



Job List for Week of October 6th

This list is also available on our website at www.nnhouse.org/job-listings/



HSN Customer Service- HSN-Tennessee•Remote-\$15 an hour - Full-time

Full job description

US55505

The Opportunity

HSN Customer Service Specialists help answer inbound customer calls. Working from home, our Specialists not only assist customers by problem-solving and

de-escalating unique situations but also promote products and drive sales while maintaining a high-paced call volume.

The Application Process

Our application process is candidate-led.

1. Complete Application
2. Complete skills assessment on mobile device or computer
4. Self-Schedule video interview via Microsoft Teams

Life with HSN as a Customer Service Specialist

At QVC Group, we are committed to fostering strong connections with our customers, candidates, and team members. To help us build those strong connections and protect our workplace from identity fraud, we rely heavily on face-to-face video interactions. We utilize Microsoft Teams for interviews, meetings, touch bases, and other connection points. We expect all candidates and team members to have their video and audio turned on during these interactions. This approach not only enhances communication but also helps us build meaningful relationships and a collaborative work environment

- You'll work from a HSN approved state of Georgia, Tennessee, or Virginia.
- Busy day handling a high volume of customer inquiries.
- You'll personalize the experience for each caller.
- You'll answer incoming calls like confirming refunds, taking payments, placing orders, analyzing account data, and promoting additional products.
- Opportunity for advancement across the entire QVC Group network.
- You'll report to an assigned Supervisor.
- You'll work a set schedule and structured day, this includes a weekly weekend set shift.
- You'll work remotely from home.
- Bilingual opportunity available for those fluent in Spanish and English.

Compensation

- Starting rate is \$15.00/hour.
- Automatic increases in pay every 6 months for 2 years.
- New! Pay for Performance incentive paid out monthly to eligible team members.

Who We Are

HSN takes shoppers on a journey – embracing the new, exploring untrodden paths, and bringing shoppers a unique perspective that enriches their lives. We offer a curated assortment of exclusive products and top brand names in health and beauty, jewelry, home/lifestyle, fashion/accessories, and electronics and incorporates entertainment, personalities and industry experts to provide a unique shopping experience.

- Learn and work in a virtual environment.

- Communicate with a variety of styles.
- Navigate multiple systems and screens.
- Follow HSN computer system requirements.
- Troubleshoot own technical problems (partner with IT when needed).
- Available to work weekends, holidays, and additional hours.
- Reside in Georgia, Tennessee, or Virginia.

System Requirements

Our Work at Home Team Members need to maintain the necessary system requirements to provide a great experience for our customers. A full specification list will be provided after your interview, here are a few items:

- Self-provided computer or laptop, running a Microsoft Operating System, not older than 3 years.
- Headset compatible with HSN specifications.
- High-speed internet connection. Satellite, broadband, wireless, mobile, or dial-up services are not permitted.
- Mac/Apple products, Chromebooks, Surfaces, and notebooks are not supported.

Training Schedule

Your HSN career begins with a paid training period where attendance and participation is required. Your first day will be on a Wednesday to complete Tech Set Up.

After you connect orientation and training will begin on Monday for six weeks, Monday - Friday 9:00 am -5:30 pm ET. Training schedule and working schedule post training will differ. Training is mandatory for the entire six weeks.

Work Schedule

Your work schedule will include weekend shift responsibilities each week.

Work schedules are not Monday - Friday

Customer service hours are from 7:00 am to 1:00 am ET

Work schedules are predominately 2nd shift.

Remote work is not permitted in NYC at this time.

#LI-Remote

If you enjoy being a part of a team, creating experiences and delighting customers, you'll love it here. If you're excited about retail, media, social, live streaming, technology, customer service, design and more, you'll find amazing projects to work on. If you want to grow professionally and learn every day, you'll thrive with us.

If you appreciate a company committed to inclusion and belonging for all, you'll be amazed at what's available for our team members. We offer a comprehensive Total Rewards package including competitive compensation, health care benefits starting on day 1, 401(k), paid time off, tuition reimbursement, employee assistance program, parental leave, paid volunteer hours, company discounts and much more. Best of all, working with QVC Group means friendly teams, ambitious projects and fast-moving careers!

For QVC Group, our commitment to inclusion and belonging for all is deeply rooted in Our Principles. They call on us to Drive Progress, Act With Empathy, Be Brave,

Embrace the Future, and Do What's Right so that everyone can thrive. We are committed to ensuring that our workplace provides equal employment opportunities for all team members and candidates and complies with all applicable federal, state, and local laws and regulations. As an equal opportunity employer, QVC Group is committed to a barrier-free employment process. If you need reasonable accommodations/support throughout, please contact us at workwithus@qvcgrp.com for assistance.

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&latLong=35.04563%2C-85.30968&locString=Chattanooga%2C+TN&radius=35&from=searchOnDesktopSerp&start=80&vjk=40a4049675561c36&advn=754463888760704>



After School Program Manager - Part Time- Northside Neighborhood House - Hixson, TN 37343-From \$20 an hour - Part-time

Full job description

Reports To: Community School Coordinator (CSC)

Classification: Part-Time, Hourly \$20

Location: Red Bank Middle School or Hixson High School

Supervises: 1 ASP Program Assistant & Volunteers

Employment Status: Works during Hamilton County school year and continues for subsequent school years (off during summers)

Program Summary: At Northside Neighborhood House (NNH), we believe every student deserves a supportive, connected school environment where they can thrive—academically, socially, and emotionally. Through our Community School model, we work closely with school leadership to provide wraparound supports tailored to each school's unique needs. Our after-school programming is a vital part of this approach. It offers students a safe and enriching space to build relationships, explore new interests, and access resources that promote overall well-being. By creating a welcoming and purposeful space outside regular school hours, the ASP Manager helps strengthen the entire school community.

Position Summary: The Community School After-School Program (ASP) Manager plays a key leadership role in bringing our extended learning vision to life. This position is responsible for planning, coordinating, and leading the daily operations of our after-school program—ensuring all activities are engaging, inclusive, and aligned with best practices. The ASP Manager also directly supports students through homework help, mentoring, life-skills development, and enrichment activities, and supervises the Community School ASP Assistant to ensure smooth, student-centered programming.

