



CHESAPEAKE JOB LISTING

September 13, 2018

EMPLOYMENT SERVICES

P.O. Box 8, Wye Mills, MD 21679

The Office of Employment Services publishes this listing of job openings for Chesapeake College students and residents of the community. Please follow the application procedure outlined in each job announcement if you are interested in applying for one of the positions. For more information please contact the Office of Employment Services at (410) 822-5400, 758-1537, or 228-4360, ext. 5804.

1880 Bank (243) Part-Time Teller Position - 29 hours per week to work at both Talbot County and Dorchester County locations. Must be available to work Saturdays 8:15 to 12:15. Flexibility, Teamwork and Energy a MUST. Send resume to: 1880 Bank, Attn: Judann Culver, 501 Idlewild Ave., PO Box 629, Easton, MD 21601 or fax to 410-819-8091 or email: judann.culver@1880bank.com. E.O.E M/F. (Date listed: 9/13/2018)

Aaron's (238) **Sales Manager** (MWE Job Order #881243); **Delivery Driver** (MWE Job Order #880634). Apply online at: <https://jobs.aarons.com>. (Date listed: 9/6/18)

Aberdeen Proving Ground Career Fair (182) **September 15, 2018** – 10:30am-2pm – APG Recreation Center, Building 3326, Ashbury Street, Aberdeen Proving Ground, MD 21005 (Follow signs to APG Oktoberfest and Career Fair). 12 Federal Organizations with Career Fields in: *Contracting, Management Analysis, Logistics Management, Electronic Engineering, Force Protection, Information Technology, Lab Technology, Mechanical Engineering, Electrical Engineering, Computer Science, Computer Engineering, Child Care*. For more information, please contact: usarmy.apg.cecom.mbx.careers@mail.mil. Visit us at <https://apgcareers.us/>. Be sure to check out Oktoberfest! (Date listed: 8/23/18)

Aerscher Diagnostics, LLC (249) 125 Dixon Drive Chestertown, MD. **Office Assistant (PT)** (Refer to MWE Job Order #882710). Email Resume to wanda@hemaprompt.com. (Date listed: 9/11/18)

Amick Farms (195) is looking for a **Workers Compensation Administrator**. •Investigate, evaluate and adjust claims in accordance with established claim handling standards and laws. •Review, approve or provide oversight of worker compensation claims. •Assist in the selection, referral and supervision of designated claim files sent to outside vendors. •Effective and timely coordination of communication with clients, claimants and other appropriate parties throughout the claim adjustment process. •Attend and participate at hearings, mediations, and information legal conferences, as appropriate. •Supervision of all claim activity for specified accounts. •Performs other duties as assigned. •Ability to clearly communicate verbally and/or in writing both internally and externally. •Assists in the administration of the Company's workers' compensation program. •Responsible for filing, investigating and monitoring claims and generating reports. •Builds and maintains relationships with employees, supervisors, management, insurance carriers and others as needed. Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. •Excellent oral and written communication skills. •Initiative to set and achieve

performance goals. •Good analytic and negotiation skills. Ability to copy with job pressures in a constantly changing environment. •Knowledge of all lower level claim position responsibilities. •Must be detail oriented and a self-starter with strong organizational abilities. •Flexibility, accuracy, initiative and the ability to work with minimum supervision. •Discretion and confidentiality required. •Reliable, predictable attendance. •Responsive to internal and external client needs. •Employee Relations Skills a MUST. Please submit resumes to Jessica.richardson@amickfarms.com. (Date listed: 8/27/18)

AutoZone (222) 2504 Centreville Rd, Centreville, MD. **Auto Parts Delivery (FT)** (MWE Job Order #879531); **Auto Parts Delivery (PT)** (MWE Job Order #879523); **Retail Sales Associate (PT)** (MWE Job Order #879547); **Senior Retail Sales Associate** (MWE Job Order #879542); **Shift Supervisor (FT)**; (MWE Job Order #827815); **Shift Supervisor (PT)** (MWE Job Order #827819). Apply <https://www.autozone.com/company/careers/>. (Date listed: 8/31/18)

Autumn Lake Healthcare at Chestertown (194) 415 Morgnec Road, Chestertown, MD 21620. **Dietary Aides (PT)** (JO#799460); **GNA's (PT& FT)** (JO#877740); **Housekeeping Aides (PT)** (JO#877745); **LPN's** (JO#799478); **Maintenance (PT)** (JO#877751); **RN's (PT & FT)** (JO#799476). Email Resume to RBlack@autumnhc.net. (Date listed: 8/27/18)

Bay Cleaning (247) Cleaning staff needed for Chestertown and Stevensville areas. Flexible hours. No stress. Good pay. Must be mature, RELIABLE, enjoy helping others, drug-free, have clean background with valid driver's license and transportation. **Apply by September 28**. Contact Charlotte at Bay Cleaning. charlotte.zang@gmail.com - 443-566-0040 - www.bay-cleaning.com. (Date listed: 9-10-18)

Benedictine (233) **Recruiting Tour – We're coming to you!** Monday, **September 17, 2018 – 9am-11am**, Benedictine Campus, 14299 Benedictine Lane, Ridgely, MD 21660, 410.634.2112. **Thursday, September 20, 2018 – 12pm-3pm** – Harrington Public Library, 106 Dorman Street, Harrington, DE 19952 – 302.398.4647. **Wednesday, September 26, 2018 – 1:30pm-3:30pm** – Easton Unemployment Office, 301 Bay Street Suite 301, Easton, MD 21601 – 410.822.3030. For more information contact Kim Strannahan 410.364.9625 or Mikayla Cowan 410.634.2112 ext 1140. (Date listed: 9/5/18)

Benedictine (874) **Direct Support Professionals**. We have full-time and part-time direct care positions in School Residential and Adult Group Homes. New to the career field? No problem! We offer a Direct Support Professionals PAID training program! Visit our website or call 410-364-9625 for more information. We will be on tour most of September conducting on-the-spot interviews at various locations. Visit our careers page to see which stop will be closest to you! (Date listed: 8/15/18)

Cambridge/Rexnord (253) has several positions available. **Inside Sales Specialist & Business Development Manager**. Click [HERE](#) to view available jobs or apply online at www.Rexnord.com/careers. For additional information or email www.esnccambridgemd.com. (Date listed: 9/13/18)

Caroline County Department of Health (136) 403 S. 7th Street, Denton, MD 21629. Main Purpose of Job: An **Environmental Health Specialist Trainee** is the entry level of work at a local health department performing inspections and investigations to ensure compliance with environmental health laws and regulations. Protection of the public health is the main purpose of the Environmental Health Specialist position, protection more desirably obtained through voluntary compliance with the existing regulations or, when necessary, using compliance procedures established in regulation and law. This is an entry level position under close supervision from a higher level Environmental Health Specialist. Education: Determined by the Maryland Board of Environmental Health Specialists under the licensing requirements for Environmental Health Specialists. Experience: None. Licenses, Registrations and Certifications: 1. At the time of hire, candidates for positions in this classification must possess a certificate of

eligibility to be licensed as an Environmental Health Specialist from the Maryland Board of Environmental Health Specialists. A copy of your certificate must be attached to the application. 2. Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland. Selection Process: Applicants who meet the minimum qualifications will be evaluated. The evaluation may be a rating of your application based on your education, training and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, experience, dates and hours of work. For education obtained outside the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation service must accompany the application. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. Benefits: Contractual employees who work for an agency covered under the State Employee and Retiree Health and Welfare Benefits Program (the Program), have a current employment contract and work 30 or more hours a week (or on average 130 hours per month) may be eligible for subsidized health benefits coverage for themselves and their dependents. As a contractual employee, you will be responsible for paying 25% of the premiums for your medical and prescription coverage, including any eligible dependents you have enrolled. The State of Maryland will subsidize the remaining 75% of the cost for these benefits. You can also elect to enroll in dental coverage, accidental death and dismemberment insurance, and life insurance, but will be responsible to pay the full premium for these benefits. Further Instructions: Online application process is STRONGLY preferred. If you are having difficulty with your user account or have general questions about the online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850 or Application.Help@maryland.gov. If online process is not available, please send your paper application to: Maryland Department of Health, Recruitment and Selection Division, 201 W. Preston St., Room 114-B, Baltimore, MD 21201. The paper application must be received by 5 pm, close of business, on the closing date for the recruitment, no postmarks will be accepted. Incorrect application forms will not be accepted. If you need to submit additional information, the preferred method is to upload. If unable to upload, please fax requested information only to 410-333-5689. Appropriate accommodations for individuals with disabilities are available upon request by calling: (410) 767-1251 or MD TTY Relay Service 1-800-735-2258. We thank our Veterans for their service to our country, and encourage them to apply. As an equal opportunity employer Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity. Should additional information regarding this recruitment be required, please contact the Maryland Department of Health Recruitment and Selection Division at 410-767-1251 or via email at dhmh.jobs@maryland.gov. (Date listed: 7/17/18 Updated 8/23/18)

