

# The South Coast Hot Jobs List – 27 October, 2016



by  
Michael  
Silvia

The Greater New Bedford unemployment rate is much higher than the rest of Massachusetts, but believe it or not there really are a lot of available for qualified applicants. Sometimes the barrier to a new job can be the lack of information on available job openings.

To solve this, each week New Bedford Guide will pull jobs from our **jobs database** to inform job seekers about the hottest jobs in the area.

We will define “Hot Jobs” as those jobs that need to be filled by the employer immediately. For those looking to search some large job databases, checkout my **Best Job Search Resources for New Bedford Residents** article.

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Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of October 27, 2016.

### **01. Pizza Delivery Driver – Domino's Pizza (New Bedford)**

Enthusiasm, acceptable basic math and spelling skills, commitment to teamwork, desire to work in a fast-paced environment, must have reliable vehicle, valid driver's license for 1 year or longer, with good driving history, must be 21-years-old or more, bilingual is a plus. For full job details and application process [here](#).

### **02. Domino's Team Member – Domino's Pizza (New Bedford)**

Entry-level to experienced, flexible hours, positive team atmosphere! Performance-based pay raises, move up at your pace. Enthusiasm, strong basic math and spelling skills, commitment to teamwork, desire to work in a fast-paced environment, bilingual or multilingual a plus. Full details

and application process: [here](#).

**03. Front Desk Receptionist – Polochick Chiropractic & Wellness (New Bedford)**

If you are friendly, enthusiastic, self-motivated, able to multi-task, and computer literate, who is able to answer busy phones, schedule appointments, perform patient intake, assist the chiropractor, and promote our chiropractic & wellness office all with a smile on your face and love in your heart, then you're the person for us. For full job details and application process: [here](#).

**04. Dispatcher – STAT Ambulance Service of New England, Inc. (New Bedford)**

Hiring for a Full Time Dispatcher for a Private Ambulance Company located in Southeastern MA. Qualified candidates must be able to maintain a variable work schedule to meet the department needs. (Evenings, some holidays, some weekends). Competitive pay based on previous experience, benefits (medical, dental) available. For full job details and application process [here](#).

**05. Seasonal Stock Crew Team Member – Toys R Us and Babies R Us (Acushnet)**

The Off Hour Stock Clerk is responsible for maintaining a well-stocked appearance in the store which helps ensure the best customer experience is achieved. This individual will work closely with the Store Management team to ensure company standards are met during the stocking process. The hours for this shift are commonly early morning, however in certain locations or during holiday seasons, overnight shifts may be available. Full details and application process [here](#).

**06. Supervisor – AMC (North Dartmouth)**

Assist management in the coordination of operations to achieve AMC's goals. Model and communicate expectations to all associates in a professional and safe work environment. Standing, walking, lifting, twisting, and bending on a

frequent basis, ability to lift up to 50 pounds and carry it up to 90 feet (or deposit into dumpster or trash compactor). For full job details and application process [here](#).

#### **07. Activities Assistant – Autumn Glen Assisted Living (North Dartmouth)**

Activities Assistant in our memory care unit to assist the Program Director in implementing a social program created specifically for assisted living population. Activities include: an exercise program, intellectual stimulation, arts and sciences, travel, lectures, spiritual programs, outings and hosting speakers and musical events. Full job description can be found: [here](#).

#### **08. Automotive Sales Consultant – Alden Mazda (Fairhaven)**

Alden Mazda is looking for Full Time Automotive Sales Consultant and Product Specialist to join their winning team. This position gives you the opportunity to interact with customers and help guide them in their final step of the vehicle purchase. The goal is to create an exceptional vehicle buying experience to build customer loyalty to Alden Auto Group. Experience helpful but not Required. For full job details and application process [here](#).

#### **09. Bookseller – Temporary – Barnes & Noble (North Dartmouth)**

As a Bookseller, you sell all our products and deliver world-class customer service through your commitment to our four core service principles. You have a passion for what you do and enrich the customer's experience by sharing your knowledge to determine the customer's needs. You make the store experience interactive and engaging. For full job details and application process [here](#).

#### **10. Driver Helper – UPS (Fall River)**

UPS is hiring individuals to work as temporary, seasonal Driver Helpers. This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 – 35 lbs. and may

weigh up to 70 lbs. It requires excellent customer contact skills and a lot of walking. Driver Helpers usually meet the UPS driver at a mutually agreed upon time and location each weekday (Monday through Friday) and typically do not work on weekends or selected holidays. For full job details and application process: [here](#).

**Need a resume or cover letter?** Quality, professional product, quick turnaround, and proven success helping clients secure interviews. Let a professional writer help. Contact Ashley Bendiksen Professional Writing Services at [www.ashleybendiksen.com](http://www.ashleybendiksen.com) or email her at [ashleybendiksen@gmail.com](mailto:ashleybendiksen@gmail.com).

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Be sure to also check out our Job Portal to find jobs by location on a map: [newbedfordguide.com/map-page#pm\\_jobs\\_tab](http://newbedfordguide.com/map-page#pm_jobs_tab). Want to get e-mail notifications for new jobs? Checkout our [e-mail subscription service](#).

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# **Help Wanted: City of New Bedford hiring Pipefitter**

**POSITION: PIPEFITTER**

**LEVEL: GRADE 7 \$13.78hr – \$19.91hr**

**DEPARTMENT: PUBLIC INFRASTRUCTURE**

**FUNCTION:** Fabricates and installs all related piping as pertaining to water distribution and sewage collection systems.

