

MAY 31, 2021 – JUNE 4, 2021

HIGHLIGHTS

Employers, please review the Constant Contact email for the links for submitting job postings. Please submit jobs through the JotForm link. Jobs are included in this listing for two weeks. If you want to list longer, please resubmit or send an email requesting more time. All fields should be completed before submitting. Questions about this? Email katrina.james-pellam@ucc.edu. Job Submissions link is right here also: <https://form.jotform.com/IBlatUCC/job-submissions>

Job seekers, please forward this to a friend in need. To sign up to receive this in your email, submit your [info here](#).

Caseworkers, employers, others, please scroll to last page of this newsletter to link to sign up to receive this newsletter via email.

UNION COUNTY AMERICAN JOB CENTER

Job seekers in Union County can use the new “Union County Works” website at ucajc.org to find job openings, job training and education opportunities, help creating resumes, and more. It is the first county-based “virtual one-stop” employment service in New Jersey. Union County Works is a project of Union County’s American Job Center. The launch of the new online platform makes the American Job Center the first local workforce area in the state of New Jersey to offer a virtual one stop to its residents.” Visit this link to access the portal: <https://www.ucajc.org/vosnet/Default.aspx>

UNION COUNTY COLLEGE CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT

Occupational Training Programs at the Center for Economic and Workforce Development this winter include the following for individuals who meet the eligibility requirements.

Fundamentals of Supply Chain Management- Certifications in four areas: Supply Chain Management Principles, Inventory Management, Transportation Operations, Customer Service.

IC3-Digital Literacy – Certiport Certification.

Accounting Technician – Certification in QuickBooks, MS Excel, includes essential accounting principles.

See your Career Counselor at the American Job Center for more information and to determine your eligibility for these training programs. Flyers with additional details are downloadable from the links on the email.

HERE ARE SOME RESOURCES FOR YOUR PERSONAL JOB SEARCH EFFORT.

In addition to job boards **Indeed, LinkedIn and Zip recruiter**, add these to your job search toolbox:
Facebook Job Search Groups:

Northern NJ Jobs: <https://www.facebook.com/groups/432657580269807>

NJ Jobs: <https://www.facebook.com/NJ.comJobs>

Jobs in NJ: <https://www.facebook.com/groups/902605226459921>

North Jersey Jobs: <https://www.facebook.com/groups/NorthJerseyJobs>

New Jersey Department of Labor Resources: <https://careerconnections.nj.gov/>

State of New Jersey COVID-19 Jobs and Hiring Portal:

<https://jobs.covid19.nj.gov/?Facets.filterbox.filter0=%5B%5D&Facets.filterbox.filter1=%5B%5D>

NJ COVID-19 Information Hub: Contact Tracer Interest Registration page:

<https://covid19.nj.gov/forms/tracer>

National Labor Exchange NLx: <https://usnlx.com/>

State of New Jersey Department of Labor and Workforce Development Job Fair Information:

<http://lwd.state.nj.us/WorkForceDirectory/jobfair.jsp>

Top 100 Employers Hiring NOW: 1,120,000+ Open Jobs:

<https://job-hunt.org/coronavirus/covid19-top-employers.shtml>

STAFFING AGENCIES:

(NEW) ALL STAFFING WAREHOUSING – All the positions below are **TEMP to HIRE**.

Pickers. Stand on Electric Pallet Jack. Cold storage facility in Carteret. 10-30 degrees at all times. Sunday & Thursday is 4pm to finish (between 12am and 2am). Monday/Tuesday/Wednesday & Friday are 6pm to finish (between 12am to 2am). \$15 per hour. **Packers/Production**

Workers. Plastics Company in Somerset. Wednesday 1pm to 7pm. Thursday to Saturday 7am to 7pm. \$14 per hour. **Material Handler.** Plastics Company in Somerset. Must have experience with an Electric Pallet Jack. Sunday to Tuesday 7pm to 7am. Wednesday 7pm to 1am \$16.50 per hour.