This work is grounded in the six key practices of the national Community School model:

- Expanded & enriched learning opportunities
- A culture of safety, belonging, and care
- Rigorous, community-connected instruction
- Meaningful student and family engagement
- Collaborative leadership and shared voice
- Integrated systems of support

Essential Functions & Responsibilities:

Schedule: Weekly hours range from 15 to 19, depending on the school schedule and planning needs. Regular, prompt attendance is required during scheduled work hours—typically Monday through Thursday from 12:45 PM to 5:30 PM, with at least one Friday per month dedicated to one hour of professional development.

Travel: Occasional local travel for program supply runs, family outreach, and partner meetings. A valid driver's license and access to reliable transportation are required.

Equipment/Technology: Proficiency with computers sufficient to use web-based timekeeping, Google Suite, & learning management software. Basic computer/Chromebook navigation skills. Must be able to use and quickly learn new software to support agency priorities.

Skills/Abilities: Hearing and vision necessary to perform the essential functions of this position required. Ability to lift up to and sometimes over 40lbs and ability to participate in physical student enrichment activities. Able to stand and move for extended periods of time.

Essential Job Responsibilities:

- Program Leadership & Implementation

The ASP Manager is responsible for bringing our extended learning program to life—from planning engaging activities to overseeing smooth daily operations and stepping in with students when needed. This includes:

- Designing after-school and summer programming that follows national best practices and supports students' academic growth, social-emotional development, and sense of belonging.
- Coordinating and managing day-to-day program logistics—ensuring staff, volunteers, supplies, and spaces are ready for a safe and successful program each day.
- Creating and leading hands-on enrichment activities when appropriate, modeling strong facilitation and building connections with students.
- Supervising and supporting program assistants and volunteers to ensure high-quality, student-centered experiences.
- Preparing and distributing snacks/meals that meet CACFP guidelines, and helping maintain a clean, organized environment by involving students in shared responsibilities.
- Building partnerships with local organizations to bring in services that benefit students, families, and the school community.

-Communication & Conflict Resolution

- Maintain strong relationships with community partners by organizing and attending regular meetings, promoting open information sharing, and fostering shared responsibility for supporting students' learning and success.
- Maintain regular communication with the CommUNITY School (CS) Coordinator to align programming and track outcomes.
- Share weekly and monthly calendars, with students, families, and the CS Coordinator.
- Address and resolve student, staff, and parent concerns promptly and professionally, knowing when to escalate or seek support as needed.
- Effectively manage student behavior to create a safe, inclusive environment grounded in trauma-informed practices.

-Documentation & Program Management

- Ensure compliance with all federal, state, and grant requirements (e.g., service hours, student ratios).
- Manage daily program operations, including coordinating activities, data entry, and maintaining accurate documentation.
- Maintain ethical standards and confidentiality in all social service practices.

- Track and report student attendance, achievements, and disciplinary data in a timely and accurate manner.
- Submit required timesheets, expense receipts, and food service documentation (e.g., YMCA CACFP records) to the CommUNITY School Coordinator.
- Keep participant information up to date in the Apricot data management system.
- Conduct regular safety drills (fire, tornado, lockdown) as required.

-Supervision

- Supervise 1 Program Assistant and volunteers, ensuring quality, safety, and consistency in student engagement.
- Provide training, coaching, and ongoing feedback to support ASP Assistants professional growth.
- Conduct performance evaluations and set development goals in partnership with the CS Coordinator.
- Hold team members accountable to NNH standards and reinforce core values in all interactions.
- Promote a culture of respect, equity, and professionalism in alignment with organizational and legal guidelines.

Typical Working Conditions/Environment: This is a middle or high school-based position that follows the Hamilton County school calendar. Programming occurs both indoors and outdoors based on student activities and seasonal needs. Staff are off during school holidays and summer break but are expected to return the following school year.

Qualifications:

Education/Experience:

- High school diploma or equivalent required; some college strongly preferred.
- Experience working with middle or high school-aged children required.
- Knowledge of behavior management and conflict resolution for groups of students is required.
- Experience in community or youth programs, after-school settings, or related fields is strongly preferred.
- Familiarity with the community school model and a whole-child approach to learning is a plus.

Skills/Abilities:

- Able to motivate and engage participants.
- Able to develop and implement behavior management strategies tailored to children's individual needs.
- Strong desire to build positive relationships with youth.
- Effective communication skills with children and adults.

- Ability to organize and implement group activities.
- Capacity to handle multiple tasks in a fast-paced environment.
- Commitment to maintaining confidentiality and respecting privacy.
- Patience, understanding, and cultural sensitivity toward diverse socioeconomic backgrounds.
- Ability to work collaboratively with team members toward organizational goals.
- Takes initiative in generating new ideas and approaches to programming.
- Ability to build relationships with students, families, and community partners.

Ready to make a difference in the lives of students and their families? We invite you to apply for the CS ASP Manager position at Northside Neighborhood House today!

Job Type: Part-time

Pay: \$20.00 per hour

Expected hours: 15 – 19 per week

Benefits:

- Employee assistance program
- Referral program

Application Question(s):

- Briefly describe your experience leading or supporting youth programs (after-school, camps, enrichment activities, etc.).
- We currently have programming available at Hixson High School and Red Bank Middle School. Do you have a preference for location?
- Do you authorize us to contact your previous employer(s) for employment verification?
- This position requires working Monday–Thursday from 12:45 PM–5:30 PM during the Hamilton County school year. Are you available during these times?

Work Location: In person

<https://www.indeed.com/jobs?q=Northside+Neighborhood+House&l=Chattanooga%2C+TN&radius=35&vjk=8265a0f395c0109f>



Storage Specialist- Mini Mall US Storage Properties-Soddy-Daisy, TN 37379-Full-time

Full job description

Mini Mall Storage Properties has experienced rapid growth since beginning operations in 2020, and our momentum shows no signs of slowing as we continue acquiring storage facilities across North America. We are dedicated to making storage simple, accessible, and convenient for all of life's transitions and treasures, while staying focused on leading the industry and challenging traditional norms.