Caroline County Department of Recreation and Parks (018) Program Leaders. The Department: We are responsible for the development, delivery and management of a variety of recreation programs and public facilities within Caroline County. These include amenities and outcomes such as: Instructional sport and fitness programs, Community events, Afterschool program services, Athletic facilities, Public waterways access, Arts development programs, Playgrounds and walking trails, Community partnerships, Youth Camps and Trips and discount tickets. Learn more about Caroline County Recreation and Parks by visiting our Department page. EOE. About the Job: Positions located in afterschool programs at schools in Caroline County. Instructional interest/experience in math/reading and sports/fitness, science, arts/crafts, cooking. Between 9-11 hours per week, M-Th after school hours. Upon an employment offer, applicants must submit to a substance abuse test and complete criminal background check. Salary: \$12-\$22 per hours based on experience/education level. Deadline: Open until filled. How to Apply: Submit completed applications to: Caroline County Office of Human Resources, 103 Gay St., Ste. 1, Denton, MD 21629. Applications available from this address or call 410.479.4105 to receive by fax or email. Applications can also be downloaded here. Download to desktop; save as document and email to: hrposting@carolinemd.org. (Date listed: 7/11/18)

Caroline County (231) Full and Part Time Paramedic/CRT-I – Caroline County Department of Emergency Services. About the Department: The Department of Emergency Services is responsible for providing advanced Emergency Medical Services (EMS), emergency planning and coordination for County government, and emergency communications, including 911 dispatch, police communications for the Sheriff's Office and four town police departments, and fire and rescue communications for nine volunteer fire companies. About the Job: Full and Part-Time Paramedic or CRT-I. This is skilled specialized work as a Maryland License Paramedic or CRT-I. Requirements: Must be a high school graduate and be a Maryland Licensed National Registered EMT-I or Paramedic. Six months experience preferred. Applicants must also have a Maryland Class "C" driver's license. If candidate is not licensed within the state of Maryland, a Maryland CRT-I or Paramedic license must be obtained within 30 days of employment. Salary Rate: Paramedic \$19.95-Hourly (FT) and \$19.02 Hourly (PT); CRT-I \$18.25 Hourly (FT) and \$17.29 Hourly (PT). Deadline: September 17, 2018. Upon an employment offer, all applicants will be subject to a substance abuse test and complete background investigation. EOE. How to Apply: Submit completed applications, copies of certifications documents and 3- year driving record to: Caroline County Office of Human Resources, 103 Gay St., Suite 1, Denton, Maryland 21629. Applications available from this address or call 410.479.4105 to receive by fax or email. Interviews will be conducted the week of September 24-28, 2018. (Date listed: 9/4/18)

Caroline County (223) EMT-B (Full-Time and Part-Time) – Caroline County Department of Emergency Services. About the Department: The Department of Emergency Services is responsible for providing advanced Emergency Medical Services (EMS), emergency planning and coordination for County government, and emergency communications, including 911 dispatch, police communications for the Sheriff's Office and four town police departments, and fire and rescue communications for nine volunteer fire companies. Visit our [Department page](#) for more information. (Date Listed 9/6/18)

Caroline County (214) 103 Market Street, Suite 1, Denton, MD 21629. Phone 410-479-4105 - FAX 410-479-4023. Public Safety Dispatcher – Caroline County Department of Emergency Services. About the Department: The Department of Emergency Services is responsible for providing advanced Emergency Medical Services (EMS), emergency planning and coordination for County government, and emergency communications, including 911 dispatch, police communications for the Sheriff's Office and four town police departments, and fire and rescue communications for nine volunteer fire companies. Visit our Department page for more information. About the Job: Full-time Public Safety Dispatcher. This is specialized work in receiving, assisting and dispatching emergency medical, fire and police units. Work is performed on rotating shifts, 365 days a year, in the County's 911 Emergency Communications Center. The incumbent also receives calls and requests for non-emergency matters during non-business hours for other county agencies. An employee in this class works with direct and indirect supervision from a designated supervisor or telecommunicator. Requirements: EMD (Emergency Medical Dispatch), EFD (Emergency Fire Dispatch), EPD (Emergency Police Dispatch) and NCIC certification preferred. Knowledge of CAD systems and 700mhz radio system. Some knowledge of Caroline County. Must be able to speak clearly and read maps. HS Graduate or GED required. Salary: \$ 15.45/Hourly. Deadline: September 17, 2018. Upon an employment offer, all applicants will be subject to a substance abuse test and complete background investigation. EOE. How to Apply: Submit completed applications, copies of certification documents to: Caroline County Office of Human Resources, 103 Gay St., Suite 1, Denton, Maryland 21629. Applications available from this address or call 410.479.4105. Applications can also be downloaded by [clicking here](#). Email to: hrposting@carolinemd.org. (Date listed: 9/4/18)

Caroline County Government (215) Public Safety Dispatcher (JO# #80288); EMT-B FT or PT (JO #880373); Paramedic/EMT-I FT/PT (JO #880581). Open Until Sep 17, 2018. Apply online at www.carolinemd.org. Email hrposting@carolinemd.org. (Date listed: 9/5/18)

Caroline County Health Department (244) Community Health Nurse II (JO#878047) Apply ONLINE. Application Deadline 9/17/2018. **Social Worker I - Health Services (JO#882186).** Apply ONLINE. Application Deadline 9/28/2018. (Date listed: 9/10/18)

Caroline County Health Department (239) Social Worker I, Health Services – Full-Time Contractual. Recruitment #18-001991-0013. **Filing Deadline is 9/28/2018 11:59:00 pm.** Salary: \$19.83 - \$25.62/hour. For more information and to apply, click [HERE](#). (Date listed: 9/7/18)

Caroline County Health Department (187) Community Health Nurse II – Full-Time Contractual – (Recruitment #18-004216-0053). **Filing Deadline is 9/17/2018 11:59:00 pm.** Salary: \$21.10 - \$33.69/hour (Salary Negotiable). For more information and to apply, click [HERE](#). (Date listed: 8/23/18)

Caroline County Health Department (175) Environmental Health Specialist Trainee – Full-Time Contractual – (Recruitment #18-002428-0003). **Filing Deadline is 9/17/2018 11:59:00 pm.** Salary: \$17.53 - \$22.56/hour. For more information and to apply, click [HERE](#). (Date listed: 8/21/18)

Channel Marker Mental Health Support Services (114) Non-profit Human Services Organization is seeking the following applicants: **Rehabilitation Specialist (Full Time)** to work with adults and/or children in Caroline, Dorchester, and Talbot Counties, providing mental health support services. Strong communication, written, oral and team work skills required. Bachelor's degree required. This full time position is responsible for utilizing rehabilitation concepts in order to provide quality mental health services to clients diagnosed with a mental illness. Essential job functions include onsite and offsite service delivery, completion of required documentation as per state/agency regulations, and executing job functions that support the goals of the program. The position is responsible for instructing, assisting and monitoring clients in accordance with individual rehabilitation plans. The applicant must demonstrate excellent interpersonal skills with clients, their families, internal and external staff. The applicant must have proficient written and verbal communication skills. The position will transport clients as needed. **Residential Associate (Full Time)** – Cambridge and Easton, MD. This position is a 7 day on/ 7 day off shift requiring overnight and weekend coverage. Overnight stays in the home are required. This full time position is responsible for utilizing rehabilitative concepts in order to provide quality services to mental health clients residing in supervised housing. Essential job functions include monitoring medication requirement of the residents, supervising and instructing clients in activities of daily living, and supporting clients in community activities, promoting healthy lifestyles. This position will be working with male adults in Dorchester or Talbot County providing mental health support services to clients in their residential home setting. High School Diploma or GED Required; CNA, GNA or AA Degree Preferred. All positions require: •Valid Driver's License; •No more than 2 points on your driver's license; •Must be at least 21 years of age; •Clear background check. Channel Marker, Inc., 8865 Glebe Park Drive, Unit 1, Easton, MD, or fax to Kelly Holden at (410) 822-0984, or email to kelly@channelmarker.org. Resumes required. No phone calls. E.O.E. (Date listed: 8/6/18 Updated 8/23/18)

Chesapeake Bay Hyatt (230) Bartenders (JO#843737); Cooks (JO#843741); Housekeepers (JO#843735); Food Storeroom Attendant (JO#872890); Seamstress (JO#872888); Restaurant Servers (JO#880570); Stewart/Dishwasher (JO#880574); Life Guards (JO#880571). Apply on line at: www.chesapeakebay.hyatt.com. (Date listed: 9/5/18)

Chesapeake Bay Maritime Museum (161) Development Assistant (Job Order #874266); Development and Membership Intern (Job Order #874594). Apply in person, by mail, or via email at: hr@cbmm.org. (Date listed: 8/17/18)

The Chesapeake Center, Inc. (205) 713 Dover Road, Easton, MD 21601 - 410-822-4122 - www.chesapeakecenter.org. Go to website or call for information about the following openings: **Program Coordinator** – Full Time – Flexible Hours – On Call - Working with adults with disabilities. **Direct Support Professionals** – Full Time, Part Time, & Weekends, all positions - 2pm-10pm, 10pm-8am, every other weekend 8am-8pm, or 8pm-8am. **ISS Assistant** – Full Time & Part Time - Flexible Hours (Afternoons, Evenings, and every other Weekend) working with adults with disabilities in the community. **Vocational Supervisor 1 on 1** - Monday- Friday 7:30am – 3:30pm. (Date listed: 8/29/18)