**SUPERVISION RECEIVED:** Works under the immediate supervision of a Foreman.

**SUPERVISION EXERCISED:** Directs subordinate employees, as required.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** Cuts, bends, threads, assembles and joins water piping and fitting made of copper, brass, lead, cast iron, steel, plastic or other composition, threads pipe using threading machine; cuts pipe using pipe saw, joins piping and fixtures by means of threaded, caulked, wiped, bell & spigot, soldered brazed or cemented joints; installs valves, check valves, hydrants and other wastewater and water system accessories. Installs manholes, catch basins, shoots grade utilizing pipe lasers and related survey tools to establish a grade.

Taps water mains 4" to 48" in size with a small taping machine from  $\frac{3}{4}$ " to 2"; repairs hydrants, gate valves; performs other work in connection with the maintenance, construction, and repairs of the distribution system and collection system. Installs water meters, operates gate valves, and service shutoffs.

Capable of reading service cards, gate and hydrant location books and plans. Performs semi-skilled manual work in the construction, operation and maintenance of distribution and collection systems, including work on reservoirs, treatment plants, pump stations and water gates.

Cuts, lays and caulks water pipes using machine or hand tools forcing sealing compound into joints to make them watertight; pumps water from trenches; digs, braces and backfills excavations for the purpose of locating pipe leaks or preparing areas for laying pipes.

Reads water meters and checks for over and under registration when necessary. Replaces worn and broken parts in distribution and collection systems. May work with private contractors to

help them avoid hitting utilities during construction and excavation, and operates motor equipment.

Performs related duties as required.

Subject to call 7 days per week, 24 hours per day for emergency work, to fill in on emergency watch, holidays, sickness and vacations.

**DESIRED MINIMUM QUALIFICATIONS:**

**Education & Experience:** Vocational or high school graduate or GED equivalent. Experience in excavation and pipe installation preferred. Possession of a D-1 certification and knowledge of collection systems preferred.

**Necessary Knowledge, Skills & Abilities:** Must be knowledgeable in the proper use of various pipes in a sewer system. Must possess general masonry skills and have a general knowledge of low pressure systems. Ability to obtain a distribution and/or collection system certification.

**SPECIAL REQUIREMENTS:** Possession of a valid Massachusetts driver's license and good driving record. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

**TOOLS AND EQUIPMENT USED:** Motorized vehicles such as a one ton or pick up, hand tools, cut off saws, shoring equipment, and tapping machines. Also, any other equipment necessary to perform the tasks of a pipefitter.

**PHYSICAL DEMANDS:** The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to operate objects, tools and controls. The

employee is frequently required to stand, walk, sit, balance, stoop, kneel, crouch, crawl, smell, observe, listen, speak and climb.

Frequent periods requiring sustained uncomfortable physical conditions, regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift up to 100 pounds.

**WORKING CONDITIONS & ENVIRONMENTAL STANDARDS:** Employee often works outside and is subjected to all weather conditions and extremes. Works near mechanical parts, the operation of this equipment causes loud noise levels and high vibrations. This employee is occasionally exposed to fumes, airborne particles, various risks, toxins, and hazardous wastes associated with the treatment process and collection system. The operation of equipment or handling of chemicals requires the exercise of caution.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; and job-related tests may be required.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Applications will be accepted until a suitable candidate is found.**



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# The South Coast Hot Jobs List

## – 20 October, 2016



by  
Michael  
Silvia

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To solve this, each week New Bedford Guide will pull jobs from our **jobs database** to inform job seekers about the hottest jobs in the area.

We will define “Hot Jobs” as those jobs that need to be filled by the employer immediately. For those looking to search some large job databases, checkout my **Best Job Search Resources for New Bedford Residents article**.

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Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of October 20, 2016.

### **01. Pizza Delivery Driver – Domino's Pizza (New Bedford)**

Enthusiasm, acceptable basic math and spelling skills, commitment to teamwork, desire to work in a fast-paced environment, must have reliable vehicle, valid driver's license for 1 year or longer, with good driving history, must be 21-years-old or more, bilingual is a plus. For full job details and application process [here](#).

### **02. Domino's Team Member – Domino's Pizza (New Bedford)**

Entry-level to experienced, flexible hours, positive team atmosphere! Performance-based pay raises, move up at your pace. Enthusiasm, strong basic math and spelling skills, commitment to teamwork, desire to work in a fast-paced environment, bilingual or multilingual a plus. Full details

and application process: [here](#).

### **03. House Manager – LifeStream (New Bedford)**

Reports to and works under the direction of the Residential Coordinator. Has responsibility for the management of the day-to-day operation of a community residence including personnel, program quality, facilities and budget. The House Manager will encourage and facilitate consumer choice and support those choices using all available resources. For full job details and application process: [here](#).

### **04. Driver Apprentice – Sid Wainer & Son (New Bedford)**

The Driver Apprentice program is focused on educating and developing the necessary driving skills to become proficient in the operation of a delivery truck. This position is focused on learning, gaining required experience and applying the gained knowledge associated with all aspects of Sid Wainer & Son trucking department. The Driver Apprentice must provide exceptional customer service and also assists driver in maintaining the conditions of the truck and all cargo. For full job details and application process [here](#).

### **05. School Liason – United Way of Greater New Bedford (New Bedford)**

Work with agency staff, parents and the community partners as a conduit for information, resources, data and communication with the local school districts. Assist students and parents in identifying and accessing supportive services designed to improve the student's academic performance, develop a strong working relationship with school personnel and become a resource to school and the Family Center staff to meets students' and parents' academic or educational needs. Full details and application process [here](#).

