs •Maintains Guest Service area and equipment in a clean and appealing manner. •Demonstrates “just say yes” behavior when taking care of Guest needs. •Manages difficult Guest situations in a calm and professional manner. •Prepares a variety of fruit arrangements, dipped fruit and ETG products to Edible Arrangements standards. •Follows cash handling and register policies •Follows inventory stocking and recording guidelines •Takes responsibility to learn all aspects of the Fruit Expert position •Learns and demonstrates creating the Edible Arrangements Experience •Learns and performs duties of Guest Service, production, and/or delivery driver as needed Qualifications and Skills Required: •High School Diploma or equivalent preferred •Previous experience working in Guest Service or food service establishment preferred •Excellent Guest Service and communication skills •Demonstrated ability to sell and up-sell products •Good math and money handling skills •Ability to lift, carry and/or push objects weighing up to 50 lbs. • Positive attitude •Enjoys working within a team •Enjoys working in a fast-paced environment •Drive and determination •Valid State Driver’s License and a clean driving record •Ability to stand, bend, reach and scoop through-out assigned shift. Apply at Indeed.com

# Hospitality/Tourism

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### **Bell/Valet Attendant - full-time Omni Hotels Charlottesville, VA**

Full-time, Part-time Although we have a beautiful property and location, our associates are what separate us from the rest of the hotels. Our culture provides an atmosphere that allows our associates to learn and grow in their professional development in a fun environment. We strongly encourage promotions from within our company, and as a result, our staff has a solid hospitality foundation. Our diverse staff comes from many different countries in the world and provides a fantastic atmosphere to develop both from a professional and personal level. Although we offer a complete benefit package for all of our full-time associates, all of our associates are provided the greatest benefit of all which is “opportunity”. Job Description: To provide assistance and services for guests, as well as the hotel, in order to ensure pleasurable accommodations. Responsibilities: •Use friendly and appropriate expressions when engaging guests •Be fully acquainted with the different points of interest •Assist in making reservations for restaurants and limousines for our guests; assist in airline ticket requests

- Ensure the delivery of parcels, mail and special deliveries to guestrooms, executive offices or meeting rooms
  - Ensure that the public areas, bell closet are maintained, clean and tidy
  - Follow-up with guest complaints to ensure that any problems are resolved
  - Arrange special requests for guests including and not limited to flowers, rental cars, forwarding luggage, sight-seeing tours and advising of different quality local shopping area
  - Utilize bell carts effectively and with caution
  - Ensure the floor is covered 100% of the time, including the Front Desk
  - Direct guests to the Front Desk or meeting rooms
  - Call taxis and/or shuttle for guests as needed
  - Assist, retrieve and load luggage for guests
  - Notify the Front Desk and Guest Services of VIP arrivals whenever possible
  - Engage in conversation with as many guests as possible
  - Attend all designated staff meetings and training sessions
  - Complete all tasks assigned by manager
  - Aid guests in locating other areas of the hotel (walk them to destination if possible)
  - Follow all company policies and procedures; ensure clean uniform and professional personal appearance; maintain confidentiality of proprietary information; protect company assets
  - Follow all company safety and security policies and procedures; report accidents, injuries, and unsafe work conditions; complete safety training and certifications
- Qualifications:
- Must have Virginia Driver's License in good standing
  - Must have ability to drive automatic transmission
  - Must have excellent driving record
  - Must be at least 21 years of age
  - Excellent customer service skills
  - Must have strong communication and organizational skills
  - Maintain a professional business appearance, attitude and performance
  - F/T or P/T Hours or weekend Hours
  - Bell only or valet only or both
  - Candidates must be able to speak fluent English
- Apply on line

### **Housekeeper LaQuinta Inn and Suites Charlottesville - Charlottesville, VA 22901**

Job Description Summary: Thoroughly and efficiently clean guest rooms to company standards. Job Tasks:

- Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, and other work areas so that franchise, management company and health standards are met.
- Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaners and/or shampooers.
- Empty wastebaskets, empty and clean ashtrays, and transport other trash and waste to disposal areas.
- Sweep, scrub, wax, and/or polish floors, using brooms, mops, and/or powered scrubbing and waxing machines.
- Dust and polish furniture and equipment.
- Keep storage areas and carts well-stocked, clean and tidy.
- Polish chrome and metalwork such as fixtures and fittings.
- Replace light bulbs.
- Replenish supplies such as coffee and condiments, drinking glasses, linens, writing supplies, and bathroom items.
- Occasionally assist in laundry.
- Wash windows, wall, ceilings, and woodwork, waxing and polishing as necessary.
- Communicate maintenance and repair issues to Maintenance Engineer using proper work order procedures.
- Deliver baby cribs and rollaway beds to guests' rooms.
- Disinfect equipment and supplies according to hotel guidelines.
- Turn mattresses according to hotel guidelines.
- Observe precautions required to protect hotel and guest property, and report damage, theft, and found articles to supervisors.
- Prepare rooms for meetings.
- In hotel with efficiency suites and/or kitchenettes wash dishes and clean kitchens, cooking utensils, and silverware.
- Carry linens, towels, toilet items, cleaning supplies using wheeled carts when possible or hand carrying according to structural requirements of hotel.
- Inspect all rooms for insects and report any findings immediately to supervisor.
- Perform other duties as required or requested by management staff.

Other Duties and Responsibilities:

- Communicate with supervisors, peers or subordinates – provide information to supervisors, peers and subordinates in person, in writing, by telephone or by email in a professional manner consistent with the policies of the hotel. Maintain a friendly, positive attitude with guests and employees. Adhere to all policies, procedures and standards set forth by this department, the Hotel, and the management company. Comply with all safety and OSHA requirements.

