

ITEM	DATE
Job Orders	March 6, 2019

Position	Qualifications/Requirements	Job Summary	Date Posted
Direct Service Staff #524	High school diploma or GED, some college, computer literate, Reliable transportation.	El Centro. Complete job description available	3/5/19
Counter Clerk (Part Time) #523	Must possess food handler's card. 1-year experience in food industry.	Westmorland. Take orders and prepare date shakes. Sell customers products.	2/28/19
Prep Cook #522	Must be available weekends. 1-year experience.	El Centro. Assist cook in preparation of dishes.	2/27/19
Cook #521	Must be available weekends. 1-year experience.	El Centro. Prepare ingredients to use in cooking. Cook food in various utensils or grillers.	2/27/19
Auto Body Repair #520	Must have at least 1 year experience.	El Centro. Repair and refinish automotive vehicle bodies and straighten vehicle frames.	2/26/19
Cashier #519	2 years of experience in fast food & food handler and health card	Brawley. Operate computer/cash register and accept payments from customers.	2/25/19
Prep Cook #518	2 years of experience in fast food & food handler and health card	Brawley. Perform routine kitchen tasks.	2/25/19
Meat Wrapper #517	Must have a clean attire, be customer friendly, responsible and able to follow instructions. No experience necessary.	Brawley. Wrap, weigh, label and price cuts of meat. Prepare and place meat cuts and products in display counter.	2/22/19
Tutor #516	Must be bilingual with a strong emphasis on Spanish, Math and Science.	Brawley. Primarily responsible for assisting the student in various academic components, and maintaining student records.	2/22/19
Temp Bookkeeper #515	Must have 5 years' experience and experience with QuickBooks.	Brawley. Full charge bookkeeper, including all clerical and payroll of company.	2/19/19
Concessions/Usher #514	If under 18, provide work permit.	El Centro. Greet customers, provide fast and friendly service. Complete job description available.	2/6/19
HMIS Project Coordinator IV #513	Associates degree, or six months to one year related experience and/or training.	El Centro. Prepare reports, provide training, and assist with monthly community meetings & reporting requirements. Complete job description available.	2/6/19
Truck Driver #512	Must have a class A driver's license with a good driving record.	Will be driving from El Centro, LA, Phoenix and back to E Centro daily, delivering various packages general merchandise	2/6/19
Mechanic Helper #511	Mechanic experience a plus.	El Centro. Tire repair & general services.	2/1/19
Diesel Mechanic #510	Mechanic experience and knowledge to perform duties.	El Centro. Mechanic experience and knowledge to perform duties.	2/1/19
Dispatcher #509	2 years' experience, some post high school, know MS Word, Excel & Outlook.	Brawley. Perform clerical functions; filing and operating a multiple phone lines.	2/1/19
Forklift Operator #508	Forklift certificate. 1-year experience, class "C" driver's license, some post high school.	Brawley. Operate forklift to load and unload, and stack boxes/crates of product.	2/1/19
Customer Service Representative #507	Ability to perform duties.	El Centro. Provides customer service. Operate cash register and handle transactions.	2/1/19

* 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
Skincare Specialist #506	Licensed and 1 year experience.	El Centro. Provide skincare treatments to face.	1/31/19
Manicurist/Pedicurist #505	Licensed and 1 year experience.	El Centro. Clean and shape customers' fingernails and toenails. May polish or decorate nails.	1/31/19
Hairdresser #504	Licensed and 1 year experience.	El Centro. Provide beauty services,	
Barber #503	Licensed and 1 year experience.	El Centro. Provide barbering services.	1/31/19
Truck Driver #502	Must have class A license, TWIC and 2 years' experience.	Drive 11 western states. Hauling generic freight drive in, Monday through Friday.	1/31/19
Truck Driver #501	Must have class A license, TWIC and 2 years experience.	Drive load to Long Beach and back.	1/31/19
Representative #500	Willing to study and get licensed. Able to work flexible hours, be over 18 with no felonies.	Imperial Valley. Assisting and educating customers on 401, IRA and more.	1/31/19
Counter Clerk #499	6 months experience in making pizzas. High school diploma or equivalent. Valid California Driver's License.	El Centro. Assist with sales of food and adhere to hygiene requirements involving the handling of food. Complete job description available.	1/31/19
Manager #498	AA or equivalent 2-year college or technical school; or six months to one year related experience and/or training	El Centro. Ensures work is performed according to job description(s) and assignments. Complete job description available.	1/31/19
Food Prep # 497	6 months experience in making pizzas. High school diploma or equivalent. Valid California Driver's License.	El Centro. Prepare Pizza dough according to recipe specifications. Complete job description available.	1/31/19
AMFT/ASW #496	Current AMFT/ASW certification with BBS and experience. Valid California driver's license.	Imperial Valley. Oversee/Supervise para-professional behavioral coaches. Complete job description/Qualifications available.	1/30/19
Residential Technician #495	Related experience and/or equivalent combination of education and experience.	Calexico. Provide a range of services to the Participants of Our Lady of Guadalupe program. Please see job description.	1/28/19
Truck Drivers #494	Valid California commercial driver's license with doubles endorsement.	OTR - transporting commodities	1/28/19
Community Facilitator/Super Sub #493	1 yr. experience working with individuals with disabilities. CPR & First Aid, current driver's license and proof of insurance.	El Centro. Train, support, and monitor individuals supported in the community and vocational settings, as assignment demands.	1/28/19
Customer Service Rep/Trophy Assembly #492	Able to use the required tools. Knowledge in Photoshop preferred.	El Centro. Assemble trophies and plaques according to customer's specifications.	1/28/19
Mechanic/Tire Tech #491	Please see job description.	Calexico. Mechanic and tire technician duties as assigned. Please see job description.	1/25/19
Tax Preparer #488	Bilingual-English/Spanish	Calexico. Prepare income tax, file, answer telephones, make and confirm appointments; general office tasks.	1/24/19
Truck Driver #486	Class A driver's license, pass drug screening, and driving test taken at interview.	Pick up load in Plaster City and haul taking material on flatbed to different locations in Los Angeles area.	1/17/19
Banquet Server #485	Banquet/Restaurant experience a plus	El Centro. Bussing tables, running drinks to tables, banquet set-up, and kitchen duties.	1/15/19
Journeyman #484	5 years' experience as a journeyman. Be able to work in Extreme conditions (i.e. weather). Be able to read plans.	El Centro. Perform duties in concrete, electrical, roofing, sheeting and general construction.	1/8/19

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Position	Qualifications/Requirements	Job Summary	Date Posted
Cleaning Tech #481		Imperial. Restaurant hood, exhaust, and appliance steam cleaning. Truck fleet and pressure washing.	1/7/19
Warehouse positions #480	Must be able to lift 20 - 40lbs	Calexico. Temporary fulltime warehouse positions, loading and unloading boxes.	1/4/19
Maintenance Shop Supervisor #479	4 years' experience in supervising. Must be bilingual and have computer skills.	El Centro. Supervise 5 mechanics and yard,	1/4/19

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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."