### **06. General Laborers – Bob's Tire Company (New Bedford)**

General labor sorting, moving and stacking tires. Work is outside, year round and full time 40-60 hours per week. Also seeking applicants for entry level general maintenance

positions. For full job details and application process [here](#).

**07. Crew Member/Cashier – Dunkin' Donuts (New Bedford)**

We are currently seeking employment at 19 Rockdale Ave New Bedford Mass. It's time you worked for someone who will give you the tools to learn, grow and be what you want to be – both personally and professionally. We're looking for hard working, enthusiastic individuals who want to be a part of a winning team. If you enjoy working with people and love to learn new things, we want to meet you. Dunkin' Donuts Baristas are generally responsible for delivering great and friendly guest experiences. Full job description can be found: [here](#).

**08. Cashiers / Sales Associate – Michaels (North Dartmouth)**

The Cashier is enthusiastic and passionate about creativity, people and arts and crafts. The Cashier performs all cash register operations and related customer service duties. Monitors activities in the front of the store and secures Michaels assets including cash, checks, media and merchandise. In addition to providing world class service to our customers, they ensure key marketing initiatives such as: bounce back coupons, email collection, and brochure handouts. For full job details and application process [here](#).

**09. Bookseller – Temporary – Barnes & Noble (North Dartmouth)**

As a Bookseller, you sell all our products and deliver world-class customer service through your commitment to our four core service principles. You have a passion for what you do and enrich the customer's experience by sharing your knowledge to determine the customer's needs. You make the store experience interactive and engaging. For full job details and application process [here](#).

**10. Clerk/Cashier – CVS Health (South Dartmouth)**

Operate a cash register including cash transactions, checks, charges, follow company policies and procedures regarding cash register performance, request additional help when needed to increase customer satisfaction, greet each customer using the

eye's, hi's and help at all times and assist customers with their questions, problems and complaints, price merchandise utilizing price guns, store cleanliness: break area and rest rooms; vacuum; dust/face; clean windows; rubbish removal; exterior maintenance; sweeping, stock shelves. For full job details and application process: **here**.

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## **Help Wanted: City of New Bedford hiring Counsel II**

**CITY OF NEW BEDFORD  
COUNSEL II \$57,066 – \$69,609  
SOLICITOR'S OFFICE**

Assists the City Solicitor and First Assistant City Solicitor in providing sound legal advice to City officials; renders legal opinions; negotiates, drafts and reviews legal documents; performs legal research for all City departments,

boards and offices; represents the City in court and administrative proceedings; and performs other legal work as assigned.

Provides legal advice on a daily basis to City officials and employees. Serves as principal attorney for assigned City departments, boards and commissions. Researches, drafts, negotiates and reviews a range of legal documents including, but not limited to, contracts, memoranda, opinions, briefs, orders, ordinances, policies, contract orders, licenses, guarantees, indemnities, bids, deeds, easements, subordinations, requests for proposals, bonds and procurement forms and documents. Represents the City in courts and before administrative agencies. Prepares legal memoranda, briefs, pleadings and other documents in connection with such representation. Monitors litigation in which the City is represented by outside counsel.

Conducts factual investigations and develops legal recommendations based on information obtained in investigations. Attends and represents the City at public meetings, often at night, including, but not limited to, meetings of the City Council and City boards and commissions. Occasionally supervises temporary interns and staff. Performs other legal work and duties as assigned and required.

Must possess a Juris Doctorate degree from an accredited law school with at least 5 years of relevant legal, litigation, or municipal law work experience. Possession of a license to practice law in the Courts of the Commonwealth of Massachusetts. Member of the Massachusetts State Bar. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit **[www.newbedford-ma.gov](http://www.newbedford-ma.gov)** or contact the Personnel Dept., 133 William St., Room 212, 508-979- 1444. Applications will be

accepted until a suitable candidate is found. **New Bedford has a residency requirement.** EE0

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# The South Coast Hot Jobs List – 13 October, 2016