4 Maintain a professional and clean working environment. Report to work as scheduled, in professional attire (Franchise/Guests, Inc. approved uniform)

o Direct any questions or concerns to Team Captain or Executive Housekeeper. Required Knowledge: To perform this job successfully, employee must be able to perform each essential job task satisfactorily. Requirements to follow are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job tasks.

2 □ Guest and Personal Service - provide optimum guest service by actively looking for ways to help the guest. Ability to convey information effectively, to listen with full attention to what other people are saying, asking questions as appropriate, and not interrupting at inappropriate times.

This includes guest needs, assessment, meeting quality standards for services, and evaluation of guest satisfaction. □ Language Skills - excellent spoken and written English communication skills. □ Reasoning Ability - Ability to define problems, collect data, establish facts, and draw valid conclusions. Required experience: •Housekeeping: 1 year Apply on line

### **LAUNDRY SVC (FULL TIME) Job Compass Group Charlottesville, VA 22908**

Location: 100 Darden Boulevard, Charlottesville, VA, 22903. Note: online applications accepted only. Schedule: Schedule will vary. Requirement : Prior laundry, housekeeping experience preferred. If you have a positive attitude and a love for learning, you may be interested in joining our team. At FLIK, our operating philosophy is centered on three essential factors: great food, great service and great people. A FLIK Family-Then & Now. Great Food and Great Service are only possible with Great People behind the scenes. FLIK's steadfast dedication to the training and support of our associates continues to nourish our vision and growth. Dedication, diligence, operational excellence and hands-on expertise are FLIK trademarks – only achievable through the work of our team of professionals. We embark on a relationship with every FLIK associate that provides, demonstrates and cherishes growth, education and ongoing mentoring – today and every day. Full time associates at FLIK are offered many fantastic benefits such as: Medical, Dental, Vision, Flexible Spending Accounts (FSAs), Commuter Benefits Wellness Program, Employee Assistance Program, Life Insurance for Associates and Eligible Dependents, Short Term Disability (STD) and Long Term Disability (LTD), Accidental Death & Dismemberment (AD&D) Insurance, Discount Marketplace, And other voluntary benefits Summary: Perform laundry services including cleaning and distributing linens to clients. Also contributing to team efforts and professionally interacting with clients, customers, and team members. Essential Duties and Responsibilities: Properly sorts, washes and dries linens following the approved laundry procedures. Folds, counts and stacks linens following approved laundry procedures. Collects soiled linens along with redistributing clean linens. Transport supplies to include clean and soiled linen to the appropriate storage and collection areas. Provide quality customer service to customers by providing one on one attention to the detail. Routinely inspects linens for wear and tear, identifying worn and torn linens and following Standard Operating Procedure for damaged linens. Maintain the commercial and residential laundry rooms in a clean, orderly and sanitary condition. Perform other duties as assigned. About Compass Group: Achieving leadership in the foodservice industry Compass Group is an equal opportunity employer. At Compass, we are committed to treating all Applicants and Associates fairly based on their abilities, achievements, and experience without regard to race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity, or any other classification protected by law. Qualified candidates must be able to perform the essential functions of this position satisfactorily with or without a reasonable accommodation. Disclaimer: this job post is not necessarily an exhaustive list of all essential responsibilities, skills, tasks, or requirements associated with this position. While this is intended to be an accurate reflection of the position posted, the Company reserves the right to modify or change the essential functions of the job based on business necessity. Apply on line

### **HOUSEKEEPER (FULL TIME) Job Compass Group Charlottesville, VA**

Location : 1215 Lee St, Charlottesville, VA, 22908. Note: online applications accepted only. Schedule : Must work every other weekend. Requirement : Housekeeping experiences a plus. If you have a positive attitude and a love for learning, you may be interested in joining our team. Crothall Healthcare, a division of Compass Group North America, provides customer focused support services. As specialists, we perform services including healthcare housekeeping, management in laundry processing, patient transportation, business facilities management and clinical engineering. Crothall is a compilation of the most committed and talented individuals working in the industry today. Our dedication to quality, exceptional customer service, and unequivocal results allow us to provide the best outcomes to our clients. Full time associates at Crothall are offered many fantastic benefits such as: Medical, Dental Vision, Flexible Spending Accounts (FSAs, Commuter Benefits, Wellness Program, Employee Assistance Program, Life Insurance for Associates and Eligible Dependents, Short Term Disability (STD) and Long Term Disability (LTD), Accidental Death & Dismemberment (AD&D) Insurance, Discount Marketplace, 401(k), And other voluntary benefits. Summary: Performs light cleaning duties to maintain establishments, including hotels, restaurants and hospitals, in a clean and orderly manner. Duties

include making beds, replenishing linens, cleaning rooms and halls, and vacuuming. Essential Duties and Responsibilities: •Provide quality customer service to customers by providing one-on-one attention to detail. •Sweeps, scrubs, mops and polishes floors. •Vacuums carpets, rugs and draperies. •Shampoos carpets, rugs and upholstery. •Dusts and polishes furniture and fittings. •Cleans metal fixtures and fittings. •Empties and cleans trash containers. •Disposes of trash in a sanitary manner. •Cleans wash basins, mirrors, tubs and showers. •Wipes down glass surfaces. •Makes up beds and changes linens as required. •Realigns furniture and amenities according to prescribed layout. •Responds to guest queries and requests. •Responds to calls for housekeeping problems, such as spills and broken glasses. •Contributes to team efforts; exhibits professionalism with customers, fellow associates and others. •Performs other duties as assigned. •About Compass Group: Achieving leadership in the foodservice industry. Compass Group is an equal opportunity employer. At Compass, we are committed to treating all Applicants and Associates fairly based on their abilities, achievements, and experience without regard to race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity, or any other classification protected by law. Qualified candidates must be able to perform the essential functions of this position satisfactorily with or without a reasonable accommodation. Disclaimer: this job post is not necessarily an exhaustive list of all essential responsibilities, skills, tasks, or requirements associated with this position. While this is intended to be an accurate reflection of the position posted, the Company reserves the right to modify or change the essential functions of the job based on business necessity. Apply on line