Chesapeake College (202) is currently accepting cover letters and resumes for the following Temporary position: **Temporary Adjunct/HR Coordinator**. **Responsibilities:** The Adjunct/Human Resources Coordinator is responsible for coordinating the credit and non-credit adjunct hiring process including recruiting, coordinating interviews and ensuring all employment/Human Resources paperwork is received. Acts as primary interface between the Office of Academic and Workforce Programs, department chairs, program directors, Human Resources and applicants. The Adjunct/Human Resources Coordinator is responsible for administering the on-boarding/training process for credit and non-credit adjuncts. This individual also provides general support to the Human Resources Department in assisting with overall recruitment efforts, benefits and compensation, employee relations, and support for special projects. This is a temporary position reporting to an academic dean, and the Director of Human Resources. Hours are flexible but limited to 28 hours per week. **Requirements:** AA degree required, bachelor's degree preferred. Minimum of three years of experience in human resources or an academic support role, with a preference for experience in hiring/ employment in a higher education setting. Interested applicants should submit a cover letter and resume to hr@chesapeake.edu. Deadline for applying is Friday, September 14, 2018. Please visit our website for information. www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to Apply. (Date listed: 8/28/18)

Chesapeake Veterinary Hospital (174) We are currently recruiting for a skilled full-time **Veterinary Technician** for our busy companion animal practice located in Chester, on Maryland's scenic eastern shore. We have a 5-doctor small animal practice that sees an array of companion animals. The candidate would serve as an in-patient/out-patient client services technician who is eager to be a team player and provide supportive, compassionate care to each animal and client who visits our practice. Evenings and some weekends required. **Responsibilities and Duties:** This position requires candidates to perform the following types of duties, however, this list is not all-inclusive: •Assist doctors with in-patient cases for the day. •Utilize proper animal restraint. •Oversee and maintain medical records. •Record animal behavior and recognize unusual behavior. •Utilize practice management software and office equipment. •Assist with performing diagnostic tests. •Ability to safely take digital radiographs. •Ability to draw blood and administer fluids. •Prepare and anticipate doctors' needs during appointments. •Assist with treatments or procedures during appointments. •Prepare medications and products to go home with clients. •Ensure exam rooms are properly stocked and clean. •Monitor recovery of patients according to standards of care. **Qualifications and Skills:** The ideal candidate will have the following qualifications/skills: •Experience with Cornerstone software. •Excellent written and verbal communication skills. •Ability to accurately obtain pet history from clients and educate them on hospital recommendations (e.g., laboratory work, vaccines, flea control). •Electronically check in patients to be dropped off for diagnostic or surgical procedures. •College courses in animal studies or sciences (preferred, but not required). •Ability to multitask. •Excellent attention to detail and exceptional organizational skills. •Ability to stay calm and efficient during a medical crisis. •Experienced in the teamwork approach and can work well with all hospital staff. •Ability to lift and carry animals, walk, or stand for extended periods of time. **Benefits:** Compensation is based on experience and full- or part-time status upon hiring. Benefits may include paid time off, health, dental, and vision insurance, pet care discounts, 401k, and CE reimbursement. **Experience:** Veterinary Technician: 3 years (Preferred). **Education:** High school or equivalent

(Required). Work authorization: United States (Required). Shifts: Morning, evenings, and some weekends. Application Process: This position has been posted on Indeed.com. Please apply via that site, submitting both a cover letter and resume. No phone calls please. (Date listed: 8/21/18)

Chili's™ (245) Be A Part Of What's Trending at Today's Chili's. Make Money. Grow Your Career. Be a Chilihead. Stop by for an interview at 28587 Marlboro Avenue in Easton, MD or call 540-887-0082. Our Heart of House Team Members are responsible for setting the pace for a great shift, every shift. They provide dependable, fast service that is absolutely Chili's™. If you take pride in great team work and want to make money while growing your career with a flexible schedule, then we want to hear from you! We are seeking fun, outgoing, and high-energy individuals to join our team as part-time and/or full-time Cooks. About the Job: •Properly learn and execute all of our recipe procedures. •Maintains cleanliness throughout kitchen. •Follow company safety and sanitation policies and procedures. •Communicate ticket times to Team Members. •Keep food orders flowing continuously from the kitchen. About Us: •Fast hiring process. •Make money with a flexible part-time or full-time schedule. •Great opportunities for growth. •Great Team atmosphere and culture. About You: •Friendly, warm, and caring demeanor with Team Members. •Thinks and acts quickly in a fast-paced, high-volume environment. •Ability to use slicers, mixers, grinders, food processors, etc. •Prior experience preferred in similar food and beverage service and food preparation positions. What makes a good job, a great job: •Team Member dining program. •401K Plan. •Referral bonuses. •Health Benefits. •Career growth. •Flexible online scheduling for family, and jobs, school, and life. •Highly competitive earnings opportunities. Our Story: Chili's™ was born in Dallas, Texas in 1975. Since then, we've boldly claimed our place in the casual dining industry as the place to go for Big Mouth burgers, house smoked ribs, full on fajitas, and hand shaken margaritas! With a legacy deeply rooted in service, hospitality, and giving back, we are committed to delivering the best experience to every Guest, every day. Our Team Members work in a positive environment that is committed to our Purpose to Connect, Serve, and Give to Create the Best Life™. Equal Opportunity Employer, committed to workplace diversity, workplace working and workplace fun. The way we see it, life is short, so you might as well work happy. (Date listed: 9/10/18)

Choptank Community Health (172) Federalsburg and Cambridge, MD. Come see how healthy YOU can be! Located in the heart of Maryland's Mid-Shore region, Choptank Community Health System, Inc. (CCHS) is a private, non-profit community health system providing primary health care services in Caroline, Dorchester, and Talbot Counties and the surrounding areas. Our patient-focused team currently has an opening for a **Certified Medical Assistant**. Key responsibilities of this position include, but are not limited to: •Performing delegated clinical duties. •Taking medical histories. •Assisting during patient procedures/examinations. •Collecting and preparing laboratory specimens and venipuncture. •Performing basic laboratory tests. •Performing various medical tasks such as; vital signs, administering injections, pain screening, EKG's and nebulizer treatments. •While this position has a pediatric focus, the Medical Assistant in this role may be expected to provide care to all age populations as operationally necessary. To be considered for this position, candidates must have: •Certification as a Medical Assistant (CMA, RMA, CCMA, or NCMA). •CPR certification. •Prior experience in a both primary care and pediatric settings preferred. •Bilingual skills preferred. Choptank Community Health is a Federally Qualified Health Center and provides a full range of primary medical, dental, and behavioral health services. Please visit us online at www.choptankhealth.org. If you have excellent clinical, interpersonal and organizational skills, and the desire to join a winning team of healthcare professionals while earning a competitive salary and benefits, forward resume to: Email: rhbarton@choptankhealth.org or Fax: 410-479-1714. EOE/ADA. (Date listed: 8/20/18)

Choptank Transport (168) Preston, MD. **Human Resource Generalist** (JO#865330); **Corporate Recruiter** (JO#865326); **Inside Sales Representative** (JO#865327); **Carrier Sales Support** (JO#865328); **Software Engineer** (JO#875373); **Credit & Collections** (JO#875375). Apply on line: www.choptanktransport.com. (Date listed: 8/20/18)

Choptank Transport (22) Carrier Sales Support Representative: Are you searching for a dynamic role that plays off your communication and problem-solving skills? Are you hunting for a stable company that offers growth opportunities and development? As a Carrier Sales Support Representative with Choptank, you'll be talking to lots of potential carriers and negotiating the movement of our customers' freight, while ensuring your carriers know they have your support for anything that might happen along the way. This is your time to let your critical thinking skills shine through. We're not a "one and done" environment, so you are on the front lines of building relationships with those carriers as well. You will also be working with our sales department as well as the rest of your logistics team, so an excellent work ethic and communication skills are key. Worried that you don't know anything about logistics? We will train you! Choptank has a state-of-the-art, award-winning training program crafted to make sure you have all the tools and knowledge you will need to be successful in your new career. (Positive attitude and coachability required). Choptank is a Third Party Logistics (3PL) provider, meaning we bring companies who need to ship products and those with trucks together. Our customers want to focus on crafting and selling their products, not looking for trucks to move it and hoping they get a fair price for the shipping. We take that worry off their plate and get them the best deals in the market. We offer solutions and give them results. For more information on the position, or to submit your application, please visit our online career portal at www.choosechoptank.com. (Date listed: 7/12/18)