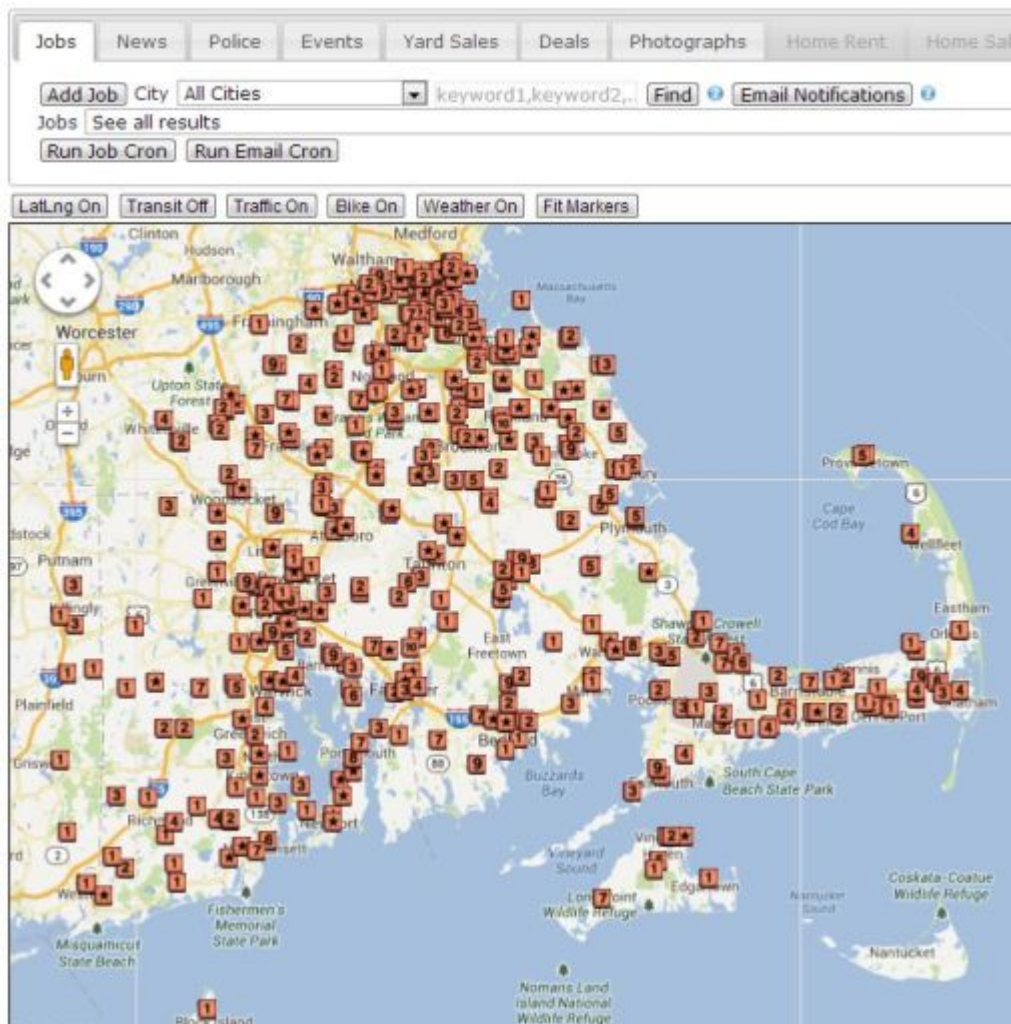
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Entry-level to experienced, flexible hours, positive team atmosphere! Performance-based pay raises, move up at your pace. Enthusiasm, strong basic math and spelling skills, commitment to teamwork, desire to work in a fast-paced environment, bilingual or multilingual a plus. Full details



and application process: [here](#).

**03. Part-Time Seminar Coordinator – Surprenant & Beneski, P.C. (New Bedford)**

Surprenant & Beneski, P.C. is seeking a friendly, efficient and reliable person for 15 to 20 hour per week position at a successful law office. Must be proficient in PowerPoint, Word and Excel. Familiarity with TimeMatters, a plus. For full job details and application process: [here](#).

**04. Activities Assistant – CareOne (New Bedford)**

Plan, develop, organize, implement, and assist with the activity programs of this facility \* ; Participate in discharge planning, development and implementation of activity care plans and resident assessments. Bring fulfillment and quality of life to our residents in this role as an Activities Assistant. Assist in planning and implementing group and individual activities for the geriatric population. For full job details and application process [here](#).

**05. Paving Laborer – P.J. Keating Company (Acushnet)**

P.J. Keating Company, an Oldcastle Materials company, is a leading manufacturer of aggregate and HMA products and Paving and Construction in Massachusetts and Rhode Island. We operate aggregate and Hot Mix Asphalt (HMA) production facilities in Acushnet, Dracut, and Lunenburg, Massachusetts as well as Cranston, Rhode Island. Our modern facilities, veteran paving crews, experienced construction management team and large investment in plants and equipment make us one of the largest and most efficient producers in the state of Massachusetts as well as one of only two RIDOT approved stone suppliers in the state of Rhode Island. Full details and application process [here](#).

**06. Bench Property Manager – Simply Self Storage (Fairhaven)**

Rental of storage units/increasing occupancy, operating the facility within set budgets, managing Accounts Receivable, merchandise sales, making daily bank deposits accurately,

light maintenance work required, consistently provides superior customer service, be people friendly and have a positive attitude, delivering superior customer service through proper telephone and in-person contact. For full job details and application process [here](#).

#### **07. Seasonal Holiday Retail Sales – Macy's (Dartmouth)**

As a seasonal retail sales associate, you're the cornerstone in bringing the magic of Macy's to life for our customers – engaging, interacting, and delighting them with smart merchandise recommendations and outstanding customer service. You'll work independently and as part of a high-performance retail team using your enthusiasm and your great attitude to amaze our customers and help your team members create the kind of memorable shopping experience that has made Macy's America's choice for finding the best holiday gifts. Full job description can be found: [here](#).

#### **08. Front Desk Receptionist – Salon Gigi (North Dartmouth)**

Salon GiGi is looking for a salon receptionist in this role, you will: The Salon receptionist will be responsible for proactively welcoming guests and dealing with all enquires, being knowledgeable about treatments, products and services offered as well as pricing and scheduling appointments. We are looking for an experienced customer service professional with a passion for service and hospitality. You will be a willing team player, accomplished multi-tasker, comfortable with computers and communicating over telephone and email. Check clients out and handle money transaction accurately. Maintain clean and organized front desk area and keeping the salon clean throughout the day. Willing to train on site for the right candidate but prefer to be proficient in Microsoft Word and Microsoft Excel. Other duties as assigned. For full job details and application process [here](#).

#### **09. Bookseller – Temporary – Barnes & Noble (North Dartmouth)**

As a Bookseller, you sell all our products and deliver world-class customer service through your commitment to our four

core service principles. You have a passion for what you do and enrich the customer's experience by sharing your knowledge to determine the customer's needs. You make the store experience interactive and engaging. For full job details and application process [here](#).

