**Job #1—Administrative Assistant**

The Davison County Department of Equalization is accepting applications for a full-time Administrative Assistant I position. Starting pay of $16.12 per hour with full benefit package available. Candidates should be detail orientated and possess strong mathematical skills, be familiar with the layout of Davison County, knowledge of reading plats and maps, computer knowledge and ability to work well with the public.

Application and job description are available at and may be returned to Kathy Goetsch, Director, Davison County Equalization, 200 E 4th Avenue, Mitchell SD. Office hours are Monday - Friday 8:00 a.m. - 5:00 p.m. A resume with cover letter along with completed application is requested. Application deadline - when position is filled. E.O.E

**Job #2—Maintenance Tech**

We are currently seeking a Maintenance Tech. The main roles/responsibilities of the community's Maintenance Tech may include: accountable for a variety of day-to-day functions of maintenance and environmental services, buildings and grounds, and vehicle operations for the property including areas such as heating, A/C, plumbing, electrical, and repair.

Edgewood offers a competitive salary and benefits package for full and part time employees. Contact this community to learn more!

**Job #3—Certified Nursing Assistant**

Do you find fulfillment in building personal relationships and caring for personal needs? Are you looking to start a career in healthcare? This is a great place to start if you are not sure that being a C.N.A. if for you. This position is a customer service position designed to assist the C.N.A.'s with things like water pass, snack pass, getting residents to and from, and more. If you later decide you would like to also be a C.N.A., we pay for the class to become a Certified Nursing Assistant in just weeks while working as a Care Assistant. Assist us in creating a \"wow\" experience for our residents. Bring your superior customer service and apply today for our Care Assistant position!

The Care Assistant role is a temporary role while you are considering training to become a Certified Nursing Assistant (CNA). Care Assistants provide service, assistance, support, and supervision to the residents at our facility. While you are taking Certified Nursing Classes you can also pick up hours as a Care Assistant. Care Assistants encourage socialization among residents and assist in keeping the environment safe for residents. The goal in this position is to become certified as a Nursing Assistant.

**Qualifications**

* High School Diploma
* 1+ years of customer service experience
* Excellent communication skills
* Must meet all local health regulations, and pass post-employment physical exam if required. This requirement also includes drug screening, criminal background investigation, and reference inquiry.
* Must be state certified after four (4) months of employment.

Equal Opportunity Employer--M/F/D/V

We conduct drug and alcohol testing as allowed by applicable state law.

**Job #4—Concession Worker**

The City is accepting applications for concession workers for Corn Palace Events.  Join the team that serves the public through the two concession stands open during basketball games, concerts, and other community events.  Hot Dogs and Burgers, candy, pop and other non-alcoholic drinks, popcorn, and of course the World's Only Corn Palace Famous Popcorn Balls!!  Enthusiastic supervisors create a fun and professional work environment.  The Corn Palace understands that good workers may be involved in other activities too, and are willing to work around your schedule as needed.  Basic math skills necessary to handle taking money, giving change, and operation of cash registers. Positive attitude and friendly service skills required.  Must be available to work evenings and weekends. Training is provided.

Applications are available on this website.  Apply online or stop at the Box Office to pick up an application.  To find out more about the job, call Jeri Mickelson at the Corn Palace Box Office - 995-8430.

**Qualifications**

Age 14 through Adults encouraged to apply.

**Miscellaneous Information**

The City of Mitchell is an Equal Opportunity Employer.

**Job #5—McDonald’s Crew Member**

McDonald’s and its independent franchisees care about their employees and that’s why we provide them with an opportunity to learn, grow, and succeed every day. By offering industry-leading education programs and world-class training, we provide opportunities that inspire confidence and foster valuable skills to help employees thrive wherever they are on their journey, whether they stay at McDonald’s or go elsewhere. There is a reason more than 80% of employees are proud to work at McDonald’s and would recommend working at one of our restaurants. A Crew Team Member at McDonald’s is more than just a paycheck – it’s a chance to gain life skills and grow as an individual. And for anyone willing to take advantage of these opportunities…we’re committed to becoming America’s Best First Job.

**Requirements:**

We believe in letting you do you. If you're looking for a part-time job that supports your full-time ambition, you've come to the right place. Crew member opportunities are available practically anytime: breakfast, lunch, late nights, weekends - whatever. You'll find out that a McDonald's crew job can help you grow with top notch training as well as our Archways to Opportunity education programs that offer high school completion courses, upfront college tuition assistance and English Language courses. McDonald's can take you anywhere, and give you the benefits you need for your life while doing so. So what does a member of our Crew Team get to do?? • Connect with customers to ensure they have a positive experience • Help customers order their favorite McDonald's meals • Prepare all of McDonald’s World Famous food • Partner with other Crew and Managers to meet daily goals and have fun • Keep the restaurant looking fantastic All you'll need is an outstanding attitude, willingness to learn and grow and the capability to excel in a fast-paced, team environment. We'll teach you the rest. For job openings on your schedule - part time or full time - morning, days or overnight. We offer great pay, tremendous benefits and a chance to grow like you wouldn’t believe. Sound good? Give us a try! You must be 16 years of age or older to work as a Crew Member at corporate owned and operated McDonald's restaurant.

**Job #6—Cashier**

As an employee of Coborn's, Inc., the Cashier will assist customers in a timely and professional manner. Duties include scanning and ringing orders accurately and efficiently. Assure security of the cash drawer at all times. Answer customer questions and assist in bagging merchandise. Ensures that all customers are receiving the highest quality of service by interacting and providing exceptional customer service.

## Qualifications

The Cashier position requires the need to provide exceptional customer service by treating all customers and co-workers with dignity and respect. Must be self-motivated, energetic and customer service oriented. Ability to efficiently operate a cash register and accurately handle all forms of payment transactions.