Choptank Transport (23) Inside Sales Representative: Are you searching for a dynamic role that plays off your communication and problem-solving skills? Are you hunting for a stable company that offers growth opportunities and development? As an Inside Sales Representative with Choptank, you will be on the front lines of assisting customers get their valuable products shipped from point A to point B. You'll be prospecting leads, cold-calling on prospective accounts via phone, building relationships with your customers, and managing their accounts. Your accounts won't be "one and done," but rather long term associations that make a big impact on your customers' bottom line. Are you a smart, competitive, business-minded professional who isn't afraid to start from scratch and build a book of business on your own? Choptank is a Third Party Logistics (3PL) provider, meaning we bring companies who need to ship products and those with trucks together. Our customers want to focus on crafting and selling their products, not looking for trucks to move it and hoping they get a fair price for the shipping. We take that worry off their plate and get them the best deals in the market. We offer solutions and give them results. For more information on the position, or to submit your application, please visit our online career portal at www.choosechoptank.com. (Date listed: 7/12/18)

Coach Queenstown (129) 417 Outlet Center Drive, Queenstown, MD 21658. Modern Luxury Brand Coach is sourcing Top Talented candidates for **Sales Associate, Cashier, and Stock Associate** positions for the Queenstown Outlet Location. Please contact the store for additional information. 410-827-4930. To Apply: Visit careers.tapestry.com/Coach on your computer or mobile device. Search for opportunities by key word and location. Click on roles that interest you to see the full job description. Select "Apply Now". (Date listed: 8/8/18)

Coke Consolidated (240) is hiring **Delivery Route Drivers** to join our Easton Team. \$109/day plus commission. This position is ideal for candidates who possess a CDL A, enjoy working at a fast pace and want a foot in the door with a great company. Call Courtney at 770-570-2893 for a phone interview. Click [HERE](#) for more information and to apply. (Date listed: 9/6/18)

Columbia Sportswear (190) Queenstown Premium Outlets, 402B Outlet Center Drive, Queenstown, MD 21658 - 410-304-3064. **Part Time Sales Associate.** Sales Associates provide exceptional customer service and assist the Store Leadership Team in supporting our company mission: "Connecting Active People With Their Passions". Come join the adventure at Queenstown Premium Outlets. Responsibilities: •Greet and engage customers in the store. •Provide exceptional customer service by responding to customer questions or issues regarding product features, benefits, availability. •Utilize sales skills and excellent customer service to drive store sales. •Perform all required cash register transactions, such as sales and exchanges, efficiently and accurately. •Assist in receiving shipments and distributing to sales floor as

directed. •Maintain store standards for visual merchandising, cleanliness and safety. •Assist in other store functions as needed. Requirements: •High School Diploma or equivalent. •Basic math and organizational skills required. •Skills in operating a Point of Sales (POS) system are required. •Previous retail sales experience and/or experience working in a customer service environment is strongly preferred. •Ability to maintain a high professional standard of behavior, courtesy, and respect. •Demonstrate and maintain the ability to work in and contribute to a positive team environment. Job Conditions: •Requirements include the ability to use a telephone and computerized systems. •Perform repetitive movements of the arms and shoulders. •Stand for extended periods of time up to 8 hours per day. •Move freely around store, bend, twist, reach, squat, climb a ladder, and regularly lift/carry up to 40 pounds. •Job may require hours that often exceed 8 hours per day and/or 40 hours per week during peak periods. •Availability to work retail store schedule – Sunday to Saturday. **Apply for Job.** This job description is not meant to be an all-inclusive list of duties and responsibilities, but constitutes a general definition of the position's scope and function in the company. EEO/AA Employer/Vets/Disabled/Race/Ethnicity/Sex/Sexual Orientation/Gender Identity/Age. (Date listed: 8/24/18)

Creative Images (176) is a school picture day photography company primarily serving preschools and daycares. We offer a unique twist on the traditional school photography industry and host a wonderful team of photographers as well as a phenomenal in-office staff. Office work positions are available in several departments, including customer service, image editing, and financial work. Applicants should be organized and communicate politely and effectively. Any experience with computer systems, back office work, daily settlement, photographic quality control, and/ or Photoshop is helpful, but not necessary to succeed. Hours for this season are Monday through Friday from 8am to 4:30pm, but part time work is also available during regular hours, so we can complement your class schedule! Please email work@portraitday.com to submit a resume or request more information. We can't wait to hear from you! (Date listed: 8/21/18)

Crossroads Community, Inc. (649) Cambridge, Centreville, Chestertown. We offer **volunteer opportunities** in three Eastern Shore communities for folks of all ages who have an interest in working and serving in the human services fields. Crossroads provides psychosocial support to community members living with mental illness as they move through their journeys of recovery. As a volunteer, you will have the opportunity to serve alongside professional staff in our residences and in our Recovery Club. You will always have professional support with you but you will also have the opportunity to share your personal interests and activities with our clients. Requirements: Criminal history and driving record checks; three professional references and an interview by professional Crossroads' staff. This opportunity is ongoing and inquiries are welcomed at any time. Please contact: Crossroads Volunteer Coordinator Carla Thorpe at thorpec@ccinonline.com or call 410-758-3050 and ask for the Volunteer Coordinator. (Date listed: 2/12/18)

Dart (Solo Cup) (209) in Federalsburg, MD. (All jobs with benefits). **Machine Operator II** (JO#863296); **Maintenance Mechanic** (JO#863310); **Inspector Packers** (JO#863288); **Machine Operator 1** (JO#863290); **E E Environ. Health & Safety Mgr.** (JO#863283); **Product Mover** (JO#863307); **Maintenance Supervisor** (JO#863334); **Process Engineer** (JO#863312); **QC Inspector** (JO#863304); **Asst. Press Operator** (JO#863338). Apply on line only at: www.dart.jobs. (Date listed: 8/30/18)

Delmarva Furniture Services, LLC (204) Busy Easton based company seeking part-time **Administrative Assistant**. Part- time help needed to call our customers to schedule high volume of weekly appointments. Receive incoming calls, and take messages. Communicate effectively with a smile by phone, email, and text messaging. Must have excellent customer service skills, to ensure solutions oriented results with customers, partners and technicians. Must be computer proficient. Knowledge of data entry into QuickBooks, experience with Word, Excel and other software a plus. \$15/ per hr. To be considered, please send resume to: delmarvafs@gmail.com. (Date listed: 8/29/18)

The Dixon House (234) Interested in **volunteering** and have a heart for the aging population? Do you have a special talent, interest or hobby? If you truly enjoy bringing a better quality of life to assisted living residents, then this may be for you. The Dixon House is a beautiful colonial home located in Easton and our resident's average age is in their nineties. We are looking for people to help with crafts, bingo, monthly bulletin board, entertaining, decorating during the Christmas season, etc. If you are interested in this very rewarding opportunity please contact Shelly LaRoque, Activity Director, 410-822-6661 for an interview. (Date listed: 9/5/18)

Dorchester County Government (216) **Engineer** (MWE#849909); **911 Dispatcher** (MWE #870674); **Correctional Officers** (MWE #870678) - **Open Until Filled**. **Exec. Assistant to County Manager** (MWE #880293) - **Open until Sep 21, 2018**. Submit application to Dorchester County HR, 501 Court Lane, Cambridge MD 21613. See www.dorchestercountymd.com. (Date listed: 9/4/18)

Dorchester County Government (510) **Professional Engineering** position within the Public Works Department, Engineering Division, to assist in the planning, designing, construction and inspection of public works and public facilities projects. The Engineering Division provides technical expertise to all Public Works, specifically the Highway and Solid Waste Divisions. This position is an excellent opportunity for an engineer with five (5) or more years of experience to obtain a wide range of practical hands on experience on public works projects. Responsibilities include development and project management of capital projects; construction, maintenance and improvements of roads and bridges; solid waste issues including recycling and landfill operations; and waterway improvement programs. Responsibilities will also include further development of GIS capabilities. Requires hands on application of engineering principles and practices, plan review and project management. Minimum requirements are a Bachelor's degree in Civil Engineering and five (5) years engineering experience. CAD and GIS knowledge/experience is desirable. Effective communications and interpersonal skills required. Knowledge of environmental issues and State and Federal regulations is a bonus. Submit County Employment application and complete resume to: County Council Office, Dorchester County, 501 Court Lane, Cambridge, Maryland 21613. Applications can be downloaded at www.docogonet.com. (Updated 5/17/18 Updated 8/23/18)

Dorchester County Library (198) **Library Clerk** (JO#878001). Position available in a busy public library. The right candidate will be tech savvy, a team player, and have excellent customer service skills. Organizational skills and the ability to handle change are also important. Bilingual is a plus. Email resume to: infodesk@dorchesterlibrary.org. (Date listed: 8/28/18)

DynaSplint Systems, Inc. (196) Chesapeake Business Park, Stevensville, MD. Restoring people, business and life the way it ought to be. **Courier** (Refer to MWE Job Order #875949); **Assembler/Refurber** (Refer to MWE Job Order #863345). To apply, send your cover letter & resume to bcatterton@dynasplint.com. (Date listed: 8/27/18)