### **ENVIRONMENTAL SVCS TECH - Sentara Healthcare Charlottesville, VA**

Part-time 16 Hours per Week / Night Shift Responsible for maintaining assigned area(s) in a clean, orderly and sanitary condition. Practice safe work habits through the appropriate use of chemicals, various equipment and cleaning applications to include: damp dusting, mopping, scouring, scrubbing, stripping and polishing. Adhere to all regulatory standards for waste collection and transport. Apply on line

## **Retail**

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### **Sales Associate Full Time Goodwill Industries of the Valleys Charlottesville, VA**

Employees of Goodwill go to work each day just like everyone else. They stock shelves in retail stores, drive trucks, balance spreadsheets in accounting, manage people and much more. They earn their paycheck just like everyone else. But at the same time they are also earning a second paycheck. They are helping fund, through their work, training and job programs what will put people with employment barriers in our community back to work. Goodwill currently has an opening for a Sales Associate at one of the retail locations. Responsibilities: •Greet donor vehicle courteously and unload donated goods with care •Issue receipts to donors as requested •Assist with the initial separation and delivery of donated materials to Sorting, Grading and/or Hanging Workstation. •Assist in loading and unloading of donated goods from vehicles as needed •Accurately conduct sales transactions and maintain cash and credit card control by following proper procedures regarding voids, refunds, checks, credit cards, etc. •Give excellent customer service •Display work habits of regular attendance, punctuality, teamwork, initiative, willingness to learn, dependability and promptness. •Operate cash register and check out customers •Perform other duties as assigned Qualifications: •High school or equivalent combination of education and experience is preferred. One year of experience in a related field preferred. •Excellent customer service skills •Ability to read, interpret and analyze documents relating to store operations and sales. •May frequently be required to lift and/or move up to 50 pounds. •Previous cash register experience. Incentive program: •Sales Associates are rewarded with a bonus every month the store reaches its revenue goal for that month. Apply on line

### **SNAP/Debit Coordinator Market Central Charlottesville. VA**

The SNAP/Debit Coordinator job for Market Central takes place mostly at the Charlottesville City Market on Saturday mornings, April-December, and at the Farmers in the Park market on Wednesday afternoons, May-September. This position is approximately 20 hours/week. Data reports and book-keeping are done at our office. This job does require someone who can be on his or her feet for several hours at a time, and who is detail oriented as much of the job requires running reports, counting and handing out tokens at the farmers markets, checking calculations, and preparing reimbursements. SNAP/debit program tasks: • Prepare for market: •Wireless terminal with fully charged battery •Terminal transaction sheets •SNAP and Debit tokens •Incentive coupons •Reimbursement checks for vendors •Reimbursement sheets and envelopes for vendors •Table, signs, tent for sun or rain •Receipt spindles, receipt tape, pens •Program literature for customers Clerk tasks: •Arrive at market with supplies 15-20 minutes before market opening to set up booth •Distribute weekly reimbursement checks to vendors •Open machine and connect to wireless server (password activated) •Interact with customers, enter data into machine and swipe customer's card •Dispense tokens and incentive coupons Record transaction data and collect receipts •At the end of the market, close the machine and save report •Collect tokens from vendors •Return machine, receipts and transaction sheet to MC/IRC Take down and store equipment •Count, record, and print reimbursement checks for next market Employee skills: •Follow directions to prepare for markets by assembling needed materials •Reliably arrive on time and set up at each market •Communicate well with customers: be able to help them understand the program and carry out transactions in a friendly manner •Attention to detail: observe the data on the machine, reliably record the data, accurately track and reimburse vendors •Be able to lift and carry tables, rolling file cart, and other items. • Stamina needed to work in a busy, bustling atmosphere outdoors. • If you are interested, please submit a cover letter, resume, and three references to [info@marketcentralonline.org](mailto:info@marketcentralonline.org).

## Manufacture/Labor

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### **Landscape Technician Eco-Logic Landscapes - Charlottesville, VA**

\$11 - \$14 an hour - Full-time, Part-time Spring has come early to Charlottesville and we are Busy! We are looking for hard working employees interested in the landscaping field. Landscape and lawn care experience is a plus but we will train the right person. Position will start at part-time with 20 to 30 hours per week; Possibility for full time work and more hours as the season progresses; Typically Monday thru Friday schedule. This position is responsible for assisting in daily lawn care and landscaping operations. Daily tasks could include: mowing; weeding; pruning; brush removal; planting; mulching; patio and wall installation; drainage installation and much more. High School diploma or GED required. Lawn Care and Landscape experience is a plus. Smoke free work environment. Drug Free work Environment. Consent to background check required before employment. The applicant must have a valid driver's license with a good record and reliable transportation. The applicant must be able to meet in Northern Albemarle (Forest Lakes Area), Earlysville or on job site on work days. Starting Salary will be \$11.00 per hour for the first two weeks. \$11 to \$14 per hour after the first weeks of training based on experience. Possible advancement and raises for the right people. Job Type: Part-time Salary: \$11.00 to \$14.00 /hour Job Location: •Charlottesville, VA Required education: •High school or equivalent Required experience: •Landscaping: 1 year Required license or certification: •Driver's License Apply at [Indeed.com](http://Indeed.com)