Driver Helpers. Kosher Foods Company in Edison. Assist with loading, unloading, and making deliveries mainly to NYC. Start time is 4:45am. Monday to Friday. \$13 per hour. **Productions**

Workers. Linen Company in Neptune. Folding linens. Stand for long periods of time. Monday to Friday 6am to 2:30pm. Overtime sometimes required. \$12 per hour. Our company is always recruiting and looking for hard working reliable people. Please check out our website

at: <https://www.facebook.com/pages/category/Employment-Agency/All-Staffing-Warehousing-LLC-NJ-104858228252306/>. Please contact our Recruiter, Sulia Mason. Call or text 215-932-7404. Or Sulia.M@aswlogistics.net

COUNCIL FOR AIRPORT OPPORTUNITY - Various Job Opportunities available:

Cargo Warehouse Agents, Cooks, Electrical Maintenance Technicians, Material Handlers, Package Handlers, Security Guards, Food Production Associates, General Maintainer (plumbing, carpentry, electrical skills required). **Description of Skills/Experience Required/Desired (Minimum):** Some of the positions require a valid driver's license and some require a SORA. HS/GED Technical. **Pay Rate:** Minimum \$16.20 per hour. **Apply to:** www.caonynj.com or email resume to career@caony.com.

LINDEN FIRST EMPLOYMENT & TRAINING CENTER

Seeking employment opportunities? Let us assist you at the Linden First Employment & Training Center. Intake and Mandatory Orientation, Training Sessions are held on Wednesdays at 11 AM & 3 PM via conference call. Must register at cic-nj.org/cicevents to receive call in information. Questions? Please email LindenFirstNJ@gmail.com. This is a free service for Linden residents and other Union County municipalities. No sessions on City Holidays.

ROSELLE FIRST WORKFORCE CENTER: Seeking employment opportunities? Let us assist you at The Roselle First Workforce Center. Intake and Mandatory Orientation, Training Sessions are held on Wednesdays at 11 AM & 3 PM via conference call. Must register at cic-nj.org/cicevents to receive call in information. Questions? Please email RoselleFirstJobs@gmail.com. This is a free service for Roselle residents. No sessions on City Holidays.

EMPLOYMENT OPPORTUNITIES

The Judiciary is recruiting to fill vacancies statewide for the entry level professional title of

Probation Officer/Probation Officer Bilingual in Spanish and English: Applicants must complete and submit their application online on NEOGOV by the deadline date of Monday, June 7, 2021 at 11:59 p.m. **Apply to:** <https://www.governmentjobs.com/careers/nijudiciary>. Applications need to be filled out completely and all attachments uploaded. Once the posting closes, it will be removed from NEOGOV and applicants will not be able to apply. There is no application fee for this position or other jobs posted on the Judiciary website. Please note that individuals who apply for this position will not have to take a Civil Service test. Applicants selected for bilingual titles must pass the BICAT test (refer to the attached job notice of vacancy). Please note that this position requires graduation from an accredited college or university with a bachelor's degree in any area, which includes or is supplemented by twenty-four (24) credit hours in the behavioral or social sciences. An unofficial transcript is required to apply.

Charles Contracting LLC, Mountainside, NJ: Construction Assistant 3 Openings

Required: Knowledge of carpentry, use of tools, manual labor, Class D drivers license. 40 Hours per week. **Pay:** \$15 - \$20.00/HR. Contact Charles (908)358-5814.

All Staffing and Warehousing, Monroe, Edison and Cranbury, NJ: Lumper 2 Openings

Required: Heavy Lifting is req. (up to 75lbs), on feet for an extended period of time. Must have an understanding of reading labels and SKU's. Must be able to work in a fast-paced environment,

Rethrow pallets and Shrink Wrap. Salary Range: \$600 to \$1000 weekly. Please contact Sulia Mason. Call or text 215-932-7404 or Sulia.M@aswlogistics.net.

Law Office of Lawrence M. Centanni, P.C., Elizabeth, NJ: Legal Assistant

Small law office in Elizabeth that concentrates in the area of real estate, landlord tenant, commercial transactions, and commercial litigation which is need of a legal assistant. The candidate must be very self-motivated, possess strong computer skills, effective communication skills, and organizational skills. The candidate must be willing to work independently. **Salary:** Hourly. **Apply to:** Lawrence Centanni at email address lmc@centannilaw.com.

AmeriCare Physical Therapy, Mountainside, NJ: Aide

Description of Responsibilities: Patient care coordination - scheduling, data entry, maintain and upkeep clinic inventory, liaise between clinicians and patients, maintain a clean work environment, general front desk duties. Must be Goal oriented, friendly, excellent communication skills. **Job Type:** Full-time with benefits and part time available. **Pay:** \$13.00 - \$14.00 per hour. Please email your resume to susan@AmeriCarePT.com