Echo Hill Outdoor School (592) located on Maryland's Eastern Shore of the Chesapeake Bay. Echo Hill Outdoor School (EHOS) has successfully provided over forty-five years of residential and recreational learning experiences. Programs are designed to introduce and acclimate participants to the outdoors and foster respect for and awareness of themselves, each other and their environment. Course areas include: Watershed Ecology of the Chesapeake Bay and its surrounding ecosystems, group and individual development on our low and high element challenge course, and exploration of history and the human environment in the Chesapeake Bay region. The program is flexible and committed to custom designing programs so as to meet the needs of a wide range of students/ participants, typically 3rd through 9th grade, from both public and private schools, as well as college students and adults of all ages. Responsibilities: At EHOS you would teach a variety of classes from all of our curriculum areas. You would also supervise and counsel all aspects of participant residential life during their stay at the school including overnights in platform tents or dormitories, table-heading at family style meals, and supervision during recreational time and other activities. Qualifications: EHOS is seeking motivated, energetic individuals with creativity, commitment and a passion for the outdoors. Experience working with

and relating to children and people of all ages is extremely beneficial. A background in Education, Recreation, Environmental or Outdoor Education, Challenge Course facilitation, Psychology, Natural Sciences, Marine Biology, Liberal Arts or related fields is desired. **Compensation:** Starting salary for Teacher/Naturalist is \$250-\$270 per week. Individuals with demonstrated current certification in Wilderness First Responder, Wilderness First Aid, American Red Cross Lifeguard Training, or Valid State Teacher Certification will be considered at a slightly higher starting range. EHOS owned housing and board are a condition of this residential teaching position. Ten-twelve month contracts may be available for interested, committed individuals depending upon future openings, specialized positions available, and satisfactory job performance. A staff excess sickness and accident medical plan is available. **Applications are welcome year round.** Primary starting dates are in March and late August. To Apply: If you are interested in a challenging and rewarding experience please send cover letter, resume, two written reference letters and three telephone reference contacts to: Betsy Zelter McCown, jobs@ehos.org, Echo Hill Outdoor School, 13655 Bloomingneck Road, Worton Maryland 21678. (410) 348-5880. (Date listed: 1/30/18)

Genesis Healthcare (171) Maintenance Assistant (MWE #875377); **Aide-Geriatric Nurse** (MWE #875379); **Receptionist** (MWE #875382); **Registered Nurse FT** (MWE #875384); **Registered Nurse FT/PT** (MWE #875387); **Licensed Practical Nurse FT** (MWE #875391); **Registered Nurse FT** (MWE #875393); **Nurse Supervisor FT** (MWE #875395); **Licensed Practical Nurse FT/PT** (MWE #875401); **Registered Nurse FT** (MWE #875403); **Registered Nurse PT** (MWE #875407); **Asst. Director of Nursing FT** (MWE #875411); **Wknd Asst Clinical Nurse Exec FT** (MWE #875415); **Director of Admissions** (MWE #875418). Apply online www.genesishcc.com. (Date listed: 8/20/18)

Hanover Foods Corporation (163) Quality Systems Manager (JO#874663); Manage all plant Quality Assurance functions to oversee, record, report and initiate actions as required to meet Company specifications. BS Degree required. Email Resume to: rroberts@hanoverfoods.com. (Date listed: 8/17/18)

H&R Block (218) Client service professional positions available: Do you love to work with people? Do you have previous experience in a customer service environment? Then we may have a position for you! This position requires a person committed to providing a high level of client satisfaction. Strong communications and interpersonal skills. An Enthusiastic and friendly disposition. Having a positive and professional attitude with courteous telephone and face-to-face etiquette. Be self-motivated, a dependable and reliable individual. The applicant should be able to multi-task and have the ability to work in a fast-paced environment. The position requires computer skills using Windows-based computer systems. The ability to maintain client privacy. The ability to process all forms of payments from the clients. Full time and part time seasonal and possible part time year round. Resumes may be e-mailed to barbara.weigman@hrblock.com. (Date listed: 9/3/18)

Hudson Marine, LLC (197) 219 Hess Road, Grasonville, MD 21638. **Outboard Technician** needed. Local and family owned, authorized Yamaha outboard dealer seeking an outgoing, motivated individual who is willing to learn/work on outboard motors. Must be able to work individually as well as part of a team, take initiative and direction to get the job done, and willing to learn. Experience is appreciated but not a necessity. Willing to train the right individual and factory training is available. Part time/full time. Please email mastertech1@hudsonmarinellc.com with resume/breakdown of experience or previous employment or call 410-643-6768. (Date listed: 8/28/18)

The Housing Commission of Talbot (212) is seeking qualified individuals for the following job opportunities: (Permanent/Part Time Employment) **Administrative Assistant to the Director:** Qualified individuals must be experienced in all aspects of office management (filing, organization, scheduling). Be proficient with word and excel. Have excellent organizational skills. Be able to work independently. Have valid driver's license. Submit to random drug screening test. Hourly position 15 – 20 hours per week at the office in Easton. **Maintenance Mechanic:** Qualified individual with experience in basic property maintenance. Painting, drywall, carpentry,

plumbing and basic electrical. Must have computer skills and a valid driver's license. Submit to random drug screening test. Hourly position 30 hours per week. This job ad is for two positions. **Office Manager:** Qualified individuals must have experience in office environment and property leasing. Must have organization skills and valid driver's license. Submit to random drug screening test. Hourly position 30 hours per week. This job ad is for two positions. One location is in St. Michaels the other located in Salisbury. All interested parties are requested to respond by sending resumes and letters of interest to Housing Commission of Talbot, 900 Doverbrook Street, Easton, Md. Attn: Executive Director. All questions may be addressed to the Executive Director at 410-822-5358 or don001_hctc@verizon.net Resumes will be accepted until all positions are filled. (Date listed: 8/30/18)

Inn at Perry Cabin (211) Please contact lstoudt@perrycabinresorts.com. **Activities**

Attendant: The candidate will be the greeter to guests in all areas of the pool and activities and provide a constant picture-perfect experience. The candidate will prepare, clean, stocking, and set up the pool/activity area prior to the opening of the pool and maintain this throughout the day. The candidate will oversee and assist the Pool Bartender and Pool Server as a runner. Throughout the day, the candidate will administer guests at the pool and with activities including fitness room, while providing a safe and clean environment. **Front Desk Agent:** Check-in and check-out of guests while providing efficient, friendly and excellent customer service at all times and in accordance with hotel standards. Ensure the highest caliber of service is being offered to all guests so that their arrival experience is pleasurable and informative. Responsibilities include greeting and providing services such as arranging transportation, guiding visitors, and providing directions. Front Desk Agents are expected to respond to and following up on guest complaints and guest requests. Ensuring that the highest caliber of service is being offered to all guests, in accordance with standards expected of all Inn at Perry Cabin employees. **Dishwasher:** The primary function is to maintain cleaned and sanitized pots, pans and cooking equipment for the kitchen staff. While no job description can possibly provide a comprehensive list of job duties, the following is a summary of the major responsibilities for the position. **Cafeteria Attendant:** The primary function is to maintain the cleanliness, inventory, and preparedness of the Employee Cafeteria. The Cafeteria will also support the Dishwashing Staff in between cafeteria duties. While no job description can possibly provide a comprehensive list of job duties, the following is a summary of the major responsibilities for the position. **Line Cook:** Prepare food items in a professional, efficient, and courteous manner. Perform routine kitchen duties, as well as a variety of station specific tasks that require planning and organization to meet deadlines and quality standards. **Golf Course Maintenance:** Bunker & Trim: Daily maintenance of golf course including, but not limited to: leaf clean up, trimming, push mowing, raking bunkers and various other tasks associated with the job. Must have strong work ethic and background in Golf Course maintenance, Landscaping or Lawn Care. Training provided on various mowers and equipment. Must be available weekends. (Date listed: 8/30/18)

Interstate Container (251) Current Openings: **General Helpers** (JO#809148); **Industrial Electricians** (JO#809151); **Accounting Clerk** (JO#883232). Interstate Container (Division of DS Smith) is a corrugated box manufacturer on the Eastern Shore of Maryland. Fill out Interstate Container application at any One Stop. (Date listed: 9/12/18)

Ironman Maryland 140.6 (115) Temporary Retail Associate - Long Wharf Park, 100 High St., Cambridge, MD 21613. **Main Functions:** We are looking for staff to work the Official IRONMAN Merchandise Store assisting customers, athletes, family, and fans in a fast-paced retail environment. **Employment Requirements:** •Must be eligible to work in the United States & must be ages 16 or older. •Outgoing, clean, organized, and friendly. •Hard working with the ability to take direction from management. •Appreciation for all aspects of the sport of triathlon. •1-2 years retail or customer service experience required. •This is an active work environment. Employees will be expected to bend and reach, lift heavy boxes, and withstand being on their feet all day. **Duties:** (Include but Not Limited To): •Understanding the IRONMAN Merchandise mission and policies. •Assisting Merchandise Event Coordinator and Operations in the execution of store setup and breakdown. •Stocking the sales floor and general store maintenance. •Greeting customers and assisting them with their various needs and questions. •Maintaining

visual presentation of the store by sizing, folding, hanging, and completing other tasks. •Assisting customers in fitting rooms. •Processing monetary transactions at the cash register and ensure drawers are balanced at end of shift. **Shift Times & Hours:** (*13) ****HOURS SUBJECT TO CHANGE***. The following shifts are for which we are hiring. Please do not apply if you are not available for 2 or more shifts: •Tuesday, September 25: 10am – 6pm (SETUP) & 6pm – 6:30pm (MANDATORY MEETING). •Wednesday, Sept. 26: 8:30 AM – 5:30 PM; •Thursday, Sept. 27: 8:30 AM – 5:30 PM; •Friday, Sept. 28: 8:30 AM – 4:00 PM; •Saturday, Sept. 29: 8:30 AM – 11:00 PM (RACE DAY). – Please request a split shift if you would not like to work the entire day! •Sunday, Sept. 30: 6:30am – 7pm (FINISHER DAY). **Payroll:** •Once hired, you will be notified and sent payroll forms, staff handbook, and event information. •All staff must submit required tax forms and proof of identification to appropriate staff member by upon arrival. •Temporary staff is hired on a temporary at will basis at a wage rate of \$12.00 an hour. You will be mailed a check for your hours worked. No Direct Deposit is offered. •Appropriate breaks will be given depending on length of shift. Please make arrangements for your own meals. World Triathlon Corporation is the owner and organizer of IRONMAN, IRONMAN 70.3 and 5i50 branded-events. A Florida-based company recognized for athletic excellence, performance, and quality products. Please RSVP to Emily S. Ingram, Merchandise Event Coordinator at emily.saucier@ironman.com. (Date listed: 8/7/18)

