



The Office of Job Placement
Employment Listings

Week of December 12, 2008

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

Lake County
Sumter County

352-323-3603
568-0001 X3603



COMPUTERS and TECHNOLOGY

1033 Network Technician – Maintain SCADA equipment and database, troubleshoot problems, develop and generate reports etc. One to two years experience, valid FL driver's license **Leesburg**

CUSTOMER SERVICES

965 ES 1 Trash and Linens, full time days, alternate weekends, collect, transport and dispose of trash, soiled linen and biohazardous waste **Tavares**

966 ES1 Food and Nutrition, full time various shifts, stocks kitchen area with clean ware, dishes, trays, pots and pans. Ware washing and cleaning procedures in kitchen and service areas **Tavares**

1063 Housekeeper – full time, Monday thru Friday, evenings. Will be cleaning various hospital areas, including patient rooms, offices and public areas as assigned **Tavares**

1065 Part Time Supervisor – train and supervise daily activities of package handlers and clerks, assuring all assigned duties are accomplished safely and timely **Leesburg**

1079 Embroidery Technician – operate multiple-sewing head equipment, order fulfillment and quality control. 8:30 to 5:00 Monday – Friday, overtime possible **Mt Dora**

1083 Communications Officer – experience in communications dispatching required, public safety related work requiring the operation of telephone and radio dispatching equipment used in the Police Communications Center. **Lady Lake**

1086 Recruiting Assistant – perform recruiting activities to ensure enough applicants for temporary census employment **Leesburg**

1087 Communications Officer – receive emergency and non-emergency calls as well as walk in complaints, assist in daily operations of dispatch center **Mt Dora**

1088 Housekeeper – general cleaning in various hospital areas, Monday– Friday, alternate weekends, days **Tavares**

1094 Housekeeper - general cleaning in various hospital areas, Monday– Friday, alternate weekends, eves. **Tavares**

1100 Tray Line Worker – full time, position heavy in nature, must be flexible in scheduling of hours **Tavares**

1101 Diet Clerk – previous experience in a diet office preferred, basic knowledge of modified diets preferred **Tavares**

1103 Call Taker – receive and record all 911 emergency and non-emergency calls for law enforcement, fire, and rescue services **Sumter Co**

1110 Substitute Food Service Assistant – operating cash register, assist with cash receipts and bank deposits, assist preparing orders, reports and inventories **Lake Co**

FINANCIAL SERVICES

1043 Payroll Specialist – general bookkeeping and knowledge of computerized processing programs. Experience in bookkeeping and computer input **Leesburg**

1054 Accounts payable Bookkeeper – requires 2 years accounts payable experience, computer literacy **Leesburg**

1064 Financial Counselor – full time, 10:30 til 7, days, Monday through Friday. Must be proficient in Word, Excel as well as computer keyboard and data entry **Tavares**

FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT/CRIMINAL JUSTICE

1034 Police Officer – Valid state of Florida Police Officer Certification as well as valid Florida driver's license. Protection of life and property, law enforcement and crime investigation, surveillance, law enforcement, investigation, apprehension, and reporting **Leesburg**

1070 Police Officer – must have current Florida State Law Enforcement Certification, Florida Certificate of Police Standards. Rotating shifts, on-call if required. **Eustis**

1073 Firefighter/Inspector M –F, 8 to 5. Two years firefighting experience required, must have Fl. Firefighter II Minimum Standards, Florida Fire Inspector I certification, and Florida certified EMT with current CPR for Healthcare Providers. **Clermont**

1113 Firefighter/Fleet Maintenance Tech – control and extinguish fires, perform First Response Emergency Medical techniques, highly skilled on vehicle maintenance, must become Florida State Firefighter II within one year of hire date **Sumter Co**

GENERAL OFFICE

944 Registration Specialist in admitting, full time and part time positions available, LRMC south. **Leesburg**

1032 Library Asst. Youth Services – assist patrons with reference searches, general library services, library projects and specialized functions. **Leesburg**

- 1036 Clerical Support III – day to day clerical operation of office. Must be computer literate, able to type data in timely matter **Leesburg**
- 1037 Clerical Floater – Schedule all services performed by staff, credit and debit clients for services, deposit funds etc. **Various**
- 1056 Clerical – day to day clerical operation of facility, coordinate standard operating procedures for office **Leesburg**
- 1057 Ward Clerk – requires knowledge of medical terminology performing non-technical clerical duties **Leesburg**
- 1062 Business Office Rep – full time, days, background in hospital business office or medical practice front office **Tavares**
- 1075 Staff Assistant I Temporary – must type 35 wpm with two years clerical experience, valid FDL and driving record acceptable to insurance provider **Bushnell**
- 1076 Felony Clerk - 35 wpm, at least one year clerical experience. Preparation, maintenance, and processing of court records, perform duties of courtroom clerk **Tavares**
- 1077 Diagnostic Imaging Clerk – day and evening positions open, medical terminology preferred with life saving skills, hospital experience (x-ray or medical records) also desired **Tavares**
- 1085 Office Secretary – scheduling, insurance verification, interfacing with physician’s staff. Office exp. Preferred. **Leesburg**
- 1108 Substitute Clerical/Teacher Assistant – Lake Co Schools **Lake Co**
- 1114 Office Associate IV – requires 4 yrs. Admin/Off. Mgmt. experience, provide administration support for various human resource programs **Tavares**

HEALTH CARE AND SERVICES

- 1059 Pharmacy Student Intern – will participate in 12 week training program based on current level pharmacy school education. **Mt Dora**
- 1082 Caregiver – for handicapped teen, lifting required, valid FL driver’s license. Seeking energetic, creative, physically active, loving person who enjoys the outdoors to assist with the daily activities and overall care of 15 year old girl, part time **Clermont**