#### **10. Principal Clerk Treasurer's Office – Town of Westport (Westport)**

Associates degree in business preferred, plus training in payroll; minimum three to five years of business office and computer experience or an equivalent combination of education and experience. Working knowledge of payroll processing; thorough knowledge of Medicare, benefits programs and the Affordable Care Act. Ability to deal effectively and cooperatively with Town departments, current and former employees, outside organizations and the general public. Must have excellent organizational and communication skills and ability to maintain confidentiality of records. For full job details and application process: [here](#).

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# Help Wanted: City of New Bedford hiring for an SME01A

**CITY OF NEW BEDFORD**

**SME01A \$14.77 – \$21.80**

**PUBLIC INFRASTRUCTURE**

Operates any piece of motor-driven equipment, including trucks with a rated capacity of over thirteen tons. Performs some labor tasks. Maintains equipment being used to keep equipment operating properly such as checking and changing all fluids when necessary, checking batteries and tires, changing filters, and performing all other related maintenance. Keeps equipment clean at all times. May perform the duties of a Motor Equipment Operator. These duties and responsibilities are required on a daily basis.

Conducts preventive maintenance on vehicles operated. Maintains appearance of vehicles to include, but not limited to, washing and waxing of vehicles as often as necessary. Greases equipment, checks tires and tire pressure daily. Performs minor repairs on vehicles such as changing lights and wipers; performs circle check of vehicle equipment daily. Occasionally performs duties below job classification.

Must have a telephone. Subject to call for emergency work during any given twenty-four (24) hour work period, for any emergency the Commissioner feels would impair the safety of the general public, such as ice, snowstorms, rainstorms, hurricanes, etc. Required to notify Storm Control Superintendent when snow begins and immediately when black ice complaints come in.

Possession of a valid Massachusetts Class A CDL and Class 2A

hoisting license issued by the Massachusetts Department of Public Safety for all equipment or vehicles in the department. Good driving record. Careful judgment in the mechanical operation of any assigned equipment and at least two years' experience in the operation and maintenance of specified heavy equipment. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979- 1444. Applications will be accepted until a suitable candidate is found. **New Bedford has a residency requirement.** EEO

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## The South Coast Hot Jobs List – 6 October, 2016

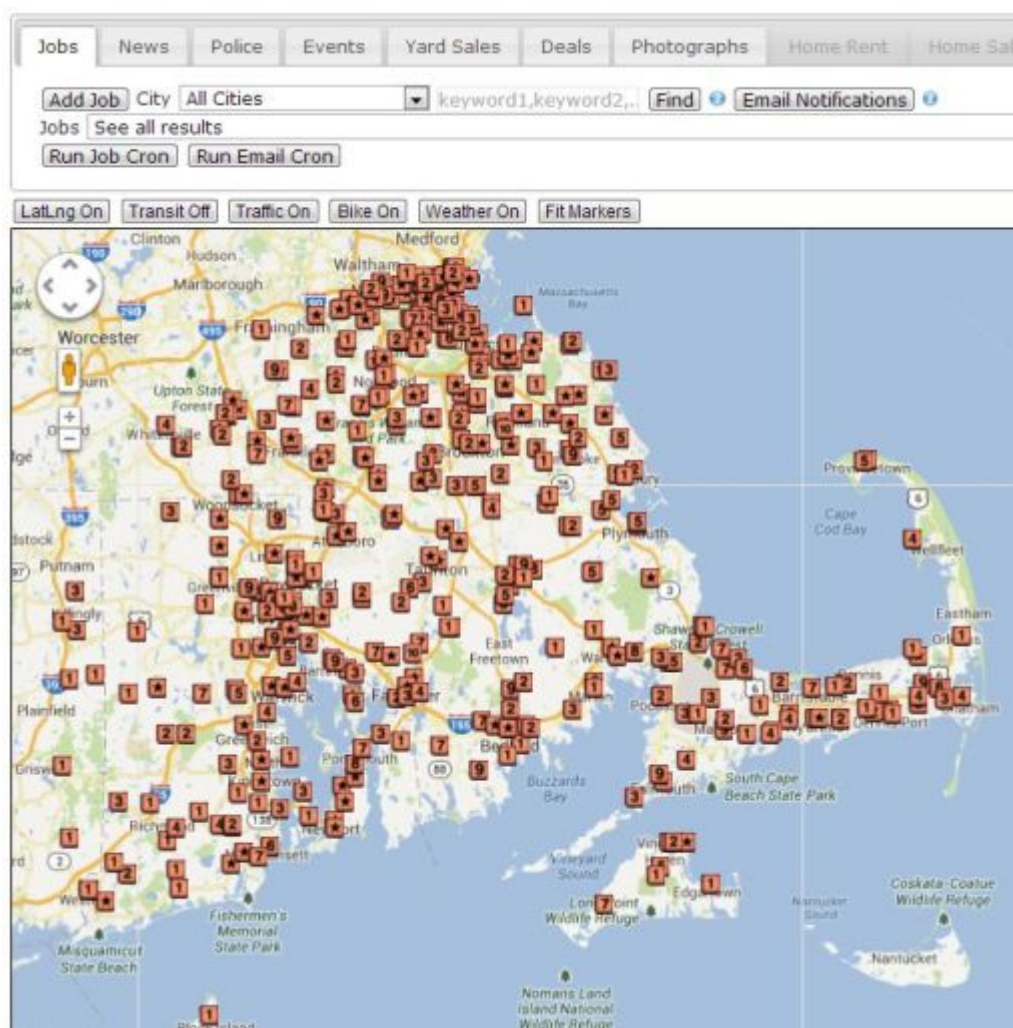


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license for 1 year or longer, with good driving history, must be 21-years-old or more, bilingual is a plus. For full job details and application process [here](#).