Our mission is to deliver the Mini Mall Experience in everything that we do, with a strong focus on our Service, Brand, and Employee Experiences. Our team's dedication is what enables us to deliver an exceptional service experience to our customers – both internal and external, uphold a high level of brand consistency, and foster a workplace culture of innovation, inclusion, and collaboration.

Guided by our values of integrity, grit, customer focus, community, and safety and security, our goal is to work together to create a company where everyone is motivated to contribute to our shared mission. We are looking for someone to help us continue to redefine the self-storage industry, build lasting relationships with the communities we serve, and set new standards for our business.

Join us in shaping the future of self-storage as we expand across North America, and create long-lasting, meaningful careers.

As a **Storage Specialist** at Mini Mall Storage, you will play a pivotal role in delivering outstanding service to our customers while overseeing the effective operation and maintenance of our storage facilities. Your responsibilities encompass lead management, sales, customer service, unit inventory, brand standards, security, delinquency management, auction processes, and daily business reconciliation.

WHAT WILL YOU DO?

- Follow internal sales processes with potential customers to convert leads into sales/up sales through various channels, including phone, online, and walk-in.
- Build and maintain strong relationships with current and prospective customers.
- Address customer inquiries, concerns, and complaints promptly and professionally.
- Facilitate the auction process for units with unpaid accounts and delinquency, adhering to legal and company guidelines.
- Use market knowledge to understand the potential customer demographic for sales, and local competitors for pricing strategy development.
- Facilitate the customer experience by completing their rental agreements, protection plans and applying appropriate discounts as applicable.
- Maintain detailed records of sales activities, customer interactions, and transactions.
- Ensure daily business reconciliation, accurately recording and managing rent payments, collections, and other financial transactions.
- Identify, escalate, and participate in supporting property improvements and initiatives to optimize customer satisfaction and sales efficiency.
- Conduct regular walkthroughs to manage unit inventory, ensure accurate tracking of unit availability, cleanliness, brand standard adherence, and facility feature functionality, including lighting and security cameras.
- Other job duties as assigned.

WHAT WILL YOU NEED?

- High school diploma or equivalent, with preference for previous sales, customer service, or property management experience.
- Basic computer skills, including Microsoft Office proficiency.
- Ability to work independently and collaboratively within a team, with flexibility for weekend or evening shifts.
- Strong organizational and problem-solving capabilities, coupled with excellent interpersonal and communication skills.
- Meticulous attention to detail in unit inventory management, brand standards, and security protocols.
- Proficiency in effective delinquency management, including collection calls, auctions, and daily business reconciliation, while maintaining accuracy and reliability.
- Successful completion of a criminal background check and verification of a Motor Vehicle Record.

WHAT DO WE OFFER?

- We live and breathe our core values. We make a difference and have a positive impact on people. We act responsibly and hold ourselves, and each other, accountable. We are a community with a shared ambition to unify our teams and customers. We act deliberately, and always with integrity and compassion.

- With the support from your teammates and senior leadership, you will be empowered to do things differently, grow personally and professionally, and bring your whole self to work. There's no limit to the impact you can make.
- We provide a competitive compensation package comprised of a group benefits plan, 401K matching program, and a discretionary bonus program.
- We are committed to a safety-first work environment.

What makes us different makes us stronger. We strive to ensure Mini Mall Storage Properties is a great place to work for everyone; where people feel safe, included, inspired, trusted, and supported so they can be — and bring — their best. We're committed to creating a respectful and inclusive workplace where unique perspectives, experiences, backgrounds, cultures, and attributes are valued and utilized to help achieve better results. As an organization with operations across different geographies, we celebrate the fact that our workforce is made up of people with diverse demographics. We are committed to ensuring our workplace is fair, equitable, and free of discrimination and harassment. Should you require accommodation to participate fully in the recruitment process, please email peopleandculture@minimallstorage.com.

#Li-Onsite #MMUS2

Equal Opportunity Employer

This employer is required to notify all applicants of their rights pursuant to federal employment laws. For further information, please review the Know Your Rights notice from the Department of Labor.

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VAC TRUCK PARTS

Environmental Products & Accessories, LLC.

Warehouse Shipping Associate- Environmental Products & Accessories,LLC- 2730 Kanasita Dr, Hixson, TN 37343- \$18 - \$19 an hour - Full-time

Job description

About us

At Environmental Products & Accessories we make and sale parts for Jetting and Vacuum trucks. Our Industry and the customers we serve maintain everything from the clean drinking water you receive from the faucet in your home, to the wastewater and sewer pipes that encompass every city. We manufacture the products, and accessories that our customers need to provide these services. We would love for you to join our team at Environmental Products & Accessories. We value our employees like family. At our facility we are focused on our employee's safety and offer competitive pay, with nights & weekends off, on the job training and much more. We look forward to meeting you!

Summary

This position is responsible for carrying out the day to day operations of shipping products to customers and vendors under the direction of the Shipping and Receiving Supervisor. This position will stage and load shipments, record deliveries for inventory, and ensure accurate order fulfillment. Must be able to lift up to 50 lb.'s.

Qualifications and Skills

- High School Diploma or equivalent.
- 1-2 years shipping/receiving experience is preferred.
- Ability to clearly and effectively communicate with co-workers and supervisors.
- Ability to handle changing priorities and use good judgment in challenging situations.
- Must be detail-oriented and have the ability to read, analyze, and interpret documents such as; shop procedures, work tickets, packing slips, and bill of ladings.
- General math skills required; add, subtract, multiply simple numbers and fractions.

- Must be able to verify and keep records of incoming and outgoing shipments.
- Ability to prepare items for shipment by performing duties to quality and productivity standards.
- Must be self-motivated with the ability to work independently with strong organizational and analytical skills is essential and required.
- Must have a positive can-do attitude and a willingness to problem solve and initiate action creatively.

Physical Demands

- Ability to stand for long periods of time.
- Ability to repetitively lift up to 50 lbs.
- Ability to bend and twist safely and repetitively.
- Ability to wear all PPE required.

