



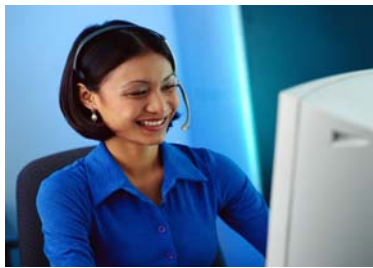
The Office of Job Placement
Employment Listings

Week of August 24, 2009

If you find an interesting listing, please go to the Lake-Sumter Community College Career Center in LC 109 for more information or call the Office of Job Placement

Lake County
Sumter County

352-323-3603
568-0001 X 3603



COMPUTERS and TECHNOLOGY

- 421 Computer Technician Part Time – 20 hours a week regular part time with benefits,
minimum 12 months experience **Leesburg**

- 476 Technical Services Assistant – performing technical computer entry, including cataloging, copy cataloging and reclassification of library materials in all formats in a network web-oriented environment **Sumter Co**

CUSTOMER SERVICES

- 351 Manager/Food Nutrition - full time, 8 hour shifts, experienced. Plans, directs and controls all operation and resources to meet financial goals and customer needs **Leesburg**
- 356 Environmental Services – full time, general cleaning in various hospital areas, including patient rooms, offices, and public areas as assigned **Tavares**
- 357 Retail Culinary Associate – part time, Friday, Saturday and Sundays, set up and demonstrate food preparation for seafood sales **Lake Co**
- 387 Consumer Connector – promote brands by distributing sample/brochures in-store and/or at outdoor events/festivals. Part time, mostly weekends or late afternoons, usually 5 hours. Days and locations are flexible.
- 423 Environmental Services Aide – 7 am – 3:30 pm, cleaning and disinfection of patient rooms and ancillary areas **Clermont**
- 430 Community Liaison – full time, prefer BS/BA degree or equivalent experience **Inverness**
- 434 Peer Personnel - part time, must have satisfactory completion of trainee position plus work experience **Leesburg**
- 435 Behavioral Tech – 2 full time positions available, one year experience required, clean driving record **Leesburg**
- 441 Food Nutrition Hostess – full time, delivering, serving and removing meal trays, assist with patient menu selections **Tavares**
- 443 Housekeeper – experience preferred, but not required, general cleaning of building and equipment **Leesburg**
- 445 Rehabilitation Technician – experience preferred, provide transport of patient to and from treatment areas, assist in maintaining treatment areas, clerical tasks **Inverness**
- 446 Care Giver – current CPR and 1st Aid Certification, temporary position, assist with student supervision **Lake Co**
- 447 Custodian – 2 part time positions available, general upkeep and maintenance of building facilities and grounds **Lake Co**
- 464 Nutritional Services Aide – maintain cleanliness and sanitation of patient and cafeteria service ware, equipment and environment. Operate cash register, telephone and computer **Inverness**
- 465 Caregiver I – assist in providing safe and structured environment for student participants **Lake Co**

- 477 EVS Tech I – 3pm to 11pm, Sun, Mon, Tues, Wed, and Sat., cleaning of facility, offices, patient rooms and ancillary areas **Villages**
- 478 Behavioral Tech IPN – learn and apply to the daily routine the principles of mental health nursing **Leesburg**
- 479 Behavioral Tech – supervise and assist in daily living residents while ensuring safety and well-being **Sumterville**
- 499 Store Room Clerk – maintain inventory and distribute supplies, order and replenish stock items, experience required **Inverness**
- 500 Tutor – Bachelor’s degree or higher preferred, K-12, provide tutorial service for students attending SINI schools **Lake Co**
- 501 Clinical Liaison – 3 years experience required, responsible for activities to increase referrals/admissions **Tavares**

FINANCIAL SERVICES

- 448 Patient Acct. Rep. – previous experience required in medical setting, credit and collections, concerns of patient accounts **Inverness**
- 466 Fiscal Assistant – 1-2 years experience performing routine accounting support work, posting, data entry, schedules, calendars, etc. **Lake Co**
- 480 Specialist Accounting – prepare vendor payables and employee reimbursements for final approval and payment **Leesburg**

FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT/CRIMINAL JUSTICE

- 440 Police Officers – must be certified by Florida Police Standards and Training **Clermont**
- 502 Police Officer – must be certified by Florida Police Standards **Eustis**