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#### **03. Home Care Secretary – Coastline (New Bedford)**

The Home Care Program Secretary is responsible for insuring prompt service delivery and providing general support to the functions of the Home Care Program. Assists in the completion of SIMS/SAMS corrections at periodic intervals including month ending, enters vendor communications and Data entry into SIMS – supervisions, answers vendor and client calls, takes messages, and refers case management issues to covering case managers, maintains Call Log, prepares/completes Home Care Intake Folders. For full job details and application process: [here](#).

#### **04. Clerk/Cashier – CVS Health (New Bedford)**

To ensure customer satisfaction by handling each customer with the eye's, hi's and help. To ensure each customer has a positive shopping experience and to remember that the customer is the top priority. For full job details and application process [here](#).

#### **05. Event Coordinator/ Sales Assistant – Russell Morins Catering & Events (New Bedford)**

The Event Coordination role is very hands-on and hours would include weekends. Only candidates in and around the New Bedford area will be considered. Must be willing to work days, nights, weekends, and holidays. Please respond with resume. Full details and application process [here](#).

#### **06. Health and Wellness Associate – Rite Aid (New Bedford)**

The primary purpose of the Wellness Ambassador is to increase customer satisfaction, loyalty and utilization of pharmacy and clinical services by effectively promoting and selling services provided by Rite Aid inside and outside of assigned store. The Wellness Ambassador is also required to perform all tasks in a safe manner consistent with corporate policies and applicable laws. For full job details and application process [here](#).

#### **07. Wireless Sales Associate – Wireless Store, Inc/T-Mobile (New Bedford)**

Build customer confidence of customers by making the store experience interactive, engaging and reassuring, exceed monthly sales targets, maintain the visual appeal of your store, keep abreast of the rapidly evolving T-Mobile technology, develop positive customer relationships and follow up post sale to ensure satisfaction, assist in loss prevention through awareness, attention to detail, and integrity. Maintains Call Log. Full job description can be found: [here](#).

#### **08. Sales Associate – Footaction (North Dartmouth)**

Ensuring high levels of customer satisfaction by being knowledgeable on all products offered, and teaming up with co-workers to provide excellent sales service, delivering sales, outstanding customer experience, and operational expectations, maintaining personal and productivity goals, connects with every customer by asking open-ended questions to assess needs, ability to learn and share expertise of products and trends to fit customer's needs, maintains an awareness of all product knowledge, and current or upcoming product / trends. For full job details and application process [here](#).

#### **09. Part-time Office Associate – Sears (North Dartmouth)**

The Office Associate supports Store Operations, including cash office, account maintenance, data entry detail, mail, filing, payroll processing and other clerical functions. In stores with a Self Delivery Operation (SDO), the position may also



assist in obtaining, completing, filing and/or maintaining delivery reports such as the Delivery Manifest, Dock Change, and Returns Checklist. Processes payroll workflow, enters approved punch corrections, converts regular hours to relevant pay codes as authorized by management, and timely commits payroll for hourly associates. Performs clerical functions, such as tracking attendance; preparing badges, ids and temporary discount cards; following up to collect on-boarding paperwork; and maintaining payroll detail, applicant/associate files and employment documents/posters per company requirements. For full job details and application process [here](#).

#### **10. Service Dept. – Colonial South Chrysler Jeep Dodge (North Dartmouth)**

We are currently looking for experienced service advisors and technicians, preferably with Chrysler, Dodge, Jeep, experience for immediate employment, sign on bonus for the right candidate, we offer blue cross health dental 401 vacation, in a new state of the art Chrysler dealership with a/c shop. Please call myself or Bruce Palmer direct at 508-984-1900 for immediate consideration. For full job details and application process: [here](#).

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# HELP WANTED: Adriana's Mexican Restaurant seeks to fill Prep Cook/Dishwasher and Cook positions

## COOK

### Job Overview

Cook to be responsible for prepping ingredients and assembling dishes according to restaurant recipes and specifications. To work efficiently and quickly. To make sure prep is done and accomplish the task.

### Education Requirements

Have taken a culinary program which provided basic training on cooking techniques, health and safety procedures, and other various aspects of restaurant management, or experience in working previously in that same environment. ServSafe certification preferred.

### Job Skills and Requirements

- Knowledge of ingredients and how to use them in a creative way.
- To be able to manage the entire kitchen, from the dishwasher to the cook.
- Must have excellent technique when cutting and preparing food. Hand-eye coordination is needed.

- Make sure each piece of food is safe, prepared correctly and tasty.
- Great time management to avoid burned or spoiled food and angry customers.
- Learn and follow rotation procedures to ensure freshness of all products
- Makes sure that the ordering, receiving and storing of all foods are properly as the Health Department expects
- Maintains a clean and safe kitchen
- Work as a team player with co-workers in the back of the house and front house. Be able to be a good leader, who can assign tasks and motivate workers.

## **PREP COOK/DISHWASHER**

### **Job Overview**

The Prep Cook/Dishwasher will assist in the preparation of meals by chopping vegetables, making salads, and putting together entrees. Such skills include proficiently being able to utilize a wide range of kitchen tools including proper knife handling.