Duties and Responsibilities

- Accurately identify products by part number and description.
- Accurately pull orders, stage/prepare for shipping.
- Prepares boxes with appropriate labels for shipment as required .
- Effectively completes cross-functional root cause and corrective action to resolve customer-related shipping issues.
 - Must be open to constructive feedback and have a desire to grow and develop with the organization
 - Hands on computer experience required. Knowledge of Microsoft Word, Excel and Outlook is preferred.

- Adherence to current company safety programs and policies.
- Work with carriers and production employees to arrange inbound and outbound shipments.
- Ability to perform quality inspections and report errors to Shipping and Receiving Supervisor.
- Processes Returned Material Authorization (RMA) shipments and documents tracking information.
- Ability to accurately complete checklists, reports, and logs.
- Ability to organize and maintain a safe and clean work environment.
- Other duties as assigned

Job Type: Full-time

Pay: \$18.00 - \$19.00 per hour

Expected hours: 40 per week

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

Work Location: In person

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General Cleaner- Diversified Maintenance- Signal Mountain, TN 37377- \$18 an hour - Part-time

Full job description

General Cleaner

Come work for Diversified Maintenance, a leading company in the Facilities Services Industry since 1973. At Diversified Maintenance we believe that details matter, as do each of our employees and customers. Through our core values of loyalty, honesty, and integrity, we strive to create a culture of growth and opportunity for each individual we employ. Although we currently have operations in all 50 United States, Puerto Rico, Guam, and the Virgin Islands, Diversified Maintenance is projected to double in size in the next five years. Join a large growing company with a sense of pride in everything that we do.

Summary - Monday-Wednesday- Friday 1 hour per day \$18 per hour

For more information Contact Neala @ 423-599-9102

The General Cleaner performs cleaning related tasks as outlined in the contract between the company and the customer. This person reports any problems, or suspicious activity to the appropriate supervisor or manager.

Job Duties

- Empty trash and recycling
- Dust, wipe and spot clean all surfaces
- Vacuum, mop, and wet mop designated areas
- Clean entire restroom by utilizing disinfectants and bathroom cleaners, restock restroom supplies as needed, remove trash, clean fixtures, mirrors, and dispensers, sweep and/or wet mop floors.
- Ensure all lights are on/off and appropriate doors are locked when leaving an area.
- Keep closets clean, neat and orderly.
- Perform other duties as assigned by supervisor.

Requirements

High School Diploma or equivalent preferred. Reliable transportation to ensure consistent dependability required. Must be able to meet physical requirements of position. Must successfully pass a background check and drug screen in accordance to contractual obligation.

Diversified Maintenance Systems, is an Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

Equal Opportunity Employer

This employer is required to notify all applicants of their rights pursuant to federal employment laws. For further information, please review the Know Your Rights notice from the Department of Labor.

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Seasonal Associate - Opportunities available in Sales / Support or Store Fulfillment - Northgate, Belk, Chattanooga, TN 37415, Part-time, Seasonal, Full-time

Full job description

A Brief Overview

We're excited to meet you! We're hiring Full-time, Part-time and Flex positions across Sales, Support, Fragrances, Store Fulfillment, and more. Bring your talents to a team that values you! Apply today to explore opportunities.

As a Seasonal team member, you'll play an important role in delivering excellent customer service, driving sales, and supporting store operations to ensure a positive shopping experience for every customer. Whether you're helping a customer on the sales floor, assisting with transactions, or supporting behind-the-scenes processes, you'll be a part of a team that works together to meet store goals, foster customer loyalty, and build repeat business.

What you will do

Demonstrate ownership and initiative in achieving personal goals, store objectives, and daily priorities.

Greet, engage, and assist customers warmly, creating a welcoming environment and providing personalized service to enhance customer shopping experience.

Process transactions accurately and efficiently. Handle customer inquiries, returns, and concerns with professionalism, promptness, and care.

Support store operations by assisting with tasks such as store fulfillment, curbside pickup, pricing, promotional sets, product processing and placement, and visual merchandising.

Maintain visually appealing selling areas, merchandise presentation standards, accurate signage, fitting rooms, and cleanliness through daily recovery and stock replenishment.

Leverage training tools, use resources, and embrace feedback to continuously build skills and strengthen performance. Stay informed of products, promotions, policies, and store events to deliver accurate information to customers and enhance service.

Contribute to a positive store culture by building connections with teammates, sharing knowledge, and celebrating individual and team achievements.

Follow asset protection procedures, safety guidelines, and security protocols, supporting store shortage control, inventory accuracy, and minimizing risk in designated area.

Skills and Abilities

Dedication to customer service and a drive to achieve store objectives.

Skills and experience to perform in the role and a commitment to continuously learn.

Ability to take ownership of assigned tasks and contribute to store success.

Communicate with excellence.

Comfortable with technology, including smart phones, tablet computers and Windows-based operating systems.

Available to work a flexible schedule based on business needs, including nights, weekends, and holidays.

Must regularly move around all store areas and be accessible to customers.

Must bend, reach, stretch for product as well as lift, carry, and move at least 50 lbs.

The job posting highlights the most relevant / essential responsibilities and requirements of the role. It is not all-inclusive. There may be additional duties, responsibilities, and qualifications for this job.

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Office Assistant- -4843 Hixson Pike, Hixson, TN 37343- \$15 - \$25 an hour - Part-time

Full job description

Magnolia Dreams is an e-commerce business that specializes in custom wedding mirrors and signage. We are currently looking for office assistants to help fulfill orders and communicate with customers. We are hiring multiple employees that will add different talents and passions to our team as we continue to grow.

Ideal individuals would have a project-focused mindset with a knack for crafts or hands-on creation. Must be able to follow established processes and weekly order fulfillment expectations, especially during peak seasons. Willingness to learn, attentiveness to detail, and customer excellence are required for this role.

General job responsibilities would include:

- Communicating with customers, answering messages, responding to emails, replying to texts, etc.
- Creating, sending, and revising proofs to customers based on their specifications from their order.
- Organizing and prioritizing order fulfillment to ensure delivery by their wedding date.
- Working with other team members to assist order fulfillment, printing designs, and packing orders.
- Other administrative tasks designated by managers.