Exothermic, Kenilworth, NJ: Assistant Office Manager

Duties: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The following areas of involvement describe basic duties of the Assistant Office Manager: • Responsible for the business office clerical functions, reception area duties, answering phones and researching job applicant and customer service inquiries as related to sales, production, shipping and returns. • Assist with handling basic HR and bookkeeping duties, accounts payables/receivables, payroll, and daily financial entries and reconciliations. • Provide daily office support and coverage for the department's customer service hotline and email inbox. • Help coordinate and schedule department trainings, staff meetings & event planning which includes catering as needed. Ensure the room is tidy and set-up appropriately for the occasion, including room temperature. • Handle general filing and perform daily office cleaning to ensure work environment is maintained orderly, clean, and safe. • Perform all other job-related duties as assigned by management. **Qualifications and Skills:** • Must be proficient in Microsoft Office suite. • Strong organizational skills High School / GED Diploma required. • 1-2 years of experience preferable. • Familiarity with QuickBooks required and experience using is a plus. • Experience using Microsoft excel, databases, and PowerPoint is a plus. • Capability to work with minimal supervision and deal with general situations involving crossfunctional teams. • Organized, detail oriented with the ability to prioritize according to urgency. • Ability to remain extremely professional, composed, and competent with multi-tasking within a rapidly changing environment. • Ability to speak Spanish is a plus. **Benefits:** We offer a competitive wage commensurate with experience, paid holidays/vacation, and a great benefit package, including medical and a 401k retirement savings plan.

Our House Inc., New Providence, NJ: Direct Support Professional 5 Openings Full-Time/Part-Time

Description of Responsibilities: Our House Inc is looking for responsible and dedicated individuals to work as Direct Support Professionals (DSP) in our group homes in multiple cities in NJ with our residents, who are individuals with developmental or intellectual disabilities. DSPs train and supervise

residents in the development/enhancement of independent living skills in major areas including: personal hygiene (i.e. bathing, toileting, changing diapers), nutrition, household skills, clothing maintenance, recreational and social skills, travel training, and other areas. DSPs provide supervision, monitors, and updates resident progress towards IHP/ISP goals and documents progress in the Electronic Client Record by completing accurate and detailed Goal Tracking Sheets. DSPs must be able to transport and accompany and supervise residents on medical appointments, community activities, shopping, recreational events, and advocate/support them in a community setting. Subject to physical encounters with individuals served. This includes but is not limited to hitting, kicking, biting, and pushing. **Requirements:** Must be at least 21 years of age. High school diploma or equivalent. College background with related courses and related work experience preferred. Must have valid driver's license with good driving record. Upon employment must pass all mandatory Division of Developmental Disabilities trainings and maintain current certification in First Aid and CPR, Handle with Care, and other trainings as required by Our House, Inc., the Department of Developmental Disabilities, and Medicaid. **Salary:** \$13-\$14.50/HR. **Apply to:** hrdepartment@ourhousenj.org

Two Maids & A Mop, Westfield, NJ: Professional House Cleaner 10 Openings

Why you should be part of our Team: Two Maids & A Mop was recently recognized by Inc. Magazine as the nation's fastest growing cleaning company! We provide residential cleaning services that range from routine weekly maintenance to deep cleanings of a home from top to bottom. We recognize and reward top performers through our one of a kind Pay for Performance Plan, and we are passionate about our partnership with Cleaning for A Reason where we provide free cleanings to women undergoing cancer treatment. Our growth and success allow us to provide opportunities to individuals who want to be a part of something bigger and find satisfaction in a career as a Professional House Cleaner! No Nights, No Weekends, No Holidays! We reward for performance over seniority. Employer sponsored benefits – health, dental, vision, 401k, Mileage reimbursement & weekly bonus opportunity for driving. **Who will make a great Team Member:** Are you 18 years of age or older? Are you able to work Monday-Friday 7:30 am – 5 pm? **MANDATORY:** Do you have your own insured vehicle & driver's license? Do you dislike working behind a desk? Do you have a good work ethic and enjoy talking to people? Do you take pride in your work and pay attention to details? Are you a reliable team player? If you answered yes to these questions, we would love to meet you!! **Compensation:** \$1100-\$1400 biweekly. Apply to: <https://two-maids-amp-a-mop---westfield.careerplug.com/account>.

Worldwide Flight Services, Newark International Airport: NOW HIRING! Full and Part-time

Passenger Service Agent \$16.20/HR, Ramp Service Agent \$16.20/HR and Ramp Service Supervisor. **Requirements:** Must have a valid ID, be able to work day/night/weekends/holidays, pass a drug screen, a 10 year background check, pre-employment verification check, High School Diploma or GED preferred. **Benefits:** Competitive Compensation and free parking, great sign-on bonus. Please call 973 804.2825 for an appointment or email EWR.Hiring@wfs.aero or apply online <https://www.wfs.aero/careers/>. Must bring the following to appointments: original government issued identification-driver's license, social security card, and birth certificate, US passport.