### **FLOOR TECHNICIAN (FULL TIME) Job Compass Group Charlottesville, VA 22908**

We have an opening for 2 Full Time FLOOR TECHNICIAN positions. Location: 1215 Lee St, Charlottesville, VA, 22908. Note: online applications accepted only. Schedule: Unsure of schedule needs at this time. Requirement : Floor Care experiences a plus. If you have a positive attitude and a love for learning, you may be interested in joining our team. Crothall Healthcare, a division of Compass Group North America, provides customer focused support services. As specialists, we perform services including healthcare housekeeping, management in laundry processing, patient transportation, business

facilities management and clinical engineering. Crothall is a compilation of the most committed and talented individuals working in the industry today. Our dedication to quality, exceptional customer service, and unequivocal results allow us to provide the best outcomes to our clients. Full time associates at Crothall are offered many fantastic benefits such as: •Medical •Dental •Vision •Flexible •Spending Accounts (FSAs) •Commuter Benefits •Wellness Program •Employee Assistance Program •Life Insurance for Associates and Eligible Dependents •Short Term Disability (STD) and Long Term Disability (LTD) •Accidental Death & Dismemberment (AD&D) Insurance •Discount Marketplace 401(k) •And other voluntary benefits. Summary: •Cleans patient areas and facility floors to promote environmental safety and patient satisfaction. Essential Duties and Responsibilities: •Cleans patient rooms as required; cleans beds with approved disinfectant. •Collect soiled linen; dusts and/or mops floors, washes walls, cleans bathroom fixtures, collects bio- hazardous trash, and performs high dusting, using various cleaning chemicals and disinfectants as required, cleans and maintains equipment, maintains daily report of rooms cleaned and submits to department supervisor. •Vacuums/cleans patient care areas, public areas and offices as assigned. •Ensures safe care to patients adhering to policies, procedures, and standards within budgetary specifications, including time management, supply management, productivity, and accuracy of practice. •Promotes individual professional growth and development by meeting requirements for mandatory/continuing education, skills competency, supports department-based goals which contribute to the success of the organization; serves as preceptor, mentor, and resource to less experienced staff. •Dust mops, damp mops, and/or vacuums floors as assigned; buffs or extracts carpet; strips and waxes floors as scheduled; cleans and maintains entrances as assigned. •Moves furniture as requested; cleans upholstery as scheduled; removes trash; cleans equipment and performs meeting room setups. •Performs other duties as assigned. •About Compass Group: Achieving leadership in the foodservice industry. Compass Group is an equal opportunity employer. At Compass, we are committed to treating all Applicants and Associates fairly based on their abilities, achievements, and experience without regard to race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity, or any other classification protected by law. Qualified candidates must be able to perform the essential functions of this position satisfactorily with or without a reasonable accommodation. Disclaimer: this job post is not necessarily an exhaustive list of all essential responsibilities, skills, tasks, or requirements associated with this position. While this is intended to be an accurate reflection of the position posted, the Company reserves the right to modify or change the essential functions of the job based on business necessity. Apply on line

### **Custodian Part Time Afognak Native Corporation/Alutiiq LLC and its sub - Charlottesville, VA**

Under direction of the Lead, the incumbent will assist in providing for the daily custodial operation and activities for all assigned facilities/areas, will plan, organize, schedule, and provide supervision of custodial maintenance at the Child Development Center on Rivanna Station. Incumbent receives and evaluates work estimates, interacts professionally with contractors, vendors and corporate staff members, maintains effective working relationships in cooperation with the Alutiiq management team to meet the government's and mission objective. •Will perform a full range of custodial duties related to the care, maintenance and cleaning of all assigned area within the building and facility. •Meet schedules and timelines in an environment with constantly changing priorities. •Keeps supervisor apprised of unique situations and problems encountered. Required Skills •Incumbent will clean and sanitize rest room facilities, drinking fountains: refrigerated water coolers, custodial mop sinks, rest room sinks, urinals and toilets: replenish supplies in restrooms. •Responsible for/to sweep, vacuum, mop (wet/dry), wax, strip and polish floors and equipment and spot cleaning as necessary. •Responsible in ensuring all dusting (both high and low) areas are maintained as necessary and polish furniture, woodwork, fixtures and equipment. •Wash windows (both interior and exterior), mirrors and walls and glass doors. •Wash tables and chairs as required. •Empty, clean and sanitize waste receptacles. •Collect and consolidate all recyclables (cardboard, aluminum cans, plastic, glass, news print) and transport outside and deposit in appropriate recyclable collection container. •Identify and report building maintenance needs in assigned buildings and facilities. •Assist in maintaining adequate levels of equipment, and supplies. •Able to do a variety of tasks in any single day •Confer with and advise other management personnel regarding projects and priorities. •Originates or completes necessary documents, forms, reports, etc. •Ensures timely submission of required documents to the Supervisor •Assist in the Investigation of incidents of any

mishaps related to all work performed when required •Inspect and diagnose problems to determine corrective actions/repairs. •Ensure both local and corporate safety policies are adhered to. •Respond to emergency custodial maintenance as required. •Assist in maintaining all safety related materials i.e. Material Safety Data Sheets (MSDS) •Willing to work days, evenings, and nights, overtime, weekends, and holidays as required. •Perform other duties as assigned by supervision. ◦Timely, cost effective performance of duties. ◦Timely, completion and accuracy of all work. ◦Ensures proper housekeeping and safety practices are strictly observed. ◦Adherence to contract requirements and Alutiiq Pacific policies ◦Working closely and harmoniously with fellow workers. ◦Adherence to all safety and health rules and security regulations. Required Experience •High school diploma or equivalent •Basic computer skills that include knowledge of word and excel programs. Apply at Indeed.com