Other Information:

- Experience not required, but preferred.
- Flexible weekly schedule available (post onboarding and training).
- Paid weekly on Wednesdays.
- Commission opportunities available for consistent performance.

Feel free to check out our website to see what we make: <https://magnoliadreams.shop/>

Job Type: Part-time

Pay: \$15.00 - \$25.00 per hour

Expected hours: 15 – 30 per week

Benefits:

- Flexible schedule

Application Question(s):

- What is your favorite strength/talent? What may be a weakness?
- We are looking for a variety of talents and personalities to help grow our company to the next stage. Why do you want to work here (brief statement)?

Work Location: In person

https://www.indeed.com/jobs?q=&latLong=35.04563%2C-85.30968&locString=Chattanooga%2C+TN&radius=35&from=searchOnDesktopSerp&cf=turnstile-response=0.7pCVA3JYr2kqFwT0bpdOqZf9RCaR_PuQCbxWhEleUM0ynvj1WGD0ebi0C1aeUBjsBDdY-Dy1NMPOTH6BuWJvcgx_DRnYQmd_t53KwDU8Hi5zCiaPS4cm70Hm6nIJgfyQ3VqiMp6bq6sdBL9w4zUjppyMr59F0TMvNh-IHcmKwK0d-gl8AjUklIKf1tQSGRc2wsv_p8crF1N2GusbZJqrWR1xarQJpXNnMAMBu5Qg8ZNxAaDTHfaagk8AkyxmplOOmMeCRxoVYxrweDhQagZB60Vrig50oD69gYt7Ae0z1mN3v6Pq8D5EzvEBjCHEOP--IDUeGIO4_BXqH1unqy_8-ULUdDYkEm6t6sbnyqi3J3J_EZ8JjJQb7vF0C6ta5G5KJrVVG3VP-LHvGiL_2Lcb1ijByyJ5PKo_DVDulyfEGYdPJZXj6ceun0x5RbHo-8y-zkKNboamfj1q9Cd6KHAKuLFJOvir22YwuXJHZ_1gl-OI35X24zaNCjggfwQnyiyH2O7RviMkjkgQQt-m09GkwJi-LAal6LphYaPtgK0yknIMt6PG84pV9jqFXaXU3oVg7c-ou-X3-PcBy4AITK0Br8JkSl-rLMjbHzVdEvzHcwDsFWQx9cjEEAxNRr1-eAy7RIVaseVQytoAFEvoR-ZbD9fwlXLLnk7oRnLWGxMZE6btzcg8FS5OGsrRmXBO4qYzrpDg6ReVJJKWzRsRiNPhfBK6iU_0QVkcSONi16T7EZhpjXIQAAtvibXY98-PEVikRZpOHX-3wnZ8Ey3e5y4C9WXjcaWqNaf5Fpji4wuNeQG_GFJlftSD0KMetvJX-zb2EyiRR24-JRtlP5d8Q4OMHEsxF_mclLdCN9MKqbeifY0ab4s7k5KJlYpRj4WWI3bOhlhwrWMsMYj9x-XgQ4YHdgjao8zOk2aCILXYIcw.x0A3STp0MALIXU-zALX1IQ.378c03c60e40f00d1497be5d1c6ceb5e89d4245b2c6de5f37ef6eb3754a89d15&vjk=9736044ffd63be2c&advn=5142340843545155



CLERICAL SUPPORT - North Pediatrics- Galen Medical Group Pc- 1039 Executive Dr, Hixson, TN 37343-Full-time

Full job description

Clerical Support- North Pediatrics

Galen Medical Group offers several medical specialties throughout the Chattanooga region. We provide quality care and patient-friendly services to adults and children of all ages.

Our mission is to elevate the health of our community through multiple medical specialties providing excellent care delivered with wisdom, compassion, integrity, and a commitment to technology, education, and scientific inquiry. Galen is CHATTANOOGA'S Doctor!

Summary/Objective:

Welcome visitors by greeting them in person or over the telephone in a prompt, professional and courteous manner recognizing this position is the initial representation of all Galen Medical Group and the Site specifically. This position provides support in the following areas: Check-In, Check-Out, Switchboard Operator, Appointment Scheduler, and/or Receptionist.

Essential Functions: *Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.*

- Exhibits a high-level customer service approach by greeting all patients and visitors in a timely and helpful manner.
- Obtain, update, and enter demographic and insurance information for the patient into the practice management system (PMS).
- Scan patient's insurance cards into the PMS. Verify coverage and eligibility.
- Point of Service collections – Collect Co-pays, Co-insurance, Past Due balances and Collection balances per site protocol.
- Notifies appropriate personnel of the patient's presence for medical services.
- Performs daily reconciliation of cash, checks, and credit card payments.
- Responsible for credit card batch processing and daily deposit reconciliation.
- Notifies the manager immediately of discrepancies in payments and collections, including discrepancies with out-of-balance batch reports.
- Knowledgeable of participating insurance plans accepted by the office.
- Provide the patient with updates regarding delays in the Provider's schedule.
- Assures the Waiting room is clean and tidy at all times.
- If Check-Out duties are included in your job position, the following guidelines must be followed:
 - Schedule future appointments
 - Point of Service collections if done post visit
 - Return to Work and School notes
 - Schedule specialist appointments, and outside testing depending on site.
- If Switchboard duties are included in your job position, the following guidelines must be followed:
 - Responsible for opening the Switchboard when the clinic opens.
 - Transfers and removes lines to and from the forwarding function to answering service when deemed appropriate by the manager.
 - Receives telephone messages via telephone and/or fax from the answering service and relays messages to the appropriate parties.
 - Answers all incoming telephone calls and alerts the appropriate staff of needs.
 - Courteously and efficiently assists patients with their needs when receiving calls.
 - Accurately records detailed messages and sends task to the appropriate person.