Island Builder Services, Inc. (236) Chester, MD. **Construction Laborers** (JO#881192) The installation of sediment control items on State, Federal projects. Sediment control items include: silt fence, chain link, orange construction fence, and inlet protection. Email resume to: bettychester@aol.com. (Date listed: 9/6/18)

Jimmie & Sooks (235) **Waiter/Waitress** (JO#880749); **Cooks** (JO#880752); **Bartenders** (JO#880757); **Dishwashers** (JO#880763). Email resumes to: info@jimmieandsooks.com. (Date listed: 9/5/18)

Job Fair (149) Hello! If you are thinking about your next career or just looking for a change, plan to come to our job fair on **October 12, 2018!** It's **free** and is a great opportunity to meet many employers. Bring multiple copies of your résumé and remember to dress for success! We hope to see you there. Where: **The Centre at Salisbury**, 2300 N. Salisbury Blvd., Salisbury, MD. When: Friday, October 12, 2018 from 3:00 pm – 6:00 pm. •Open to all job seekers. •Hundreds of job openings in a wide range of industries. •Résumé assistance available at the event. •Sponsored by the Lower Shore American Job Center and the Salisbury Area Chamber of Commerce. •Call the Chamber at 410-749-0144 if you have any questions. (Date listed: 8/15/18)

Kent County Department of Social Services (201) Chestertown, MD is in search of a part-time **Child Advocacy Center (CAC) Coordinator**. This is a grant funded position with no benefits. This position is responsible for providing services to child victims and their families and will supervise operations of the Child Advocacy Center. A minimum of BS in human services is required with grant management experience, Masters' degree in human services preferred. **Send cover letter and resume to: Kent County Department of Social Services, attn: CAC Coordinator, PO Box 670, Chestertown, MD 21620 by September 18, 2018.** (Date listed: 8/28/18)

Kent County Government (166) **Community Planner** (MWE #862786) **Open Until Filled.** Obtain Application at Kent County HR, 400 High St., Chestertown. 410-778-4595, www.kentcounty.com. (Date listed: 8/20/18)

Kmart (229) 200 Kent Landing Stevensville, MD. 410-643-9600. jobs.kmart.com. We are not going anywhere...our company is here to stay on the island. Full-Time/Part-Time Positions: •Backroom Lead (Shipping & Receiving); •Customer Service Full Time (Hard Home/Soft Home); •Data Integrity Lead; •Sales Floor Supervisor (Management Position); •Evening Sales Floor Supervisor; •Cashiers; •Customer Service (Apparel both day & evening / Hardlines evening / Truck unload mornings; •Overnight Replenishment. **APPLY.** (Date listed: 9/5/18)

LaxStone Communities, LLC (192) Home builder is seeking a part-time, conscientious, detail oriented **bookkeeper** with accounting experience for its Stevensville office. This person will report to the Controller. Duties/Skills: •Accounts Payable. •Record receipts and disbursements. •Credit card reconciliation of receipts to statement. •Bank reconciliations. •Research/resolve discrepancies. •Data organization, including filed downloads and document scanning. Required Qualifications: •Proficient with Microsoft Excel. •Experience with computerized accounting software. Job Type: Part-time job 15-25 hours per week. E-mail resume and salary requirements to trichardson@laxhomes.com. (Date listed: 8/27/18)

Lowe's (246) Easton, MD. **CSA II Cash Office** (MWE #875361); **CSA II Lumber PT** (MWE #882286); **CSA II Flooring PT** (MWE #882287); **CSA Front End PT** (MWE #882290); **Head Cashier FT** (MWE #882294); **CSA II Paint FT** (MWE #882295); **Head Cashier PT** (MWE #882299); **Fulfillment Coordinator FT** (MWE #882308); **Sales Support Associate PT** (MWE #882312). Apply online at www.lowes.com. (Date listed: 9/10/18)

Maryland Local Board of Elections in Queen Anne's County (252) **Logic & Accuracy (L&A) Tester.** •Graduated from an accredited high school or possess of a high school equivalency certificate. •Have a minimum one (1) year of work experience that demonstrates an ability to follow directions, work quickly and accurately and complete required documentation. •Be able to lift at least fifty-five (55) pounds. •Be able to work evening and weekend hours. •Part-time hourly pay of \$23.22 for 6 weeks of work. Please call us at (301) 857-7470, PAID job training begins in October. Email resumes to jobs@redsunis.com. Apply online at <https://www.redsunis.com/apply/>. (Date listed: 9/12/18)

Maryland Department of Health (29) **Environmental Health Specialist Trainee.** Full-time Contractual. Recruitment #18-002428-0003. For full job description and to apply, [CLICK HERE](#). (Date listed: 7/17/18)

Maverick Transport, Inc. (213) Easton, MD. **Logistics Operations** (JO#880292). Email resumes to: akarcher@mavericktransport.com. (Date listed: 9/4/18)

Michael's (225) Easton, MD. **Merchandise Stocking-Overnight** (MWE Job Order #878175). Apply Online at: <http://www.michaels.com>. (Date listed: 8/31/18)

Mid-Shore Residential Care and Services, Inc. (191) **Handy Man/Girl Friday** (Refer to MWE JO #877716); **GNA/CAN** (Refer to MWE JO #877709); **Personal Care Aides** (Refer to MWE JO #804442). Call 410-820-1131 for Interview. (Date listed: 8/27/18)

Nestle Waters North America (173) **Seasonal Route Delivery Driver** - Trappe, MD. Please apply to www.nestlewaterscareers.com (job number is 18006262) Trappe, MD position. Location of the Job: Dayspring Water LLC. 5620 Landing Neck Road Trappe, MD 21673. Contact Porchtia Foster at 201-955-4006 or via email laporchtia.foster@waters.nestle.com No deadline on when the position needs to be filled. What will you need? •You'll need a clean driving record and meet the Driver Qualifications listed below. •You need to be able to work in all kinds of weather conditions while working out on your own with limited supervision. •Servicing our customers is hard work, and you will need to be able to climb in and out of the truck 120 times a day and carry product that can weigh up to 45 pounds. •You will get way more than your recommended 10,000 steps in a day, with plenty of water to keep you hydrated during the day. •You must have the ability to obtain a DOT medical card for the purpose of working for Nestle Waters. •Most importantly, you need to have a professional image and demeanor. We'll provide the cool uniform and truck. Driver Qualifications: •A clean driving record means in the last 3 years, that you've only had 1 license, no driving-related suspension, revocation or cancellation, no disqualifying offenses, no more than 2 moving violations and no reckless driving incidents and in the last 7 years, no major driving offenses including DUI/DWI, refusal to test, leaving the scene of an accident, driving a commercial vehicle without a CDL, or at-fault fatal accident. •Must be 21 years of age or older (DOT requirement). You can see additional details by reading our infographic, found here: <https://goo.gl/sIu0Rq>. You can also watch a short video about our RSRs

here: <http://bit.ly/28YqURk>. Seasonal assignments offer you the opportunity to test the waters and determine if this is the right job and company for you while offering you valuable work experience at a leading food & beverage company. We offer a competitive wage and consideration for full-time roles if opportunities exist at the end of the assignment. Individuals in temporary assignments are not eligible for the standard benefits package (i.e. medical, dental, vision, etc.). (Date listed: 8/22/18)

Pardoe's Lawn and Tree Service (203) 519 Washington Ave., Chestertown, MD. **Tree Climbers/Groundsman/Laborers** (Refer to MWE Job Order #878182). Email cover letter and resume to: heather@pardoes.us. (Date listed: 8/29/18)