### **Meter Service Technician I City of Charlottesville, VA - Charlottesville, VA**

\$31,569 - \$58,747 a year The starting hiring range for this position is \$15.18 - \$20.20 per hour. Performs skilled and routine field work performing electronic and manual reading of gas and water meters; investigating and resolving meter service problems; does related work as required. Primarily and most frequently the work done here is performed independently, with related functional areas and more advanced applications. Essential Responsibilities and Duties: •Performs electronic and manual reading of gas and water meters using Automated Meter Reader equipment; •Locates gas and water meters; •Investigates problems related to the operation of meters; •Investigates implausible readings; •Tests, installs, repairs, and maintains gas and water electronic receiver/transmitter (ERT) meters; •Responds to customer inquiries; •Imports readings to a PC-based meter reading software; •Maintains collection equipment in proper working order; •Maintains and records meter reading data; •Prepares reports pertaining to divisional work, inventory, and related information. •Performs related tasks as required. Education, Experience and Skills: Minimum Qualifications: - Any combination of education and experience equivalent to graduation from high school. - Minimum of two years' experience in the gas and water meter field and knowledge of the safe methods and practices used when working with gas and water meters and related devices. - Must be able to demonstrate proficiency in use of computers and Microsoft Excel and Word. Special Requirements: - Possession of a valid appropriate driver's permit by employment start date - Requires the ability to obtain certifications as required by applicable federal, state and local regulations within 6 months of hire. Skills: Skill in the use of specialized tools and equipment used in gas and water meter reading operations; ability to prepare statistical reports; ability to deal courteously and effectively with the public; basic knowledge of Microsoft Excel and Word; knowledge of an ERT modules related to meter reading operations. Physical Conditions & Work Contacts: Works independently to perform duties, able to note abnormal operating conditions, and makes decisions about corrective actions. Works both inside in standard office environment and outside under all weather conditions requiring the use of appropriate protective equipment. Require the ability to perform strenuous manual labor requiring walking, lifting, reaching, climbing, stooping, pushing, pulling, and carrying. Must be able to frequently lift 10-50 lbs. Apply on line

### **Skilled craftsman Fine Concrete - Charlottesville, VA**

We are looking for a detail oriented craftsman capable of working in a high energy shop specializing in custom concrete furniture. Must be highly competent with a variety of tools and able to learn the particulars of form making and the finish work associated with our specialized process. Concrete knowledge is not required as our proprietary process is very unique. Must be efficient and self-motivated while also being part of a team. Fine Concrete is a national industry leader in custom concrete fabrications. Specializing in landscape furnishings and architectural elements, we work with the country's leading architects and landscape architects in high profile jobs ranging from residential to major urban developments. We are one of very few companies sublicensed to design and fabricate with Ductal® Ultra High Performance Concrete. Our work is precast in our Charlottesville VA facility and shipped nationwide. Job Type: Full-time Apply at Indeed.com

### **Parking Lot Attendant Full Time Wegman's Charlottesville. VA**

Age Requirement: Must be 18 years or older. Days Hours Req: Candidate must have an open availability Sunday-Saturday, between the primary operating hours of 6am to midnight unless specified

for a specific department. Full-time employees work a minimum of 40 hours/week, in 8 hour intervals, including evenings and weekends to meet business needs. Weekend availability is required.

Schedule: Full-time Providing Incredible, Knowledge Based Customer Service. •Proactively approach customers, ask if they need assistance load purchases in their cars, offer to give or take shopping carts, gather carts from parking lot and corrals and bring them back to the vestibule •Build rapport while assisting customers by engaging them in pleasant conversation, offering a smile and assuring they are treated well during their experience; being sure to follow all companywide established Helping Hands programs •Promptly respond to pages from cashiers to assist customers loading purchases in their cars, ensuring purchases arrive at their destination in the condition they left the store •Assist Front End team members by running registers as necessary to minimize customer wait time at check out and attending to maintenance issues if additional assistance is needed • Support, encourage, and respect co-workers Work with supervisor to set and achieve goals for professional development •Comply with Wegmans Policies and Work Rules, as well as, federal and state laws • Maintain open lines of communication with supervisors and coworkers to ensure the most efficient operations in the department. • Work involves continuous interaction with customers and co-workers in a fast-paced environment. •Typical motions include pushing and pulling, moving and lifting •Responsible for moving and lifting an average of 10 – 20 pounds of product with the maximum weight lifted of 50 pounds occasionally •Will spend the majority of time on his or her feet and stand without a break for up to 4 hours •Work is primarily performed outdoors; will be exposed to seasonal outdoor temperatures and weather conditions, and various allergens

\* Employment at Wegmans may be contingent upon your completion and our evaluation of a drug screen physical and/or criminal background check. All Applicants will be screened; only those closely matching the job posting will be interviewed. Apply on line

## Customer Service/Admin

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### **Events Coordinator The Colonnade Club - Charlottesville, VA \$15 an hour - Part-time, Temporary**

The Colonnade Club, UVA's faculty club, superbly located on the West Lawn at UVA is currently hiring a part-time Events Coordinator to handle events reservations and logistics while our current Events Coordinator is out on maternity leave. We expect this position to start approximately as of April 1st until the end of August. We are looking for an enthusiastic, highly motivated, customer focused part-time marketing and events coordinator to join our team, Monday thru Friday from 8:30am until 2:30pm. If you share a strong desire to help us delight our members and guests, and possess marketing and event related background with excellent communication and organizational skills, with a focus on details and ability to multitask within a fast moving environment, we would love to hear from you. Job Type: Temporary Salary: \$15.00 /hour Required experience: •Event Planning: 1 year Apply on line