Seasons 52, Whippany /Parsippany/Hanover NJ: NOW HIRING! Bartender, Host server, Line Cook, Prep Cook, Dishwasher/Steward

Season 52 is a comfortably stylish fresh grill and wine bar offering seasonal menus featuring 100% fresh whole produce, oak-fire grilling and 52 wines by the glass. We offer great benefits, including 401K, competitive pay, anniversary pay and much more. Apply online at Season52.com/Careers

Service Team of Professionals, Edison NJ: Restoration Technicians 2 Openings

Part-time job. Willing to train. **Description of Responsibilities** of this job include: Working with restoration/remediation equipment - Air Movers, Dehumidifiers, Air Scrubbers, Fans, Shop-Vac, Water Extraction machine, Moisture meter, perform mold remediation, water extraction, Cleaning/Sanitizing and restoration, Remove carpeting and/or drywall. **Salary:** \$17-\$22/HR. **Apply to:** Peter Abene at pabene@stoprestoration.com

Fit-Rite Uniform Inc., Union, NJ: Sales Associates 3 Openings

Responsibilities: Process accurate and efficient sales transactions, Deliver exceptional customer service, Understand and utilize basic selling skills to properly engage our customers, create an inviting environment for customers by maintaining a neat and clean store, Perform front end responsibilities such as cashier, writing custom orders, and taking phone orders. Adhere to all company policies, procedures, and safety standards. Able to multitask on assorted merchandising and sales responsibilities. Able to work in a fast paced environment. Perform other related duties as assigned. **Qualifications:** Knowledge of customers service, Creative driven mindset, with a "roll up your sleeves and get it done" attitude, Organization and planning skills, Strong problem-solving skills, Team-building skills, and Ability to communicate clearly and concisely, both orally and in writing. **Salary:** \$15-20/HR. **Apply to:** sales@fitriteuniform.com

Playhouse Child Development Center, Plainfield NJ: Lead Teacher and Assistant Teacher The Toddler Teacher/Caregiver is responsible for the care, supervision and management of a class of no more than twelve infants utilizing the Primary Caregiver Model and implementing and utilizing the HighScope Infant Toddler Curriculum; as well as upholding the mission, vision, policies and procedures of Playhouse Child Development. The Toddler teacher will also use developmentally appropriate practices, maintain the security and well-being of the children, and build responsive relationships with children and families. **Responsibilities:** Ensure the safety of each child enrolled in the class whether in the classroom, on the playground or in common areas; Create an open, friendly, and cooperative atmosphere in which children and families feel comfortable and secure; Meet the physical, emotional, and developmental needs of each child; Supervise the children at all times by sight and by sound; Maintain a clean, safe, healthy and stimulating learning environment; Implement and ensure family style dining is practiced daily, Document each child's development through observation (anecdotal notes); Maintain a portfolio for each child; Maintain attendance records, and comply with Child and Adult Care Food Program Regulations as it pertains to Point of Service, and all other record keeping; Respect the civil rights of all children and staff; Complete weekly lesson plans, and a monthly newsletter for families; Plan and implement developmentally appropriate classroom practices that will include the areas of physical, social-emotional, cognitive needs of the children; and Communicate with families daily about their child's experiences and development. **Required:** Must have CDA **Salary:** \$12-\$15/HR. **Apply to:** playhouse908@yahoo.com

Jetro Restaurant Depot, Multiple locations, Multiple Counties: Jetro Restaurant Depot Restaurant Depot is one of the largest wholesale distributors of food, equipment and supplies to restaurant owners with over 100 stores across the U.S.

General Management Trainee

Description of Responsibilities: responsible for learning the key components and operations at store level. Through your training, you will begin to learn management responsibilities in each area of the store and act as lead supervisor, inventory controller, receiver, department manager, and warehouse clerk. You will be expected to increase your impact in the warehouse throughout your activities and the activities of the people you manage. You will also spend time leading and serving on teams and committees in an effort to better understand the business. This career path will ultimately lead you to become a store manager which benefits you. **Essential Duties:** • Assist each department manager and rotate through job roles to learn the intricacies of the warehouse. • On hand interaction with personnel in our 24 sub departments across the warehouse to understand daily operations. • Manage and coordinate responsibilities to employees in the store. • Gather, measure, and interpret data critical to improving the process within the warehouse. • Cross functionally work with departments to understand product movement and the impact it has on internal partners. • Merchandise items to create the most opportunity for sales growth. • Perform and evaluate daily, seasonal, and fiscal reports. • Work on specific projects that drive performance in key areas within the warehouse. • Assist in product growth through vendor product demonstrations. • Participate in daily communications with purchasing, other warehouses, and logistics to enhance knowledge of the processes. **Knowledge, Skills & Abilities:** • Bachelor's Degree in Business Administration • Excellent verbal and communication skills. • Strong leadership, planning, and organizational skills. • Demonstrate aptitude for budget development and business analysis • Proficient in MS Office (Word, Excel and Access). • Experience in the food industry is beneficial, but not necessary. **Benefits:** Included for full-time workers. **Apply to:** Please visit our career page found on our company site to learn more about the available branch and corporate open positions, restaurantdepotcareers.com. Resume can be sent to Samantha Longo at slongo@jetro.com