- Notifies personnel of incoming telephone calls according to the department guidelines.
- Refers to On Call schedule daily and relay to the answering service before closing the office.
- Active participation in process improvement efforts.
- **If Appointment Scheduling is included in your job position, the following guidelines must be followed:**
 - Check availability for requested appointments. If provider or time is not available, offer alternate options to the patient according to office protocol.
 - Schedule appointments in PMS.
 - Reschedule patient appointments as requested.
 - Manage recall list.
- **If Pharmacy duties are included in your job position, the following guidelines must be followed:**
 - Answering telephone calls and conducting outbound calls.
 - Checking in patients for Patient Assistance and Pharmacy appointments.
 - Running the Pharmacy P.O.S. system.
 - Setting up Pharmacy deliveries.
 - Assisting with other Pharmacy Related duties as necessary.
- May be required to assist other team members based on office demands.
- Must adhere to HIPAA guidelines at all times in order to maintain the highest level of patient confidentiality.
- Other duties as assigned by Regional Manager or Site Manager.

Other Duties/Responsibilities:

- Promote the mission, vision, and values of Galen Medical Group.
- Maintain confidentiality of all patients, medical, financial, and legal information.
- Report to work on time and as scheduled.
- Represent the organization in a positive & professional manner.
- Comply with all organization policies and standards regarding ethical business practices.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services as directed by your manager.
- Consistently demonstrate the value of the team concept.
- Understands and abides by OSHA, HIPAA & CLIA standards.

Knowledge/Skills/Abilities:

- Ability to handle difficult situations involving patients, physicians, or others in a professional manner.
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude.
- Ability to manage multiple and simultaneous responsibilities.

The above job description is intended to describe the general content of and requirements for this job. It is not intended to be a complete statement of duties, responsibilities, or requirements.

QUALIFICATIONS:***Required:***

- High school graduate or equivalent.
- Must be computer literate.
- Ability to perform mathematical calculations.
- Above-average spelling skills.

Preferred:

- 2-3 years' medical receptionist experience.
- Medical experience and terminology helpful but not required.

As part of the Galen Medical Group, the applicant must be a team player and provide excellent customer service while assessing our patients' needs efficiently. Perform all duties in compliance with Galen Medical policies, HIPAA, and OSHA standards.

Galen Medical Group is a member of the TN Drug-Free Workplace and it is a requirement that we conduct a pre-employment drug screen, as part of the hiring process.

Why should you apply?

- 401(k) benefits.
- Education reimbursement.
- Holiday Pay.
- Great earned time-off policy.

- Company-paid Life Insurance & Long Term Disability.

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&latLong=35.04563%2C-85.30968&locString=Chattanooga%2C+TN&radius=35&from=searchOnDesktopSerp&start=40&vjk=254f5a2185bb934b&advn=8422716019309727>



Pastry Assistant- Bread and Butter- 3955 Dayton Boulevard, Chattanooga, TN 37415- \$15 - \$18 an hour - Part-time, Full-time

Full job description

APPLY ONLY ON OUR WEBSITE: butterthebread.com/applypastry

Join Our Passionate Pastry Team!

Love creating delicious pastries and cookies? Join our supportive bakery team! In a world of automation, pastry making is still a hands-on craft you can build a real career on.

Entry-level position - no degree required, will train! We welcome all experience levels - from seasoned bakers to those just starting in the food industry. Our comprehensive training will teach you everything from classic cookies to advanced croissant techniques!

What You'll Do

- Prepare and bake delicious pastries, cookies, brownies, and seasonal treats following our recipes and quality standards
- Learn traditional techniques including viennoiserie (croissants, danishes) with full training provided

- Maintain a clean and organized work area following food safety guidelines
- Collaborate with our team to develop new and innovative pastry offerings
- Follow daily production schedules and prep lists
- Provide exceptional customer service to our community

What We're Looking For

Essential Qualities:

- Passion for pastries and a genuine desire to learn and grow
- Attention to detail and accuracy in following recipes
- Positive attitude and team-oriented mindset
- Strong organizational skills and ability to thrive in a fast-paced environment
- Excellent communication skills
- Reliability and consistency

Experience Welcome:

- All experience levels considered - from avid home bakers to culinary professionals
- Previous commercial kitchen experience is a plus but not required
- Any pastry, baking, or food service background valued

What We Offer

Professional Growth:

- Comprehensive training in scratch baking, ingredient sourcing, and artisan techniques
- Learn commercial oven operation and professional bakery equipment
- Opportunity to cross-train in bread making (sourdough, artisan breads)
- Clear path to advance to lead pastry roles or specialized positions
- Work directly with experienced pastry professionals in small business environment

Work Environment:

- Small business where your voice matters and values drive decisions

- Built on our core values: Continuous Improvement, Craftsmanship, Community
- Flexible scheduling: early morning shifts (7-9am start) OR late morning/afternoon shifts
- Weekend availability required (Saturday preferred, but flexible for right person)
- In-person position in Chattanooga - hands-on craft work
- Free bread, pastries & snacks plus bakery stipend on products

Compensation & Benefits:

- **ENTRY POSITION:** \$12.00/hour + \$3/hr pooled tips = \$15.00/hour after training
- Pay increases based on experience and competency - ***experienced bakers start higher!***
- Regular raises with skill development
- Bakery stipend (\$25/month part-time | \$50/month full-time)
- Monthly healthcare or retirement stipend for full-timers (32+ hours/week)
- 10 vacation days & 3 sick days (after 3 months full-time employment)

Pluses if you have the following licenses or certifications: Drivers License + Safe Serv

MUST APPLY FOR THIS JOB ON OUR WEBSITE: <https://butterthebread.com/applypastry>

Job Types: Full-time, Part-time

Pay: \$15.00 - \$18.00 per hour

Benefits:

- Employee discount
- Flexible schedule

Work Location: In person

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&latLong=35.04563%2C-85.30968&locString=Chattanooga%2C+TN&radius=35&from=searchOnDesktopSerp&start=40&vjk=8afb3480c5e4914a&advn=6885679140027655>



Office Assistant/Receptionist- DERMATOLOGY CENTER- Hixson, TN 37343-Full-time

Full job description

We are on the lookout for great new teammates to support our growing team in Hixson! We are seeking Front Office candidates, and prior experience in a medical office setting is preferred. The position includes check-in, check-out, communications and scheduling, and the candidate must have excellent customer service and clerical skills, professionalism, and a positive attitude. Working knowledge of insurance plans is a plus.