Paris Foods (168) located in Trappe, MD is looking for a bright, detail-oriented individual with strong computer skills to join our team as a **Quality Technician**. This is a ground floor opportunity for the right person or a great career move for an individual with experience. Paris Foods offers an excellent benefit package including a generous health FSA, 401 (k) with company match and the opportunity to grow and advance. As a Quality Technician, you would be responsible for daily in-process assessments of the integrity and quality of the product, ensuring GMP requirements are met. Do you have a keen eye for detail? Enjoy working with policies and regulations? Then we have a spot for you! Principal Job Responsibilities: •Maintain accurate and complete records of work performed such as daily production checklist on all equipment. •Recognize and take action to correct apparent discrepancies found in product/process inspection. Notify quality manager when discrepancies are found. •Complete daily GMP Pre-Operational checklist and GMP daily inspection sheets. •Verify product codes for accuracy and completeness. •Set up printers on a daily basis. •Monitor all footbath and document findings on a daily basis. •Complete weekly pest control audits. •Responsible for maintaining a clean work environment. •Operate all equipment in a safe and efficient manner to meet or exceed OSHA standards. •Follows SOP, GMP and Federal and State regulations. •Removes all foreign objects. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Required Knowledge, Skills and Abilities: •Above average skills in attendance. •Basic computer processing skills. •Ability to read, write and communicate in English. Education and Experience: •High School diploma or equivalent. Physical Demands of the Position: •While performing the duties of this position, the employee must possess manual dexterity required for using hand tools and operating machinery; ability to lift up to 50 pounds; able to stand or walk for prolonged periods. Work Environment: •While performing duties of this position, the employee will be exposed to wet and slippery floors, occasionally moving mechanical parts and vehicles. The noise level in the work environment is usually moderate to loud; variable temperatures of both heat and cold. To apply, please visit www.parisfoods.appone.com. (Date listed: 8/20/18)

Planned Parenthood of Maryland (127) **Bilingual (English/Spanish) Medical Assistant (Full-Time)**. Easton, Baltimore, Towson, Owings Mills, Waldorf, Frederick, Annapolis. Summary of Responsibilities: Under the general direction of the Health Center Director, performs the administrative and clinical support tasks necessary for efficient center operations to ensure high quality client services and support, informed consent, client education and counseling, effective clinical support, efficient client flow, and a professional health care environment. Essential Responsibilities: 1. Provides direct service in all the health center specific areas including family planning, abortion, prenatal, general medicine, pediatrics, as appropriate to scope of services and health centers. 2. Provides clients with accurate information regarding PP services including questions pertaining to contraception, options, and funding sources. 3. Contributes to achieving health center productivity goals. 4. Screens financial, medical, and social history with correct documentation of pertinent information. 5. Accurately documents all services provided. 6. Demonstrates PPM customer service standards. 7. Solicits donations from patients per PPM guidelines. 8. Prepares clients for exams and assists in exam room when needed. 9. Provides pregnancy testing, information and referral, provides PT client's family planning services or schedules other appropriate services. 10. Performs lab work and venipuncture. 11. Prepares exam room with appropriate supplies for examination and cleans room. 12. Assist the provider in

the exam room as a chaperone when needed. 13. Greets clients politely and promptly and provides clients with correct forms. 14. Enters patient information into Electronic Practice Management (EPM) system and Electronic Health Record (EHR) system. 15. Makes health center appointments, provides information and appropriate referrals. 16. Routes and files incoming laboratory reports appropriately. 17. Abstracts charts, pulls charts, transfers records, file charts. 18. Prepares daily lab samples for transfer to appropriate lab(s), maintains electronic lab log. 19. Cleans instruments, exam rooms, lab area, and autoclave as assigned. **Qualifications:**

- Graduation from high school or GED and in conjunction with a medical assisting certificate or 1 year of experience working in a healthcare setting performing back or front office duties.
- Phlebotomy/IV training or willingness to obtain after employment.
- CPR certification or willingness to obtain immediately after employment.
- Knowledge of principles and practices of administration, organization, common techniques and practices in an office or medical health center setting.
- Ability to read, write, and speak English and Spanish fluently.
- Bilingual English/Spanish, required. \$14.65 per hour, 2% increase for each year of experience, and \$2,000 sign-on bonus. <http://www.plannedparenthood.org/planned-parenthood-maryland>. (Date listed: 8/8/18; Updated 9/5/18))

Protenergy (219) Cambridge, MD. **Maintenance Mechanics** (JO#879416); **Filler Operator** (JO#879414). Email resume to: cdelaney@us.protenergyfoods.com. (Date listed: 8/31/18)

PuroClean (241) Stevensville, MD. **Cleaning & Water Technicians** wanted. We are looking for some great candidates to join our team at Puroclean immediately. Experience a plus but not required. Clean driving record, Pass a back ground check, Must be reliable, Good communication skills, have a good work ethic and a Positive attitude. **Job Dutys:** • Flexibility to work extended hours if needed. • Maintain clean work environment. • Able to do simple math. • Lift 50 lbs or more. • Be on call for incoming jobs if necessary. • Take notes and complete paperwork. • Able to record moisture readings performed with electronic device. • Must be organized. • Customer service skills. Send Resumes to jelburn@puroclean.com. (Date listed: 9/6/18)

Qlarant (188) Easton, Maryland. **Quality Manager** (MWE Job Order #874452). Apply online at: <http://www.qualityhealthstrategies.org>. (Date listed: 8/24/18)

Queen Anne's County (220) Bus Driver Contractual (MWE #874270); **Bus driver FT** (MWE #874277) - **Open until Sep 28, 2018**. **Fire Inspector PT** (MWE #879428); **Public Safety Dispatcher II PT** (MWE #879430) - **Open Until Sep 14, 2018**. Apply online at www.qac.org. (Date listed: 8/31/18)

Queen Anne's County (185) Centreville, MD. **Equipment Operator I**. This position performs a wide range of manual labor functions in support of the Department of Public Works and Department of Parks. Under direct supervision of a maintenance supervisor, performs miscellaneous physical tasks related to the maintenance of County roads and solid waste management and parks systems. [View Job Details](#). (Date listed: 8/24/18)

Queen Anne's County (186) Centreville, MD. **Maintenance Worker I**. This entry-level position performs a range of manual labor tasks in support of County park maintenance and development activities. Under close supervision, performs general park maintenance work, involving some responsibility, complexity, and variety, to perform general grounds maintenance and routine building maintenance at County Parks properties and facilities. [View Job Details](#). (Date listed: 8/24/18)

Queen Anne's County Public Schools (200) 202 Chesterfield Ave. Centreville, MD. **Behavior Specialist** (JO#878206); **Custodian 1st Shift** (JO#878136); **EL Tutor** (JO#878191); **Home Hospital Teacher** (JO#878162); **School Assistant (Special Ed)** (JO#878200); **School Psychologist** (JO#878145); **Special Ed. Teacher** (JO#878211); **Sub. Bus Driver** (JO#878151); **Sub. Nurse** (JO#878156); **Sub. Teacher** (JO#878164); **Tutor Math (PT)** (JO#878198); **Vehicle Attendant (School Bus)** (JO#878190). APPLY at www.qacps.org. (Date listed: 8/28/18)

Royal Farms (208) 108 Jackson Creek, Grasonville, MD.

Assistant Store Leader (JO#730671); **Customer Service Associate** (JO#730758); **Food Service Leader** (JO#800065); **Customer Service Leader** (JO#800059); **Store Leader** (JO#879006). [APPLY](#). (Date listed: 8/30/18)

Royal Farms (207) 6502 Church Hill Rd., Chestertown. **Store Leader** (JO#878798); **Customer Service Leader** (JO#878789); **Assistant Store Leader** (JO#818020); **Food Service Leader** (JO#878794); **Customer Service Associate** (JO#878791). [APPLY](#). (Date listed: 8/29/18)

Royal Farms (206) 859 High Street, Chestertown, MD. **Assistant Leader** (JO#878771); **Customer Service Associate** (JO#878777); **Customer Service Leader** (JO#878781); **Food Service Leader** (JO#878774); **Shore Leader** (JO#800871). [APPLY](#). (Date listed: 8/29/18)

Ruby Tuesday (226) Easton, MD. **Cooks** (JO#880308); **Garden Bar Prep/Utility** (JO#880309); **Garden Bar Specialist** (JO#880310). Apply on line at: www.rubytuesday.com. (Date listed: 9/4/18)

Ruth Brothers Portable Toilets & Septic Service (164) has an opening for a Septic truck driver to join our team. Must be motivated with the ability to work as a team player. Must have a valid Class B License, DOT Medical card and a clean driving record. Please submit resume, if available to: rbseptic.com. For additional information, please call our office 410-827-8607. (Date listed: 8/17/18)

Safe at Home Senior Care (139) **Caregivers** needed in Queen Anne's County area. All shifts available. Must be 18 or over. To apply, please email info@safeathomeseniorcare.net or call 410.739.3382. (Date listed: 8/14/18)

Safe Chain Solutions (228) **Accounts Receivable/Credit Analyst** (JO#880302). Safe Chain Solutions, a growing pharmaceutical distribution company, is seeking an experienced, hands-on Accounts Receivable Specialist for our Company located in Cambridge, MD. Email resume to amandab@safechain.com. (Date listed: 9/4/18)