COMMUNITY ACCESS UNLIMITED: 3 Positions Submit resumes to Lbaigorrea@caunj.org or jdouglas@caunj.org

Social Service Compliance Director

Description of Responsibilities: Manage the day-to-day compliance of a Social Service Agency working with individuals with developmental disabilities and youth. **Qualifications:** The ideal candidate for this position has a Bachelor's degree (BA/BS), at least 3 years or more of experience working with individuals with developmental disabilities and youth. He or she must have a valid driver's license, car for work purposes, knowledge of DDD (Division of Developmental Disabilities) standards, CARF (Commission on Accreditation of Rehabilitation Facilities) policies and Medicaid standards required. EOE. **Benefits:** Full Time positions include a comprehensive benefits package! Dental Insurance, Life Insurance, Long-term Disability Insurance, Medical Insurance, Short-term Disability Insurance, Employee Assistance Plan (EAP), 401(K), Project Assistance Loans/Grants, Staff Recruitment Incentive, Bereavement Days, Paid Time Off (PTO), Staff Training, Paid Sick Leave, Tuition Assistance, Legal Services, and Longevity/Anniversary Recognition.

Non-Profit Rep Payee Accounting Coordinator

Qualified supervisor needed to oversee the finances of Community Access Unlimited Inc. members.

Description of Responsibilities: include coordinate efforts of department staff and assist in performing all functions required for the efficient operation of the accounting department, with particular attention given to maintaining a high level of quality and to complete assignments on a timely basis. **Required Skills:** The ideal candidate for this position is a highly organized self-starter with a related degree, previous supervisory and Rep Payee experience preferred. He or she must be detail-oriented and must have strong computer skills, especially Microsoft Office Suite. Experience with AccuFund accounting software is a plus. Bachelor's degree and three years in related experience preferred. A valid driver's license and reliable transportation are required. **Benefits:** All Full Time positions include a comprehensive benefits package. We provide you with Personal Protective Equipment (PPE). EOE.

Landscaper-Full Time

Union County social service agency seeks a self-motivated in-house Landscaper for program facilities to perform grounds keeping and building maintenance duties. **Responsibilities include:** lawn mowing, leaf removal, flower planting, shrubbery trimming and snow removal. Requirements: HS Diploma/GED, driver's license & car required. **Benefits:** Full Time positions include a comprehensive and competitive benefits package!

Remarkable Foods, Union County, NJ: 6 Openings Driver Lead

Remarkable Foods is a fast-growing food tech start-up currently in stealth mode, looking to disrupt the food industry. Food brings us together and we hope it will do the same for you. **Responsibilities:** Marketplace Driver Leads will have a key role in extending our brand by delivering delicious meals from local restaurants to our customers. In this role, you are the connection point to our customer and quite literally, the "face" of our business. You will be counted on to convey our core values to everyone with whom you interact by being friendly, professional, respectful, and efficient. **Salary Range:** \$12.00 to \$14.00 Per Hour. **Apply to:** Dave Pelisson at davep@remarkablefoods.com

END OF LISTINGS

Please: Print only what you need.  Recycle what you print.

Jobseekers join the Job Connections Mailing List: <http://bit.ly/JobConnectionSignUp>

Employers join our Mailing List: <http://bit.ly/JobConnectionEmployers>

Agencies and case workers join our mailing list: <http://bit.ly/AgencyContacts>

Employers or recruiters may submit opportunities to the Job Connections Newsletter by following this link. Submissions must be received by 12 noon on the Wednesday before publication date.

<https://form.jotform.com/IBlatUCC/job-submissions>

The Job Connection is updated on the first business day of each week on the UCC website at

<http://bit.ly/UCCJobConnectionWebPage>

and on the County of Union website home page at www.ucnj.org.

UNION COUNTY COLLEGE *Transforming Our Community... One Student at a Time*



UNION COUNTY
We're Connected to You!



A Service of the Union County
Board of County Commissioners

