

ITEM	DATE
Job Orders	July 31, 2017

Position	Qualifications/Requirements	Job Summary	Date Posted
<b>Cashier/Delivery/Janitor #251</b>	Employer is asking for bilingual, good driving record.	<b>Brawley.</b> Take orders, handle cash and debit/credit exchanges, ensure timely delivery of food orders to customers and perform cleaning duties, such as cleaning floors, and removing trash.	7/19/17
<b>Safety Coordinator #249</b>	At least 3 years of experience directly related to the job and experience in the transportation industry.	<b>Calexico.</b> Complete job description available at front desk. Will be working in the trucking industry.	7/13/17
<b>Appointment Coordinator #247</b>	Must have 1 year experience and must be a people person.	<b>El Centro.</b> Assists clients by determining needs, scheduling or canceling appointments, or referring to correct staff person.	7/13/17
<b>Dental Assistant #246</b>	Must have a certification and have 1 year experience.	<b>El Centro.</b> Assist dentist, set up equipment, prepare patient for treatment, and keep records. Need full time and part time.	7/13/17
<b>Part time Clerical Office Assistant #245</b>	High School Diploma. Some clerical experience. Drivers' license.	<b>El Centro.</b> Perform clerical duties	7/7/17
<b>Store Clerk #244</b>	High school or GED preferred. Drivers' license. Bilingual- English & Spanish.	<b>El Centro.</b> Perform cashiering, stocking & other duties assigned.	7/7/17
<b>Carwash Attendant #243</b>	High school or GED preferred. Drivers' license. Bilingual- English & Spanish.	<b>El Centro.</b> Operate equipment to wash or otherwise clean vehicles. Maintain equipment to keep in working order.	7/7/17
<b>Part time Gas Attendant #242</b>	The employer wants a responsible customer service oriented person.	<b>Brawley.</b> Will be working outside dealing directly with customers	6/29/17
<b>Part time Cashier #241</b>	Some experience helpful.	<b>Brawley.</b> Assist customers with purchases.	6/27/17
<b>Part time Office Assistant #240</b>	Knowledge of Microsoft Word, Excel, PowerPoint & Publisher. CA driver's license and some bookkeeping experience.	<b>Brawley.</b> Perform office work including running errands for supervisors and other staff members, some bookkeeping, and using computer.	6/27/17
<b>AC Tech #239</b>	Must have HVAC certification, minimum of 1 yr. experience, driver's license & reliable transportation.	<b>Brawley &amp; El Centro.</b> Service and maintain air conditioning units within properties in Brawley and El Centro.	6/26/17
<b>General Worker #238</b>	Experience with forklift, backhoe, and hay press machine	<b>Westmorland.</b> Packing, transporting and storing hay and related items. Operate equipment such as forklift, backhoe and hay pressing machines.	6/21/2017
<b>Site Guard #237</b>		<b>Westmorland.</b> Guard facility from theft, vandalism and fire, as well as some light cleaning.	6/21/2017
<b>Security Guard #226</b>	Must have valid guard card and gun permit.	<b>El Centro.</b> Monitor and maintain security of premises. Write reports of daily activities and irregularities.	6/14/17

\* Please note, job orders may be opened and closed on a daily basis. Applicants are encouraged to go in to their nearest Imperial County One Stop Center for application instructions and updates.

Brawley AJCC  
860 Main St.  
Brawley, CA 92227  
(760) 344-2131

Calexico AJCC  
301 Heber Ave.  
Calexico, CA 92231  
(760) 768-7171

El Centro AJCC  
1550 Main St.  
El Centro, CA 92243  
(442) 265-4953

Winterhaven AJCC  
676 Baseline Rd.  
Winterhaven, CA 92283  
(760) 572-7171 ext. 2601

Position	Qualifications/Requirements	Job Summary	Date Posted
<b>Diesel Mechanic #223</b>	3 years' experience working on diesel trucks	<b>Calexico.</b> Repair automobiles, trucks, buses, and other vehicles.	6/7/17
<b>Tractor Driver #222</b>	Must have previous experience.	<b>El Centro.</b> Drive and control farm equipment to till soil and to plant, cultivate, and harvest crops.	5/31/17
<b>Drivers &amp; Laborers #221</b>	Drivers must possess a class "C" license. Experience preferred.	<b>El Centro.</b> Drivers will drive dumping trailers and Labors will clean yard.	5/31/17
<b>Activities Director #220</b>	Complete job description available.	<b>Holtville.</b> Develop plans organize, and implement resident's activities.	5/23/17
<b>Resident Assistant/Caregiver #219</b>	Complete job description available.	<b>Holtville.</b> Assist with activities of daily living of residents, while encouraging self-care and independence.	5/23/17
<b>Truck Driver #217</b>	2 years' experience, class A license and a clean record	Haul produce and boxed meat to LA and San Diego.	5/19/17
<b>Truck Driver #215</b>	2 years' experience. Class "A" with Double Endorsement.	<b>Out of County.</b> Drive commercial truck to deliver product.	5/11/17
<b>Purchaser #214</b>	Purchasing, negotiating & logistic experience. Bilingual, open availability & able to travel. Must own reliable vehicle.	<b>Calexico.</b> Purchase fruits and vegetables wholesale. Maintain business relationships with providers.	5/11/17
<b>Diesel Mechanic #210</b>	Must have experience & be willing to cover pm shift, 2pm to 10pm every other week.	<b>Heber.</b> Maintain and repair any type of diesel engines.	5/3/17
<b>Customer Service Rep #204</b>	Experience in sales and office setting. Insurance license preferred.	<b>Holtville.</b> Selling insurance to local farmers.	4/29/17
<b>Class A Truck Driver #203</b>	1-2 years' experience, TWIC card preferred	Drive from Calexico to L.A. or Long Beach	4/29/17
<b>Integrated Marketing Sales Consultant #201</b>	Communication skills in English and Spanish. Driver's license.	<b>El Centro.</b> Call local advertisers and advertising agencies in a professional manner.	4/26/17
<b>Truck Driver #192</b>	1 to 3 years' experience	<b>Brawley to Phoenix.</b> Transport livestock from Brawley to Phoenix, some local driving,	4/6/17
<b>Class A Driver #182</b>	Must possess a class "A" driver's license.	<b>Various</b> - Transport goods to 11 states ranging from Washington to Texas.	3/21/17
<b>Site Coordinator #181</b>	High school diploma or GED; plus 1-3 months related experience and/or training. Computer knowledge.	<b>Brawley.</b> Oversees operations of a congregate meal site, including setup, meal service, event activities and cleanup.	3/16/17
<b>Truck Driver #158</b>	Must have a class "A" license.	<b>48 states.</b> Transport goods throughout 48 states. Trips will be about 12-13 days at a time.	2/7/17
<b>Wire Harness Assembler #111</b>	Equivalent of high school shop courses in basic electricity & shop math. Ability to operate tools & equipment.	<b>El Centro.</b> Use written work instruction for the part # or cable assembly he/she will work with. Ask One Stop staff for complete job description	11/7/16
<b>Class "A" Truck Driver #9</b>	With reefer experience. Must have 2 years' experience. No endorsements necessary.	Position is driving the 11 western states. Full time, all year round.	Ongoing

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"This WIOA financially assisted program or activity is an equal opportunity employer/program." "Auxiliary aids and services are available upon request to individuals with disabilities."