### **Air Travel Assistant - 9 Month Worldstrides 36 reviews - Charlottesville, VA 22911**

To effectively assist Air Travel Coordinators in the Air Space Department in a timely, organized manner within set deadlines. To function as a contributing member of the Airspace Department through effective communication and assisting others as needed. Qualifications: High school degree or equivalent. Dependable, hardworking, well organized, detail oriented, with excellent ability to follow instructions. A strong ability to manage multiple tasks simultaneously. Demonstrated ability to effectively manage large amounts of information. Computer skills, ability to type, process paperwork and work in an office environment under deadline pressure. Must be able/available to travel out of town periodically. Ability to visually proof documents and enter data into a computer; strong verbal communication and telephone skills. Essential Functions: •Building records in Worldspan once a Group Planner books space. •Transfer flight information from Worldspan to GIS. •Transfer names from GIS to Worldspan. •Complete ticketing verification and proofing. •Assist with accommodating late adds. •Updating flight info when schedule changes occur. •Process Deposits. •Process flight split information from Account Managers. •Sending out airline tickets for groups handled from Florida and Reno. •9-day proofing of flight coupons, alpha, and e-ticket manifest. •Additional duties may be assigned. Apply on line

### **Full-Time Center Associate The UPS Store #0584 - Charlottesville, VA 22901**

The Center Associate delivers world-class customer service to all retail customers by receiving and processing packages for courier shipment and operating copiers, fax machines, binding equipment, laminating machines, and point-of-sale devices. The Associate expertly advises our valued customers by providing accurate information on our array of products, services, and best-value options and exhibits confidence by knowing best practices related to the industry. The ideal candidate has previous retail sales experience, strong computer and internet skills, a high school diploma or GED, a friendly and genuinely helpful demeanor, and a professional appearance. He or she must be a fast learner who makes an effort to learn all aspects of the business in the shortest possible time. Apply at [Indeed.com](#)

### **Financial Administrative Assistant Physicians Nationwide, affiliate of Northwestern Mutual - Charlottesville, VA**

\$28,000 - \$35,000 a year Overall Function. The Financial Administrative Assistant (FAA) specializes in administrative support in the financial industry. This position will support the team as we focus on building the practice and client relationships. The FAA position ensures the continuation of an efficient, effective, and organized office. An ideal candidate should be detail oriented, thrive on multi-tasking, be highly motivated, professional, dependable, smart, dynamic, and a great addition to a fun team. Specific responsibilities may include but are not being limited to: Essential Duties and Responsibilities: •Input data, prepare proposals and gather information in preparation for client/prospect meeting and/or client signatures. •Review new investment account paperwork and insurance applications for completeness and accuracy. Arrange medical, paramedical and any exams necessary for underwriting. •Contact clients to confirm receipt of forms or request return of completed forms. •Monitor new accounts and policies; expedite any additional underwriting/onboarding requirements. •Process incoming service requests from clients: process address changes, bank change information, loan requests. •Process correspondence and maintain electronic client case files. •Answer and direct telephone calls as appropriate. •Participate with the support of team in various activities. Qualifications: •Experience in administrative support or customer service, preferably in the financial services and/or insurance industry. •Strong attention to detail with the ability to work with a high degree of accuracy. •Excellent oral and written communication skills. •Excellent keyboarding skills, proficient with Microsoft applications and data entry and information retrieval software. •Demonstrated organizational and time management skills and ability to multitask, set priorities and meet deadlines. •Ability to proactively identify what needs to be accomplished and take action as appropriate. •Has interest in learning on a continuous basis. •Ability to embrace change and work in a fast-paced environment. •Ability to work both independently and in a team. •Ability to maintain confidentiality. •Pass securities industry background check. Benefits: •Paid time off •Retirement Plan •Health Insurance Benefit •Disability Insurance Benefit •Life Insurance Benefit Job Type: Full-time Salary: \$28,000.00 to \$35,000.00 /year Apply at [Indeed.com](#)

### **ADMITTING REP I Sentara Healthcare Charlottesville, VA**

Arrange for the efficient and accurate registration of all patients to include positive patient identification. Obtains required signatures and provides general information regarding hospital policies, registration procedures, benefits, patient rights, and patient financial responsibilities. The applicant will be responsible for accurate information collection, and providing exemplary customer service. Conducts patient interviews in a courteous and confidential manner in order to obtain and record patient demographic, insurance, and financial information. Accurately enters all information in the ADT system, completing all necessary forms (i.e. Medicare Questionnaire). Obtain patient consent signatures. Review physician orders for completeness and accuracy. Prints patient identification documents, including bracelet, face-sheets, and patient labels. Scan all pertinent documents including physician orders, consents, insurance cards, and photo IDs into the document imaging system. During the registration process, verifies insurance eligibility and benefits for all applicable insurance companies utilizing the electronic insurance verification system. Informs and collects the patient of any financial responsibility for deductible, co-insurance and/or co-pay amounts. Apply on line