### **General Responsibilities**

- Food preparation, chopping vegetables, making salads and putting together entrees.
- Ensuring that food is properly stored.
- Performing kitchen maintenance; emptying the trash, mopping floors and washing dishes.
- Learns and adheres to the designated cooking methods to assist in preparing the appropriate menu items consistently.
- Strives to learn to improve cooking skills and expands knowledge about food products and techniques.
- Assists with the cleaning, sanitation, and organization of the kitchen, walk-in coolers and all storage areas.
- Performs additional responsibilities as requested by the

Chef, Kitchen Manager at any time.

### **Job Qualifications**

Experience: Some kitchen experience helpful, but not required

Skills/Aptitudes:

- Professional communication skills are required.
- Ability to take direction.
- Ability to work in a team environment.
- Ability to work calmly and effectively under pressure.
- License/Qualifications:
- Food Handlers permit required.
- Must be able to work nights, weekends and some holidays.

**Adriana's Mexican Restaurant**

**1262 Acushnet Avenue Phone: 774-425-3952**

**New Bedford, MA Fax: 774-425-3954**

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# **Help Wanted: City of New Bedford hiring Library Assistant II**

**CITY OF NEW BEDFORD**

**LIBRARY ASST II \$15.42 – \$23.00**

**LIBRARY**

Responsible for handling questions from the public in the Special Collections department at the Main Library, handling local history and family research queries, helping in the Reference department as needed, and all other related services.

Greets and assists visitors with History Room registrations; advises patrons of Special Collections policies, procedures, resources, and services; monitors use of materials and equipment, provides assistance as needed. Maintains orderliness of History Room; shelves circulated items; assists with preservation of historical materials and regular cleaning of equipment. Records daily statistics for circulation of Special Collections materials in departmental logs and in the library automation system.

Provides assistance with onsite and remote (telephone, email) Special Collections reference queries regarding area history, genealogy, historical materials and related resources; regularly updates status of assigned entries in departmental reference log. Assists Special Collections Librarian and Curator with collection management, including: production of labels for books, boxes, and permanent installation of art work; modification and creation of catalog records and collection inventories; and assistance in hanging art work, as needed.

High school diploma or GED equivalent required. Two years of college or appropriate public library experience with an automated library system preferred. Individuals must possess working knowledge of library principles, methods and procedures; good communication skills with the ability to deal tactfully with others; attentive to detail, good judgment, good physical condition, ability to type at least twenty words per minute. Knowledge of local history, basic genealogical research and archival principals preferred. Contributes to the smooth operation of daily functions by completing assigned projects without ongoing supervision. Establishes and maintains harmonious working relationships with others. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit **[www.newbedford-ma.gov](http://www.newbedford-ma.gov)** or contact the Personnel Dept., 133

William St., Room 212, 508-979- 1444. Applications will be accepted until a suitable candidate is found. **New Bedford has a residency requirement.** EEO

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# The South Coast Hot Jobs List – 29 September, 2016



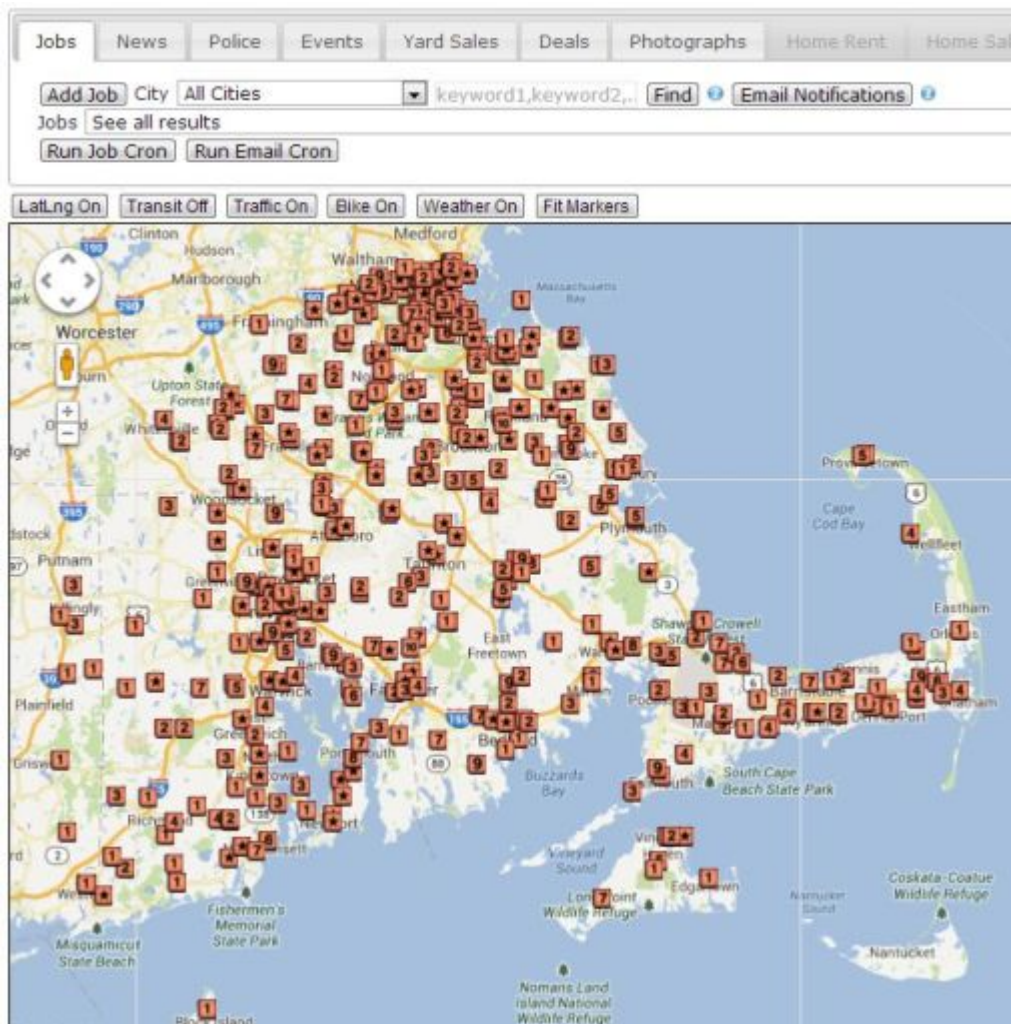
by  
Michael  
Silvia

The Greater New Bedford unemployment rate is much higher than the rest of Massachusetts, but believe it or not there really are a lot of available for qualified applicants. Sometimes the barrier to a new job can be the lack of information on available job openings.