GENERAL OFFICE

- 327 Intern – for professional baseball team, assist in all office functions, ticket sales, marketing and special events. Monday thru Friday, flexible hours, 9-6 **Leesburg**
- 328 Logger Biller – responsible for accurate input of all information for Perioperative Services and other secretarial duties **Leesburg**
- 450 Patient Business Rep. – nights, 11pm – 7:30 am, gather and and input patient/guarantor demographic and financial information **Clermont**
- 453 Patient Acct. Rep. – credit and collections, part time, various hours **Inverness**
- 454 Human Resource Generalist – Bachelor’s or Master’s degree and 2 to 5 years experience required **Inverness**

- 455 Unit Secretary – full time, medical terminology preferred, previous experience required in acute care setting **Inverness**
- 469 Client Services Specialist – computer tasks, knowledge in insurance, billing, medical necessity, and compliance issues **Inverness**
- 481 Technical Services Support Technician – advanced clerical work in the Technical Services processing area **Sumter Co**
- 503 Insurance Collector – M-F days and hours vary, follow-up, collections, resolution and management of patient balances or accounts receivable **Inverness**
- 504 Clerical Assistant/Cashier – one year cashiering experience required, bookkeeping experience preferred **Leesburg**
- 505 Administrative Assistant – must be notary public, one year clerical or office experience required **Leesburg**
- 506 Office Assistant – 3 years related experience required, prefer experience in outpatient clinic **Inverness**
- 507 Registration Clerk – M-F, hours vary. Must type 30 words per minute, previous experience in doctor’s office preferred **Inverness**
- 508 Receptionist/Secretary – M-F, 8:30 – 5:00 **Tavares**
- 509 Patient Service Representative – full time, 2:00 pm to 10:30 am, obtain and input patient information etc., able to type 30 wpm **Inverness**

HEALTH CARE AND SERVICES

- 314 CNA – cardiac medical, full time, 12 hour shifts 7 am to 7 pm, days vary **Leesburg**
- 394 Respite – provide supportive care and supervision when primary caregiver is unavailable **Lake Co**
- 395 In Home Services – provide assistance with daily living activities and personal care, helping attain or maintain maximum function level **Lake Co**
- 444 Residential Peer Personnel – CNA preferred, monitor patients to ensure safe and supportive environment **Eustis**
- 470 Emergency Department Technician – days and hours vary, assisting with patient care in ER based on individual patient needs **Inverness**
- 478 Behavioral Tech IPN – learn and apply to the daily routine the principles of mental health nursing **Leesburg**
- 479 Behavioral Tech – supervise and assist in daily living residents while ensuring safety and well-being **Sumterville**

- 491 CNA – 7pm to 7am, work days vary, full time **Villages**
- 492 Sterile Procedure Tech – hours and days vary, responsible for decontamination, cleaning, processing and sterilization of supplies and equipment **Inverness**
- 510 CNA – Restorative care tech. 9 -5, days vary, physical therapy or hospital experience preferred **Inverness**

MANAGEMENT/SUPERVISORY

- 388 Adult Services Librarian – supervise and oversee library functions for adult services, requires master’s degree **Leesburg**
- 438 Food & Nutrition Manager – plan, direct and control all unit operations and resources to meet operating and financial goals and customer needs, experience required **Villages**
- 468 Office Supervisor – one year supervisor experience and two years general office experience required. Supervise, direct and evaluate office staff **Sumter Co.**
- 471 Meter Supervisor – minimum four years electric utility metering experience, supervise staff and oversee electric metering operations **Leesburg**
- 472 Public Service Supervisor – 5 years experience and class “B” Florida DL, managing city’s street and solid waste division. **Clermont**

PART-TIME POSITIONS

- 342 Referees, umpires, officials, scorekeepers, pool staff and day camp staff – applications accepted year round **Leesburg**
- 343 Cleaning Technicians – 10 to 12 hours a week, no weekends, experience preferred, but not required **Minneola**
- 387 Consumer Connector – promote brands by distributing sample/brochures in-store and/or at outdoor events/festivals. Part time, mostly weekends or late afternoons, usually 5 hours. Days and locations are flexible.
- 401 Personal Care Assistant – assist with meal preparation, bathing, dressing and other household chores **Lake Co**
- 407 Parks Maintenance Worker I – semi-skilled grounds maintenance and gardening work using associated tools and equipment. Valid FDL required. **Clermont**
- 408 Parks Maintenance Worker II – semi-skilled and manual work on maintaining various grounds, fields and facilities using associated equipment. **Clermont**