### **Office & Human Resources Coordinator Habitat for Humanity of Greater Charlottesville**

Habitat for Humanity of Greater Charlottesville (Habitat), a cutting-edge non-profit housing organization specializing in building mixed-income neighborhoods and transforming trailer parks without resident displacement, is seeking a full-time Office & Human Resources Coordinator to join our Administration and Finance team! The ideal candidate is a detail oriented and resourceful individual with experience in a fast paced office setting. This individual will oversee all aspects of the affiliate's Human Resources department and daily office operations. This position also serves as the Board of Directors liaison. A passion for Habitat's mission, flexibility, a positive attitude, command knowledge of Word, Excel, PowerPoint and Outlook, and the desire to work as part of a collaborative team are required! Click here for the full job description. Please send resume AND cover letter to [hiring@cvillehabitat.org](mailto: hiring@cvillehabitat.org). Applications will be accepted until March 24, 2017, and interviews will be scheduled on a rolling basis. No calls please! HFHGC is an EOE. Women, minorities and protected individuals such as those covered by Section 3 are encouraged to apply. This organization is required to collect certain information from each job applicant. This information does not affect our hiring decisions and is kept separate from all application materials we receive. Please assist us by completing the form located here and submitting it with any required documents. Once we receive the completed form, it will be forwarded to our Human Resources department for recording and storage in a separate file. Deadline: March 24, 2017

## Technology

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### **Desktop Support Technician Networking Technologies and Support, Inc. - Charlottesville, VA**

\$15 - \$17 an hour – Contract NTS is hiring Desktop Support Technicians in the Charlottesville, VA area supporting the public school systems at multiple locations. The successful candidate will be able to pass drug tests and background checks. This position requires a valid driver's license and reliable transportation. The technician will be required to lift as much as 35 pounds and walk up to a mile each day. Job Responsibilities: Perform break/fix hardware repairs on desktops/laptops. Special project work – installs, desktop application loads. Managing assigned calls in a queue. Required Skills: A+, HP/Dell certs a plus and/or equivalent education Win 7 experience is a must, but certification is not required.

Must be able to work on a team environment Good communication skills. Will be interfacing in a team and with end-users Additional Information: Hours: standard hours 8 – 5:00PM M-F Duration of Contract: Long Term Pay Rate: \$15-\$17 range. Apply at [Indeed.com](http://Indeed.com)

## Human Services

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### **Security Officer Omni Hotels Charlottesville, VA**

Job Description: The Loss Prevention Officer ensures the safety and tranquil stay of hotel guests and employees, to enforce the policies and procedures of the hotel and to record in writing any assigned task. Prepare incident and accident reports accurately and in the format specified by the Director of Loss Prevention. Responsibilities: •To observe and report on all assignments •Able to keep accurate records and communicate using radio equipment. •Record and report any unsafe conditions while patrolling hotel property. •To ensure protection and preservation of hotel, guest, and employee property. •Maintain professional attitude and appearance. •Responds immediately to emergency incidents and security requests •Deliver Express Check-out Folio's and newspapers to guest rooms. Qualifications: •Previous security experience preferred. •Red Cross and First Aid Certified. •Able to work nights, weekends, and holidays. Strong Computer skills in Microsoft, word, Excel, and email. •Monitor and regulate the parking gates and parking garage. Valid, State issued license to be able to operate Hotel vehicle and valet guest's vehicles when needed. Apply on line

### **Courier LabCorp Charlottesville, VA**

Requirements: License/Certification/Education: Requires a High School Diploma or equivalent. Must have a Valid Driver's License and be at least 21 years old. Job Description: You value communication,

thrive on building relationships and have the ability to shine no matter the shifting business requirements. As our Service Representative, you'll act as the face of LabCorp. Your route will include client-facing time in patient service centers, doctor's offices and medical centers, in addition to lockbox drop-offs. You'll track, handle and process specimen samples – treating them as if they were your own families. You'll regularly identify and document our specimens, both manually and electronically, as well as fill supply requests if necessary. At the end of the day, you'll find that you're a respected member of our team and receive recognition throughout our network for the impact you make. Apply on line

### **SNAP/Debit Coordinator Market Central Charlottesville. VA**

The SNAP/Debit Coordinator job for Market Central takes place mostly at the Charlottesville City Market on Saturday mornings, April-December, and at the Farmers in the Park market on Wednesday afternoons, May-September. This position is approximately 20 hours/week. Data reports and book-keeping are done at our office. This job does require someone who can be on his or her feet for several hours at a time, and who is detail oriented as much of the job requires running reports, counting and handing out tokens at the farmers markets, checking calculations, and preparing reimbursements.

SNAP/debit program tasks:

- Prepare for market:
- Wireless terminal with fully charged battery
- Terminal transaction sheets
- SNAP and Debit tokens
- Incentive coupons
- Reimbursement checks for vendors
- Reimbursement sheets and envelopes for vendors
- Table, signs, tent for sun or rain
- Receipt spindles, receipt tape, pens
- Program literature for customers

Clerk tasks:

- Arrive at market with supplies 15-20 minutes before market opening to set up booth
- Distribute weekly reimbursement checks to vendors
- Open machine and connect to wireless server (password activated)
- Interact with customers, enter data into machine and swipe customer's card
- Dispense tokens and incentive coupons
- Record transaction data and collect receipts
- At the end of the market, close the machine and save report
- Collect tokens from vendors
- Return machine, receipts and transaction sheet to MC/IRC
- Take down and store equipment
- Count, record, and print reimbursement checks for next market

Employee skills:

- Follow directions to prepare for markets by assembling needed materials
- Reliably arrive on time and set up at each market
- Communicate well with customers: be able to help them understand the program and carry out transactions in a friendly manner
- Attention to detail: observe the data on the machine, reliably record the data, accurately track and reimburse vendors
- Be able to lift and carry tables, rolling file cart, and other items.
- Stamina needed to work in a busy, bustling atmosphere outdoors.
- If you are interested, please submit a cover letter, resume, and three references to [info@marketcentralonline.org](mailto:info@marketcentralonline.org).