Essential Duties and Responsibilities:

1. Front Office Operations & Patient Support:

- Demonstrates proficiency and competence in performing all front office responsibilities.
- Effectively cross-trained to support various front office functions, promoting a smooth and efficient patient workflow.
- Provides consistent support to ensure appropriate front office coverage during all operating hours.
- Accurately and professionally collects patient information required for billing, including insurance documentation, photo identification, and other pertinent details.
- Collaborate with the Front Office Lead position to ensure proper functioning of office equipment, maintain adequate supply inventory, and contribute to achieving departmental objectives and timelines.

2. Compliance, Safety & Professional Standards:

- Adheres to OSHA safety guidelines and HIPAA privacy regulations to ensure a safe and compliant work environment.

- Upholds professional standards and follows all applicable policies, procedures, and regulatory requirements at the federal, state, and local levels.
- Demonstrates consistent reliability through regular attendance, punctuality, professional appearance, and compliance with all health and safety protocols.

3. Teamwork & Communication:

- Builds and maintains positive, effective working relationships with colleagues, supervisors, and other team members.
- Provides support to fellow staff as needed, contributing to a cooperative and team-oriented workplace.
- Demonstrates initiative by taking ownership of tasks and seeking opportunities to contribute to the success and reputation of the practice.

4. Training & Development:

- Completes all required training and engages in ongoing professional development to support continued growth.
- Maintains up-to-date job knowledge by participating in relevant educational opportunities and reviewing industry-related publications.
- Effectively manages multiple responsibilities with minimal supervision, demonstrating strong organizational and time-management skills.
- Utilizes computer systems proficiently, with preferred familiarity in Microsoft Word and Excel.
- Communicates clearly and professionally in both written and verbal forms.
- Demonstrates a solid understanding of medical terminology, healthcare workflows, and compliance standards, including HIPAA and OSHA regulations.

Job Type: Full-time

Medical Specialty:

- Dermatology

Schedule:

- 4x10

- Day shift
- No weekends

Ability to Commute:

- Hixson, TN 37343 (Required)

Ability to Relocate:

- Hixson, TN 37343: Relocate before starting work (Required)

Work Location: In person

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&latLong=35.04563%2C-85.30968&locString=Chattanooga%2C+TN&radius=35&from=searchOnDesktopSerp&start=40&vjk=b54e4702337f4cb8&advn=8287230898168202>



Server- StoryPoint-1148 Mountain Creek Road, Chattanooga, TN 37405- \$14 an hour - Full-time

Full job description

Server – Wait Staff

StoryPoint Chattanooga

Shift Information: Full-Time, 9am-5:30pm, 1 Weekend a Month.

Position Summary:

As a Server, you will perform a variety of food service functions and maintain clean and sanitary conditions of service area, facilities and equipment. You will take on a rewarding position with an innovative company where hard work pays off and advancement is always a possibility.

Required Experience for Server:

- Prior restaurant experience is preferred but not required.
- Must be friendly, provide excellent customer service and consistently display an attitude, which fosters a teamwork environment.

Primary Responsibilities for Server:

- Serve meals in a professional manner, demonstrating a genuine concern to please residents and guests.
- Follow safe food handling and sanitation practices.
- Perform all side work and setup/breakdown duties as assigned.
- Ensure that residents and guests receive high quality food in a timely fashion.
- Maintain a positive attitude, demonstrate professional behavior, and practice good personal hygiene.
- Wait on tables and assist other staff as needed.
- Tactfully and professionally, handle resident concerns and complaints.
- Follow all Dining Services Standards of service.

General Working Conditions:

This position entails standing for long periods of time. While performing the duties of this job, the employee is required to communicate effectively with others, sit, stand, walk and use hands to handle keyboard, telephone, paper, files, and other equipment and objects. The employee is occasionally required to reach

with hands and arms. This position requires employee to effectively present information in one-on-one a small group situation with residents, guests, and other associates. This position requires the ability to review detailed documents and read computer screens. The employee will occasionally lift and/or move up to 25 pounds. The work environment requires appropriate interaction with others. Employee must be able to read, write, and speak fluent English. The noise level in the work environment is moderate. Occasional travel to different locations may be required.

Connecting Seniors, Families and Communities

For over 37 years, our senior living communities have served seniors and their families across Michigan, Ohio, Indiana, Iowa, Kentucky, and Tennessee, with each location offering unique services including independent, enhanced, and assisted living, as well as memory care and rehabilitation and skilled nursing. Through forming authentic connections and committing to creating the absolute best experiences each day for our residents and their families, we've created a special culture within our communities that allows our employees to do their best work and our residents to shine every day.

Not Just Making Every Day Great. Making Every Minute Great. There are 1,440 minutes in every single day. We aspire to make each one of them an exceptional moment. This philosophy is supported by our 6 powerful, yet simple pillars: Dream Big, Have Courage, Take Initiative, Be Accountable, Give Back & Enjoy it. We strive to fulfill the aspirational yet unattainable goal of creating the absolute best experience with every person, in every interaction, every minute of every day.

It begins with empowering our employees. Every employee, at every level of the company, is expected to perform like a leader. Everyone is encouraged and expected to put the needs of each other above everything else. No one here just “does their job” The mission is to create the absolute best experiences. This emphasis on putting people first has helped us successfully grow for the right reasons.

We have developed an environment that attracts dreamers, adventurers, creators, givers and believers to seek career opportunities with us. We find people who believe that true happiness is only found in the service of others. We want high-performers with diverse skill-sets and big hearts. We treat each other as family and find that close collaboration creates the biggest ideas.

If you love serving others, and are looking for an opportunity to thrive, CommonSail Investment Group and our businesses is your destination.