- 1115 LPN – Leesburg Regional Medical Center has several LPN positions available working 12 hour shifts, 7 am to 7 pm, full time in various departments **Leesburg**

MANAGEMENT/SUPERVISORY

- 1078 Area Service Manager – manage local field services office, prior experience within electrical contracting and/or communications business required **Leesburg**
- 1104 Library Manager – 3 to 5 years Library Management experience required, must live within 25 miles of Minneola **Minneola**

PART-TIME POSITIONS

- 942 Paralegal (or internship) with 1 to 2 years experience to work 30 hours a week in local law firm **Leesburg**
- 1039 School Crossing Guard must have knowledge of school zone locations and ability to operate radio equipment **Mt Dora**
- 1058 Sales Associate – recognize, acknowledge and provide service to customer at all times, sales, math and language skills needed **Leesburg**
- 1059 Pharmacy Student Intern – will participate in 12 week training program based on current level pharmacy school education. **Mt Dora**
- 1061 Checkout Service Associate – run fast and efficient cash register operations while consistently keeping the customer at center of everything done **Mt Dora**
- 1065 Part time Supervisor – train and supervise daily activities of package handlers and clerks, assuring all assigned duties are accomplished safely and timely **Leesburg**
- 1067 Sales Support Position – 15 to 20 hours weekly, no weekends, flexible hours. Receiving, shipping, and product handling of industrial supplies, making deliveries, packaging, assisting in inventory, and office duties as necessary **Tavares**
- 1069 Parks Maintenance Worker – valid FDL required, must apply in person. **Clermont**
- 1071 Babysitter/Mother’s Helper – part time, caring for 18 month old and new baby in April. **Mt Dora**

- 1074 Housekeeper – clean and keep orderly and homelike condition all areas including patient rooms and bathrooms, hallways and all remaining areas **Sumterville**
- 1081 Special Transport – requires current CPR, previous driving or delivery experience, heavy lifting, transporting patients. **Tavares**
- 1093 Child Care Giver – part time, 7:30 to 1:30 days, requires First Aid and CPR certification **Tavares**
- 1105 Teacher’s Assistant – 10 positions available at various schools, hours vary **Lake Co**
- 1106 Custodian – 3 positions available at 2 locations, full time and part time **Lake Co**
- 1107 Food Service Assistant – part time 4 hours a day, food preparation, clean up and service duties in school cafeteria **Lake Co**

SALES

- 1031 Event booking/Sales – flexible hours, agent to promote and book events and/or promote scooter sales at 3 locations. Commission **Tavares**
- 1058 Sales Associate – recognize, acknowledge and provide service to customer at all times, sales, math and language skills needed **Leesburg**
- 1067 Sales Support Position – 15 to 20 hours weekly, no weekends, flexible hours. Receiving, shipping, and product handling of industrial supplies, making deliveries, packaging, assisting in inventory, and office duties as necessary **Tavares**
- 1068 Part Time Bookkeeper – 6 to 10 hours weekly, prefer at least one year experience, compensation - DOQ **Winter Park**
- 1089 Clerical Aid, student – aid in office activities of the department, must be student **Sumter Co**
- 1102 Open Sales Credit Manager – utilize referrals and company provided sales leads to sell customers a variety of financial services **Leesburg**

SKILLS/CRAFTS/TRADES/TECHNICAL

- 984 Lifeguard – Wellness Center, various shifts, supervise recreational and competitive swim, enforce pool rules and maintain a safe and sanitary pool **Clermont**

- 1027 Senior Maintenance Specialist – five years experience in building/grounds maintenance, must possess Valid Florida class E drivers license **Tavares**
- 1035 Floor Tech – maintain multi types of floor coverings, stripping, waxing, sealing tile floors, extracting carpets, and other general cleaning techniques **Leesburg**
- 1038 Housekeeper – cleaning and caring for buildings and equipment, cleans bathrooms, offices, hallways and any other assigned areas **Various**
- 1040 Utility Service Worker – maintenance, repair and construction of city utility mains and facilities **Mt. Dora**
- 1080 Mobile Equipment Operator II – operate mobile equipment and perform skilled work in support of city maintenance operations **Leesburg**
- 1090 Wastewater Class C Operator – must have Florida Class “C” Wastewater Operators License, and valid Florida driver’s license, minimum 1 year experience **Minneola**
- 1091 Distribution Tech – responsible for the daily maintenance, operation, construction and repair to the water distribution system **Minneola**
- 1109 Substitute Custodian – Various locations and hours at Lake Co schools **Lake Co**
- 1113 Firefighter/Fleet Maintenance Tech – control and extinguish fires, perform First Response Emergency Medical techniques, highly skilled on vehicle maintenance, must become Florida State Firefighter II within one year of hire date **Sumter Co**

SPECIALIST

- 1024 Real Estate Instructor – seeking qualified and experienced licensed instructor to teach real estate courses **Clermont**
- 1072 Landscape Specialist – knowledge and ability to produce appropriately landscaped designs for variety of areas, ability to repair irrigation systems **Tavares**
- 1112 Mechanic – 3 positions available, maintenance and repair of gasoline and/or diesel driven motors and related auto equipment, machinery and tools **Lake Co**

TRANSPORTATION

- 955 Sanitation Driver - must possess a valid Class B Commercial Florida driver’s license. Operation of refuse vehicles in the collection and disposal of refuse, recycling and composting materials **Tavares**

1081 Special Transport – requires current CPR, previous driving or delivery experience, heavy lifting, transporting patients, part time. **Tavares**

1111 Lead Driver Liaison - scheduling and transport operations for students to and from various school bus stops, extracurricular activities, and events **Lake Co**