

# NEXT GENERATION ZONE JOB LISTING

May 4th

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Created by:  Spokane Area  
Workforce Development Council

## CLERICAL

### Administrative Coordinator

### Kindred At Home

Kindred at Home, a division of Kindred Healthcare Inc., is the nation's leading provider of comprehensive home health, hospice, and non-medical home care services. As an Administrative Coordinator, you will provide administrative support to assigned department, perform data entry, maintain original and/or duplicate files, assist with answering phones, photocopying, (e)mailing and faxing, process/route mail, help other associates in the department. High school diploma or equivalent.

Apply online: <http://www.metrospokanejobs.com/job/detail/31353353/Administrative-Coordinator-Hospice?frame=1>

### High School Student Clerk

### Chas Health Clinic

Improve the overall health of the communities we serve by performing reception, scheduling, telephone and general clerical support duties as follows: Completes various administrative tasks as assigned. Assists at reception desk greeting patients, employees and visitors upon arrival. Professionally answers calls, takes messages and/or refers callers to appropriate individuals. Faxes, scans and photo copies as directed. Performs other duties as assigned. Must be a current high school student of junior or senior status. Apply online: [www.indeed.com](http://www.indeed.com)

## GROCERY

### Grocery/ In-Stock Department

### Fred Meyer

In-Stock Job Duties Vary by Position and May Include: Create an environment that enables customers to feel welcome and appreciated by answering questions regarding products sold. Process customer transactions quickly, accurately, and efficiently and provide them with fresh products that they have ordered. Collaborate with fellow associates and promote teamwork to help achieve company and store goals. Apply online: <https://jobs.kroger.com>

### Freight Stocker

### WinCo Foods

Maintains and replenishes stock in a safe and efficient manner to meet customer purchasing needs. Consistently provides world class customer service to internal and external customers. Generally works between 9:00 pm to 9:00 am. Performs other related work. Must be 18 years of age or older, lift up to 50 lbs. occasionally, and seeks opportunities to welcome, engage, serve and thank customers. Maintains an atmosphere of friendly, enthusiastic customer service with an emphasis of taking care of the customer.

Apply online: <https://www.wincofoods.com/about/careers/>

### Courtesy Clerk

### Yokes Fresh Market

A courtesy clerk is to provide a pleasant and efficient check out by actively engaging guests, ensuring they receive unparalleled hospitality and professional service. This position requires: Reporting for assigned shifts on time, and on a regular basis, prepared to provide excellent service. Promoting sales through active discussions with guests, offering product recommendations, and discussing current promotions and service information. Acknowledging and assisting each guest by packing purchases, delivering purchases, checking prices, or answering guests' inquiries when necessary. Apply online: [www.yokesfreshmarkets.com/modular-display/careers](http://www.yokesfreshmarkets.com/modular-display/careers)

## RETAIL

### Sales Associate

### Sherwin- Williams

This position is responsible for supporting the sales efforts at a Sherwin-Williams paint store, servicing wholesale and retail customers. It will assist customers in person and over the phone by determining needs and presenting appropriate products and services. This involves ensuring that sales transactions are completed accurately, maintaining accurate work order files and formulas, pulling appropriate products from the sales floor or warehouse, and tinting and mixing them to customer specifications. This position will also stock shelves and set up displays, clean store equipment, and load and unload trucks. It may also assist in making deliveries if necessary.

Apply online: <http://www.metrospokanejobs.com/job/detail/31385841/Sales-Associate-Part-Time-8015-Manito-Spokane-WA?frame=1>

### Cashier Associate

### Burlington Stores

Always maintaining a positive and professional attitude and working to deliver excellent customer service that addresses all the customer's needs while getting them through the check-out process quickly and easily, our cashiers are key in helping us provide a world-class shopping experience to our customers. You will enjoy a competitive wage, flexible hours, and an associate discount. Apply online: <https://burlingtonstores.jobs>

## PRODUCTION/ WAREHOUSE

### Receiving

### Fastenal

Working as Part-Time Receiving, you will facilitate the movement of product through the distribution facility to company owned stores. This is an entry level position based out of our distribution center located at 5220 East Broadway, Spokane Valley, WA 99212.

Apply online: <http://www.metrospokanejobs.com/job/detail/31457640/Receiving?frame=1>

### Package Handling

### Fed Ex Ground

Daily activities include assisting with warehouse operations and performing entry level warehouse and dock-related tasks, loading and unloading trucks, shipping and receiving, moving, handling and tracking packages and other material and assisting with transportation and distribution operations. Must be at least 18 years of age and no experience required.

Apply online: <http://www.metrospokanejobs.com/job/detail/31464028/Package-Handler-Warehouse?frame=1>

### Production/ Packaging

### Philadelphia Macaroni Company

Packs products as required by customer and company specifications. Maintains safe and sanitary conditions of the production areas. Ideal candidates will be team-players with a positive, can-do attitude. Great opportunity to use your talents and make a difference in taking us to the next level of performance! High School diploma or equivalent and 1 year experience in manufacturing environment.

Apply online: [www.indeed.com](http://www.indeed.com)

## TEMPORARY/ SEASONAL

### Youth Investment Staff PT

### YMCA

To assist the Youth Investment Supervisor in the daily operations of the Youth Investment Program. Builds effective, authentic relationships with program participants, parents and other staff. Assists in completing daily tasks such as lawn care, gardening and greenhouse. Instructs program participants in the use of equipment such as lawn mowers. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures.

Completes incident and accident reports as necessary. Maintains program equipment and makes recommendations for repairs. Minimum 1 year of college; associates degree preferred. At least 18 years of age.

Apply online: <https://ymcaspokane.org/about-us/careers/>

### Landscape laborers

### Premier Landscape Services

Looking for hard working people with good customer relation skills who can have a positive outlook and be able to work well with other employees as a team. Must be able to work from 7-5 Monday-Friday and work outside in all weather conditions. Laborers will do various jobs in landscaping from pruning to clean ups to placing down bark. Lawn mowing laborers must be able to operate or quickly learn how to operate commercial grade mowers from 60" down to a 21", Weed whips, Blowers, Edgers, and Pruners. Must be dependable, honest, adaptable and, be able to solve minor problems on their own. Must have a driver's license with a clean record, Apply in Person at 10014 E Montgomery #9

## NORTHERN QUEST

Frequently Hiring for Multiple Positions: View postings and apply at: <http://northernquest.com/inquiries/careers>