- 416 Sterile Processing – sterile processing experience preferred but not required **Tavares**
- 420 Community Relations Customer Liaison – Saturday and Sunday 9-3:30, minimum 3 years customer service, hospital setting preferred **Tavares**
- 425 Driver/Clerical – one year office experience and safe driving record required **Leesburg**
- 427 Update and Maintain Web Page – part time position, able to update information and maintain weekly web page for small airline **Leesburg**
- 429 Flex PBX Operator – part time **Tavares**
- 434 Peer Personnel - part time, must have satisfactory completion of trainee position plus work experience **Leesburg**
- 435 Behavioral Tech – 2 part time positions open, one year experience required with clean driving record **Leesburg**
- 439 Teacher/Tutor – Tuesday and Friday, 3 to 7. References required, must be able to work with children as young as four years old **Clermont**
- 453 Patient Acct. Rep. – credit and collections, part time, various hours **Inverness**
- 456 Tutors/College Students – needed on Tuesdays and Thursdays beginning October, training begins in September, flexible hours **Lake Co**
- 457 Intern-Coop Student (Graphic Design) – flexible hours, approx. 10 hours weekly, strong design skills and understanding of software **Minneola**
- 473 Nursery Workers – 10 – 15 hours a week, Sun. am and pm, Wed. pm, age three and below **Clermont**
- 474 School Crossing Guard – 10 hours a week, directing pedestrians safely across the street using hand and arm signals or other approved devices **Clermont**
- 493 Temporary Maintenance Worker – cleaning and servicing indoor areas, maintaining facilities, grounds, recreation areas and other outdoor work **Leesburg**
- 494 Tutor/Mentor – 10 hours weekly, need own vehicle. Interviewing on August 17th and 18th **Leesburg**
- 511 Food Service Cashier – two openings available, M – F hours vary **Leesburg**
- 512 Sales Associate – floor sales, selling and assisting customers **Leesburg**
- 513 Nanny – 6 - 15 hrs. a week, 3 year old and high school student, must have own vehicle and good driving record **Clermont**

- 514 Checkout Service Associate – ability to run fast and efficient cash register operations, provide customer service **Mt Dora**
- 517 Cashier – prior sales or customer service experience preferred, complete sales and service transactions **Leesburg**
- 518 Unload Associate – process inbound freight, organize and maintain stockroom, process and ship outbound freight **Mt Dora**
- 519 Replenishment Associate - process inbound freight, organize and maintain stockroom, process and ship outbound freight **Mt Dora**

SALES

- 345 Intern Sales – for professional baseball team, assist in ticket sales, marketing, special events and office functions, flexible hours, Monday thru Friday, 9-6 **Leesburg**
- 365 Healthcare Marketing Representative – acquire and maintain healthcare referrals. Base salary & commission plus auto reimbursement. Must have reliable transportation, valid DL and auto insurance. **Lake & Sumter Co**
- 428 Sales – flexible hours and shifts, salary and commission **Leesburg**
- 512 Sales Associate – floor sales, selling and assisting customers, part time **Leesburg**

SKILLS/CRAFTS/TRADES/TECHNICAL

- 372 Artwork Designer – designing artwork for business logos, can work from home
- 418 Environmental Service Technician – 7am – 3:30pm, full time, clean and decontaminate surfaces, equipment and furnishings **Inverness**
- 419 Facilities Specialist – maintain physical plant, grounds and equipment of all facilities, assist in managing and overseeing day to day operations **Leesburg**
- 424 Parks Technician – 3 years experience preferred, full time, maintain City’s parks and landscaped areas **Mt Dora**
- 437 Facilities Specialist – must have clean driving record, minimum one year experience, high school diploma or equivalent required **Leesburg**
- 459 Water/Wastewater Tech – class “C” WW Op. license required, operate and regulate collection, treatment and disposal of wastewater **Lake Co**
- 460 AC Mechanic – requires class “B” FDL, experience and current refrigeration recovery certification **Lake Co**
- 461 Mobile Equipment Operator I and II – operating mobile equipment in support of city maintenance **Leesburg**
- 462 Maintenance Worker – requires 3 months training, Fl CDL with airbrake within 6 months of hire **Leesburg**

- 463 Plant Mechanic – one or more years experience required, maintain city water and wastewater mechanical and electrical equipment **Leesburg**
- 475 Maintenance Worker II – Parks – maintaining various grounds, fields and facilities using associated equipment **Clermont**
- 495 Solid Waste Operator – 2 years experience in solid waste management or heavy equipment operation **Leesburg**
- 498 Custodian – 5 ½ hours a day, provide general up-keep, sanitation, and maintenance of building facilities and grounds **Leesburg**
- 515 Custodian – 4 hours a day, provide general up-keep, sanitation, and maintenance of building facilities and grounds **Lake Co**
- 516 Dispatcher – 6 – 12 mos. experience required, handle dispatching calls through the police communications system **Eustis**

TRANSPORTATION

- 384 Special Transport Driver – part time, flex, two positions available **Tavares**
- 431 Lead Courtesy Driver – full time driver **Tavares**