# Transportation

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### **Relief Transit Operator - Charlottesville Area Transit City of Charlottesville, VA - Charlottesville, VA**

The starting salary range is between \$15.18 to \$20.20 an hour. Relief drivers work as needed to maintain full service for the public. Flexibility is available in scheduling. Worked performed is with Charlottesville Area Transit Division(CAT). Performs routine semi-skilled work providing scheduled fixed-routes in public transportation, daily school transportation, school-related events as well as charter services; does related work as required. Report to a Transportation Operations Supervisor. Essential Responsibilities and Duties:

- Primarily operates school and/or transit bus on assigned routes and schedules.
- Prepares proper documentation: ◦Pre & Post Trip ◦Mileage and ridership ◦Mechanical defects ◦Incident and accident reports ◦Bus behavioral reports ◦Leave requests
- Observes all safety procedures while loading and unloading passengers and while bus is in motion.
- Ensures excellent customer service.
- Responsible for fostering a safe and wholesome environment for all passengers on the bus. Provide accurate information to the public promptly and courteously.
- Must comply with all local,

state and federal rules and regulations. •Announces routes and stops when needed. •Ensures safe and clean vehicle condition throughout each shift per division requirements (to include but not limited to sweeping, mopping and exterior washing. •Attends all required meetings and/or training sessions. •Issues, receives, manages and ensures safe handling of fares, tickets, and various passes. •Communicates effectively with supervisor, includes 2 way radio transmissions. •Adjusts to variables in normal working conditions, including adverse weather, traffic, construction, passenger problems, accidents and trip changes. •Employs all techniques of defensive driving to minimize the risk of preventable and non-preventable accidents and/or passenger injuries. •Ensures all accidents are reported to a supervisor immediately. •Performs all related tasks as required. Education, Experience and Skills: Minimum Qualifications: - Requires any combination of education and experience equivalent to graduation from high school or GED. (One year of work may substitute for one year of education up to a maximum three years substitution. - Requires a minimum one year of work experience performing customer service tasks. Special Requirements: - A valid driver's license is required. - Must demonstrate the ability to successfully complete the Virginia Education Department training curriculum for school bus drivers and obtain a Commercial Driver's License with appropriate school bus endorsements within the probationary period. - Must have no reckless driving or driving under the influence convictions within five years and less than two moving violations within 12 months of employment start date. - Must be able to pass all phases of the pre-employment screening process, to include a Virginia Department of Transportation Physical Assessment, background check and pre-employment drug screening. - This position is subject to successfully passing the EB.001 School Bus Drivers Application for Physician Certificate annually. Preferred Qualifications: - Experience working with children and/or operating a commercial vehicle preferred. - Possession of valid CDL or CDL learners permit preferred. - Certifications related to driving and/or customer service preferred. Skills: Thorough knowledge of traffic rules and regulations; ability to provide excellent customer service; Ability to operate buses and related equipment safely and efficiently; Ability to keep records and prepare reports; Ability to establish effective relationship with riders, co-workers and the general public; Ability to be polite, coherent, and professional at all times toward fellow employees and the public; Ability to follow written and oral instructions; Ability to remain calm in emergency situations and ensure the safety of all passengers and employees. Physical Conditions & Work Contacts: All employees must satisfy the Virginia Department of Transportation Physical Assessment provided by the City before being hired and annually. This position is considered essential and is subject to emergency and stand-by call. This position is subject to federal DOT drug and alcohol testing regulations. Work is typically performed inside and around the exterior of a bus and employees must also be able to satisfy the following physical requirements: Long periods of sitting; Frequent overhead reaching, bending and stooping over, crawling to inspect under buses. Ability to secure a wheelchair safely on the bus. Occasional lifting of at least fifty pounds is required. Frequent contact with Transportation Supervisor, fellow drivers and passengers is required. Contact with various administrators, and the general public is required. Occasional meetings with administrators and/or parents and patrons are necessary. Person shall have no impairment of the use of a foot, leg, hand, finger, or an arm, and no other structural defects or limitation likely to interfere with the ability to control and safely drive a bus. Must have the physical ability to descend from or climb up to at least 3.5 feet, at the emergency door, to assist in the evacuation of the passengers. Operation of vehicles during inclement weather is required. Apply on line

### **Activity/Field Trip Bus Driver Mountaintop Montessori - Charlottesville, VA 22911**

\$15 an hour - Part-time Activity/Field Trip Bus Driver – student transportation An independent private school in Charlottesville, VA is seeking to hire experienced school bus drivers for the summer camp program as well as for on call activity transportation and occasional overnight field trips during the school year. The Bus Driver is responsible for the safe and efficient transportation of elementary and middle school students, on school/camp day outings and overnight field trips. Must complete pre and post vehicle inspections on each trip. The school bus driver must meet all Federal, State, and Local requirements, obey all traffic laws and operate the school bus safely. Part time position, starting pay \$15/hour In general, the schedule will include Tuesday and Thursday bus trips June through August with our ecology based summer camp program. During the school year, the occasional trips range from a full day to only a few hours. There are also a few field trips out of the area that may require overnight stay.

General Qualifications: Must be at least 21 years of age. Must have a valid VA commercial driver's license (CDL) - Class B with P-S endorsement. High school diploma or equivalent. Qualified DMV report. As a condition of employment, a criminal background check and fingerprinting are required. Mountaintop Montessori provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Mountaintop Montessori complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Job Type: Part-time Apply at [Indeed.com](https://www.indeed.com)