St. Martin's Ministries (178) **Residential Program Assistant** (JO#805351). We are looking for a part time Residential Program Assistant for Saint Martin's Transitional House. The hours vary and are based on our current staffing needs. The hours are evening and weekends as well as possibly some overnights. We are looking for a compassionate, energetic, and enthusiastic candidate who likes working with people. This position involves supporting women, children and families in their efforts to successfully transition to independent living. In addition, being an RPA may involve some transportation (using our vehicles), mentoring by example and supervising the activities of the house. The ideal candidate must have a good driving record, be able to lift up to 45 pounds and be flexible around work hours. To apply email resume to: casemgr@stmartinsministries.org. (Date listed: 8/21/18)

Talbot County Government (167) Correctional Officer (mwe #862854) - **Open Until Filled**. Email resume, cover letter, refs to applications@talbotcountymd.gov. (Date listed: 8/20/18)

Talisman Therapeutic Riding (690) **Volunteer Opportunity** - If you are looking for a friendly and fun volunteer environment, come check out our beautiful farm in Grasonville, Maryland. We offer equine assisted riding for our riders and participants. TTR is always in need of new volunteers to help with horse riding lessons, horse care, events, and farm projects. We encourage all volunteers to share their skills with us! There is no previous experience necessary, our scheduling is flexible, and you must be 14 years of age or older. Please fill out our [volunteer application](#) and attend a brief scheduled orientation. Thank you for your interest and we look forward to seeing you at the farm! Contact Aimee Coffey with any interests or questions @ 443.239.9400 aimee@talismantherapeuticriding.org. www.TalismanTherapeuticRiding.org. (Date listed: 2/20/18)

Town of Hampstead, MD (184) Police - Law Enforcement (Entry Level/Lateral) - Agency Type: Municipal Law Enforcement. Salary: Entry Level - \$46,000.00; Lateral (DOQ) - \$51,500.00. The Town of Hampstead is seeking to fill a Patrolman/Police Officer position. The Hampstead Police Department, located at 1112 Main Street, is staffed with nine sworn officers and one civilian. The Hampstead Police Department is dedicated to patrol and addressing the public safety needs of the community. Benefits include (but may not be limited to): Medical and Dental Insurance; Life, AD&D and Short-Term Disability Insurance; Law Enforcement Officer Pension System (LEOPS) and 457B Retirement Fund Program Participation; and Take-Home Car Program. Applicants must be U.S. Citizens, High School Graduates, 21 years of age and possess a valid driver's license. Lateral applicants currently certified (or within 3 years of certification) by the Maryland Police Training Commission are preferred. Please visit us online at www.hampsteadmd.gov to complete an application. Applications are located under the Police Department section, Employment Opportunities. Applications will be accepted until September 28, 2018 and can be hand-delivered, mailed, emailed or faxed to: Christy Collins, Human Resources Specialist, Town of Hampstead Town Office, 1034 S. Carroll Street, Hampstead, MD 21074. Telephone: 410-239-7408. Fax: 410-239-6143. Email: ccollins@hampsteadmd.gov. (Date listed: 8/23/18)

Trenton Pipe (242) Federalsburg, MD. Machine Maintenance Mechanic (JO#822831). 4 ten-hour days - Mon.-Thurs. w/Benefits. To apply, email resume to: larryy@trentonpipe.com. No Phone Calls. (Date listed: 9/10/18)

Tri-Gas & Oil Company, Inc. (161) Seasonal Delivery Drivers (MWE # 874222); Director of Logistics & Rail Operations (MWE #874578). Apply online www.trigas-oil.com or call Rachel 410-754-2081. (Date listed: 8/17/18)

University of Maryland Extension (232) 709 Morgnec Rd. Chestertown, MD. Administrative Assistant II (Refer to MWE Job Order #880399). A complete application packet includes a letter of application and three (3) references, including name, mailing address, telephone, and E-mail address to be uploaded to <https://ejobs.umd.edu>. Closing Date: Nov 19, 2018 or until suitable applicant is found. (Date listed: 9/5/18)

USA Fulfillment (189) 313 Talbot Blvd., Chestertown, MD 21620 - 410-810-0880 - woutten@usafill.com. Full-Time Customer Service Representative - Overnight Shift. USA FULFILLMENT located in Chestertown, MD is in search of a full-time Customer Service Representative for an overnight shift. The Customer Service Representative will assist customers with in-bound calls for orders and product inquiries. Job requirements include a pleasant demeanor on the phone and basic computer skills. Hours include either an 8:00pm – 6:00am, or 9:00pm - 7:00am shift, and every other weekend. To apply, complete a full application at USA Fulfillment's offices between 8:30am and 3:00pm, M-F. Address: 313 Talbot Blvd., Chestertown, MD 21620, or go online to www.usafill.com. (Date listed: 8/24/18)

Vision Quest (221) Childcare Workers (JO#846848); Cooks (JO#879524). Morning Star Youth Academy is a 40-bed residential program located on Maryland's Eastern Shore. Morning Star offers drug and alcohol treatment for youth aged 14 to 18. Morning Star uses the Seven Challenges Program, which is an evidence-based treatment model that offers an alternative to traditional approaches for adolescents with drug problems. Apply by email to: pat.smith@vq.com. (Date listed: 8/31/18)

Whitewood Assisted Living (248) BEST PAY IN AREA!! **Caregivers** needed, full or part time. 10 minutes from Chesapeake College. Great working environment. Taking care of elderly residents in all aspects of care, having fun with them, cooking, light cleaning, activities and games. Various shifts available. Must be able to work some overnights. Clean criminal background, potential drug testing. Generous pay. NO EXPERIENCE NEEDED. No licenses needed. No CNA needed. Please email resume or summary of experience and desired pay rate to info@whitewoodassistedliving.com or apply in person to Whitewood Assisted Living, 112 Collier Road, Grasonville. (Date listed: 9/11/18)

Wolford Companies, Inc. (227) Financial accounting and business administration firm located in Chester, Maryland, is seeking a full-time associate. Our firm started from scratch, and we're growing our client base and expanding our role with our client's year over year. We have a CPA, Certified Bookkeeper, and three MBA's on staff. We are eager to grow the company with the right talent. Our customers include companies in multiple business sectors from automotive to restaurants and government contracts to real estate leasing and renovation. We are based out of Chester, Maryland. We are seeking an accountant that meets the minimum requirements: 1. College coursework in accounting required; Associate's degree or higher preferred. 2. Experience with QuickBooks Desktop for Windows. 3. Strong passion for ATTENTION TO DETAIL. 4. Ability to work in both MacOS and Windows operating system environments. We use Apple computers and remote into Windows servers to access QuickBooks. 5. A coachable mentality. This position will entail learning on the go. We will be committed to teaching, if you are committed to learning. Duties and Responsibilities: 1. Entering daily bank and credit card transactions into QuickBooks. 2. Processing payroll. 3. Reconciling bank accounts, credit cards, loans, intercompany transfers, and other balance sheet accounts. 4. Conducting monthly account analyses and reviewing transactions for reasonableness. 5. Processing and reconciling sales and payroll tax filings. 6. Managing aged receivables/payables. 7. Generating invoices. 8. Managing asset/liability accounts. 9. Preparing loan amortization schedules. 10. Maintaining orderly accounting records electronically. 11. Visiting client offices. 12. Preparing and submitting financial statements to management for review. We are offering a competitive compensation and benefits package that will be commensurate with applicant's experience. Benefits include up to \$50 monthly paid to cell phone carrier, 401(k) retirement benefits, and health insurance benefits. If you are interested in learning more, and would like to discuss this opportunity in detail, please send your resume and contact information to Carrie Root at accounting@wolfordcompanies.com. (Date listed: 9/4/18)

Wye River Kennel (224) Responsible for daily running of the facility, feeding, cleaning & administering of medications for horses and other animals. •Feeding & Supplement schedule. •Watering. •Cleaning Stalls. •Washing Stalls. •Keeping stable area tidy, sweeping & raking. •Daily exercise of animals. •Holding horses for vet & farrier. •Grooming & bathing of animals. •Must be flexible with schedule. •MUST HAVE SOME HORSE HANDLING EXPERIENCE. •Great job for college students. Work most weekends plus other days. Job Type: Part-time. Required education: High school or equivalent. Required experience: Horse Handling - 1 year. Reply by email with a resume to rockyreis@aol.com. (Date listed: 9/3/18)

Wye River Upper School (237) **Part-Time Van Driver.** Wye River Upper School is seeking a qualified, safe, responsible van driver for an early morning and a late afternoon run between Centreville and Chestertown. Position needed Monday - Friday, during the academic school year. CDL not required. Good hourly rate. Contact ronvener@wyeriverupperschool.org or call 410.758.2922. (Date listed: 9/6/18)

Wylder Hotel (210) Tilghman Island, MD. **Guest Services – Front Desk** (MWE Job Order #878217). Apply Via: Email: dbecker@wylderhotelds.com, Phone: (410) 866-2121, or in person: 21551 Chesapeake House Drive Tilghman, MD. (Date listed: 8/30/18)

The Office of Employment Services makes every effort to publish the job listing in a timely manner. However, deadlines for some positions allow a limited response time. Contact with the employer is encouraged to see if the position is still available. Chesapeake College is an Equal Opportunity Institution.