To solve this, each week New Bedford Guide will pull jobs from our **jobs database** to inform job seekers about the hottest jobs in the area.

We will define “Hot Jobs” as those jobs that need to be filled by the employer immediately. For those looking to search some large job databases, checkout my **Best Job Search Resources for New Bedford Residents article**.

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Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of September 29, 2016.

### **01. Pizza Delivery Driver – Domino's Pizza (New Bedford)**

Enthusiasm, acceptable basic math and spelling skills, commitment to teamwork, desire to work in a fast-paced environment, must have reliable vehicle, valid driver's license for 1 year or longer, with good driving history, must be 21-years-old or more, bilingual is a plus. For full job details and application process [here](#).

### **02. Domino's Team Member – Domino's Pizza (New Bedford)**

Entry-level to experienced, flexible hours, positive team atmosphere! Performance-based pay raises, move up at your pace. Enthusiasm, strong basic math and spelling skills, commitment to teamwork, desire to work in a fast-paced environment, bilingual or multilingual a plus. Full details

and application process: [here](#).

### **03. Package Delivery Driver – UPS (Dartmouth)**

This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 – 35 lbs. and may weigh up to 70 lbs. A DOT physical exam is required. Package Delivery Drivers must have excellent customer contact and driving skills. Some UPS facilities may require the ability to drive a delivery vehicle with a standard (manual) transmission. Qualified applicants must have a valid driver's license issued in the state that they live. Package Delivery Drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform. For full job details and application process: [here](#).

### **04. Automotive Service Phone Attendant/Appointment Setter – HToyota of Dartmouth (Dartmouth)**

Toyota of Dartmouth is looking for a full-time receptionist for our busy Service Department.

Phone experience a must, automotive experience helpful but not necessary. Answering Multi-Line Phone System, scheduling Automotive Service Appointments, strong Customer Service Skills Needed. For full job details and application process [here](#).

### **05. Desk Staff/Concession – Part Time – Champions Sports Center (New Bedford)**

Join our professional sports management team, who HELP organize indoor soccer leagues for both youth and adults, recruit teams, individual players to play on All American house teams, collect league fees and HELP manage evening adult and weekend youth leagues. You will also prepare and serve food & beverage in our concession areas. Job Requirements: Ideal candidates need to have high energy, motivated, self-starters who thrive in a fast pace environment. Also requiring excellent inter-personal skills and attention to detail. We are looking for candidates who have a soccer background, including playing or refereeing, but not required. Full



details and application process [here](#).

**06. Experienced Oil Driver – Hiller Fuels, Inc. (Marion)**

Part-time. CDL & Hazmat is a must! Need to have a good driving record as well. Experience driving an oil truck for residential deliveries: 2 years. Driver's License with CDL & Hazmat. For full job details and application process [here](#).

**07. Home Care Secretary – Coastline (New Bedford)**

The Home Care Program Secretary is responsible for insuring prompt service delivery and providing general support to the functions of the Home Care Program. Assists in the completion of SIMS/SAMS corrections at periodic intervals including month ending, enters vendor communications and Data entry into SIMS – supervisions, answers vendor and client calls, takes messages, and refers case management issues to covering case managers. Maintains Call Log. Full job description can be found: [here](#).

**08. Merchandise Stocking – Early AM – Michael's Stores (North Dartmouth)**

Merchandise Stocking associates (or Replenishment Associates) are responsible for executing tasks in the areas of Receiving, Stocking and Merchandise presentation. Shifts can start as early as 3am, check with your store for their schedule. For full job details and application process [here](#).

**09. Human Resource – STAT Ambulance Service of New England, Inc. (New Bedford)**

If you do not have experience in Emergency Medical Services, please do not apply. Job Description: The Human Resource Manager is expected to perform a variety of duties: Search and recruit for any and all possible potential employees. Answer each employment inquiry in a friendly, professional and knowledgeable manner. Develop and implement new recruitment strategies online and within the community. Schedule and conduct applicant interviews in an efficient and professional manner. Conduct reference checks, criminal background and

motor vehicle check and drug screen on all new employees For full job details and application process **here**.

#### **10. Fiberglass Technician and Recondition Detailer – South Wharf Yacht Yard and Marina (South Dartmouth)**

Our fiberglass technician repairs glass and gelcoat in addition to buffing & waxing. This position requires a hard working, physically fit person that is skilled and proud of their work.. Candidates MUST have gelcoat and fiberglass build and repair experience, specifically: 1. Able to repair structural fiberglass damage. 2. Repair finished gelcoat including blending of color. 3. High speed buffing. 4. Understanding of boat building construction. Qualified candidates should bring a minimum of 5 years' experience working within a boatyard or boat building company looking to move up to the next level. For full job details and application process: **here**.

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