This classification description is intended to indicate the general kinds of tasks and levels of work difficulty that are required of positions given this title and should not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of the employees under her/his supervision. The use of a particular expression or illustration describing duties shall not exclude other duties not mentioned that are of a similar kind or level of difficulty.

Equal Opportunity Employer

Click on glassdoor to see our employee testimonials

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&latLong=35.04563%2C-85.30968&locString=Chattanooga%2C+TN&radius=35&from=searchOnDesktopSerp&start=80&vjk=6168ade04b94bc25&advn=1998956215955557>



Cafe Associate™ Sam's Club-6101 Lee Highway, Chattanooga, TN 37421- \$16 - \$23 an hour

Full job description

Position Summary...

Why do people love eating in our café at Sam's Club? Our members tell us one of the biggest reasons is our hard-working and happy-to-help café associates. Do you have a passion for preparing food? Our cafe associates listen to our member's needs, prepare their food orders and provide fast

and friendly service. We take pride in every aspect of our work and perform it with energy and enthusiasm. We need strong team players, with a commitment to serving our members and creating the warm and friendly environment they deserve – serving up a meal just like at home! Be a part of a team that offers customers more of what they love, for less.

You will sweep us off our feet if:

- You have a passion for and experience with fresh food
- You keep member satisfaction as your top priority
- You're a solution seeker and innovator who tackles obstacles head-on
- You're comfortable with change and quickly adapt to different work scenarios
- You're a curious and creative thinker, driving change through out-of-box thinking

You will make an impact by:

- Ensuring high-quality products are fresh, ready, and available in the café
- Ensuring shelves are clean, maintaining temperature control, verifying expiration dates, and disposing of lesser-quality food products
- Packing ready-to-sell products in proper containers and stock displays
- Preparing and serving ready-to-eat food
- Maintaining a clean, sanitized, and member-ready area

The café associate role is a great way to start a fulfilling career at Sam's Club. Apply now!

The above information has been designed to indicate the general nature and level of work performed in the role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. The full job description can be made available as part of the hiring process.

At Sam's Club, we offer competitive pay as well as performance-based bonus awards and other great benefits for a happier mind, body, and wallet!

- **Health benefits** include medical, vision and dental coverage
- **Financial benefits** include 401(k), stock purchase and company-paid life insurance
- **Paid time off benefits** include PTO, parental leave, family care leave, bereavement, jury duty, and voting. You will also receive PTO and/or PPTO that can be used for vacation, sick leave, holidays, or other purposes. The amount you receive depends on your job classification and length of employment. It will meet or exceed the requirements of paid sick leave laws, where applicable. For information about PTO, see <https://one.walmart.com/notices>.
- **Other benefits** include short-term and long-term disability, company discounts, Military Leave Pay, adoption and surrogacy expense reimbursement, and more.

Live Better U is a company paid education benefit program for full-time and part-time associates in Walmart and Sam's Club facilities. Programs range from high school completion to bachelor's degrees, including English Language Learning and short-form certificates. Tuition, books, and fees are completely paid for by Walmart.

Eligibility requirements apply to some benefits and may depend on your job classification and length of employment. Benefits are subject to change and may be subject to a specific plan or program terms. For information about benefits and eligibility, see One.Walmart at <https://bit.ly/3iOOB1J>.

The hourly wage range for this position is \$16.00 to \$23.00*

- The actual hourly rate will equal or exceed the required minimum wage applicable to the job location.

Additional compensation in the form of premiums may be paid in amounts ranging from \$0.35 per hour to \$3.00 per hour in specific circumstances. Premiums may be based on schedule, facility, season, or specific work performed. Multiple premiums may apply if applicable criteria are met.

Minimum Qualifications...

Outlined below are the required minimum qualifications for this position. If none are listed, there are no minimum qualifications.

I acknowledge that the position for which I am applying requires me to successfully complete all job required trainings and assessments within a prescribed time period if I receive the position.

Must be 18 years of age or older

Preferred Qualifications...

Outlined below are the optional preferred qualifications for this position. If none are listed, there are no preferred qualifications.

Food Service

Food Handler Certification (Food Safety) - Certification

Primary Location...

6101 Lee Hwy, Chattanooga, TN 37421-2932, United States of America

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&radius=35&start=80&vjk=4e6d3ba61e2c6743>



Chattanooga Area Chamber- Learn about
Career Opportunities

Find jobs and learn about training opportunities for changing your career.

<https://chattanoogacalling.com/find-a-job/jobs/>



Samaritan Center Job Board

List of Chattanooga area jobs

<https://thesamaritancenter.net/job-board/>



Walk In Wednesday Hiring Event

ARE YOU READY TO DRIVE WITH US ?

Each and Every Wednesday

10:00 am to 1:00 pm

2501 DODDS AVENUE, CHATTANOOGA, TN 37407

REQUIREMENTS

Become a professional driver
with a leader in school bus
transportation

- 25 year of age
- Satisfactory driving history;
3 years acceptable driving
record
- Be able to pass drug screen
- Must pass DOT physical
- Must be able to pass
background screening

ON THE SPOT HIRING EVENT

OR

SCAN QR CODE
TO APPLY ONLINE



Our dedicated employees complete 5 million student journeys per day. At First Student caring for students is our first priority.

BENEFITS First Student offers VERY competitive wages.

The starting pay is \$21.63/hr.

Paid training leading to CDL license.

As a FIRST driver, you will never work weekends or
holidays and summers are optional.

Ask about our child ride along program.

For More Informstion
Rhea Schroeder (423) 463-1042

www.workatfirst.com





**VISIT OUR WEBSITE
FOR MORE INFORMATION**



This project is funded under a Grant
Contract with the State of Tennessee.



A program of
SIGNAL CENTERS

OFFERS
PAID INTERNSHIPS
to eligible individuals
interested in
**EARLY CHILDHOOD
EDUCATION**

**COMPENSATION:
\$15 AN HOUR**

REQUIREMENTS

- ☒ **Must have a child 18
years old or younger**
- ☒ **High school education
or GED/HiSET**
- ☒ **Interested in Early
Childhood Education**

Email: joyce_jackson@signalcenters.org

Website: www.signalcenters.org

Phone: (423) 326-5420

