



Job Leads for Week Ending 05/08/26

Employment and Training Services

We're Here to Help! Se habla español!

AMERICAN JOB CENTER ® is designed to provide a full range of assistance to job seekers under one roof. The centers offer training referrals, career counseling, job listings, and similar employment-related services

- ⇒ Career and skills assessments
- ⇒ Guidance on using labor market information for your job search and career development strategy.
- ⇒ Assistance in developing your Individual Employment Plan
- ⇒ Career counseling & coaching services
- ⇒ Free virtual and traditional classroom occupational training opportunities
- ⇒ Free career readiness and soft skills training
- ⇒ Resume preparation and interview skills
- ⇒ 1 Year of services to ensure that you remain employed.

We are open, Monday through Friday 8:30 AM – 5:00 PM.

Local workforce professionals are available for employment and training. State employees are not working in-person.

Students:

If you have found an unfunded or underfunded internship, you can apply for paid Work Experience funding!

Both your worksite and you must be eligible for federal workforce funding. Begin the eligibility determination process today!

Contact us by email at Opportunity@AmericanJob.Center

Serving Rock Island, Henry, and Mercer Counties

Rock Island County
[500 42nd Street, Suite 6](#)
[Rock Island, IL 61201](#)
(309) 429-6429
Monday thru Friday
08:30AM – 5:00PM

Henry County
[404 East 3rd Street](#)
[Kewanee, IL 61443](#)
(309) 245-1934
Monday thru Friday
08:30AM – 5:00PM

Mercer County
[115 East Main Street](#)
[Aledo, IL 61231](#)
(309) 245-1908
Monday thru Friday
08:00AM - 4:30PM

Funding through AMERICAN JOB CENTER ® is provided by the Illinois Department of Commerce and Economic Opportunity (DCEO), on behalf of the United States Department of Labor (DOL). Therefore, individuals must meet the eligibility criteria set by DOL's Workforce Innovation and Opportunity Act (WIOA). The Illinois workNet Center System, AMERICAN JOB CENTER ®

Mercer County, IL

Position Title: County Engineer

Location: Highway Department, Aledo, IL

Reports To: County Board

Full-Time/Part-Time salary based on qualifications.

Mercer County, IL is seeking an experienced, motivated individual to serve as a County Engineer. This position is responsible for planning and designing County and Township highways, drainage structures, bridges and maintaining County highways, roadways, bridges, drainage structures, and similar public works facilities. Mercer County has 150 miles of county highways and 734 miles of township roads.

This position is appointed by the Chairperson of the County Board with the advice and consent of the County Board, subject to the requirements of 605 ILCS 5/5-201. The term of appointment shall be (6) years from the date of appointment and until a successor is appointed and qualified. The position works under the general supervision of the County Board.

Duties may include but are not limited to the following: Analyzes reports, maps, drawings, blueprints, tests and aerial photographs. Uses computer assisted engineering & design software & equipment to prepare engineering and design drawings & documents. Plan & formulate engineering programs & organizing project staff according to project requirements.

Prepares or directs the preparation and modification of reports, specifications, plans construction

schedules, environmental impact studies and designs of projects.

Calculates cost and determining feasibility of projects based on analysis of collected data and budget limitations.

Reviews projects for compliance with engineering principles, County standards, Illinois Department of Transportation standards, and other related specifications.

Evaluates and approves design changes, specifications and drawing releases.

Inspect construction sites to monitor progress and ensure conformance to engineering plans, specifications and construction and safety standards.

Directs construction and maintenance activities at project sites.

Prepares interim and project completion reports.

Assist 15 Township Highway Commissioners when help or advice is requested.

Financial management, including preparation of operational & project budgets for multiple funds and programs, controlling expenditures within limitations of operation and project budgets, maintaining adequate records and books of all revenue and expenditures, and addressing all applicable questions and findings from audits of the Highway Department financial fund accounting/bookkeeping, bridge inspection programs, and construction projects.

Reviews and comments on development proposals that are subject to the jurisdiction of the Mercer County.

Oversee personnel and operations of the Highway Department.

Inspect 147 County & Township Bridges.

Perform other duties as assigned and requested.

Supervises union professional, technical, maintenance, and administrative staff involved in supporting the activities of the County Highway Department. These responsibilities include:

Interviewing, hiring and training employees; and planning, assigning and directing work, appraising

performance; rewarding & disciplining; addressing complaints; and resolving problems.

Minimum Qualifications: A Bachelor of Science degree from an accredited college or university in

engineering or related fields.

A minimum of 6 years of related experience in civil and highway engineering.

Any equivalent combination of education and experience sufficient to successfully perform duties of the job such as those listed above.

Completed and passed an examination administered by the Illinois Department of Transportation for certification for appointment by the County.

Possession of a currently valid certificate of registration as a registered professional engineer issued under the provisions of the Professional Engineering Practice Act of 1989.

Ability to define problems, collect data, establish facts and draw valid conclusions: to interpret and follow instructions presented in a variety of forms and to deal with abstract and concrete variables.

Ability to work with mathematical concepts such as geometry and trigonometry, which directly correlate with this position; and to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Ability to communicate effectively verbally and in writing with the public, officials, departments, offices and staff to make effective public presentations involving Highway Department related matters, and to prepare clearly written correspondence that may involve complex engineering, construction, and/or maintenance information.

Ability to perform tasks with an extremely elevated level of accuracy.

Working knowledge of, experience with, and skill in the operation of personal computers and computer programs such as word processing, electronic spreadsheets, databases, and computer aided design.

Other requirements: Possession of a current valid Driver's License to operate an automobile in the State

of Illinois

Contact: Brian Gerber, Mercer County Clerk

309.582.7021 Ext. 522

Production Supervisor - Food Manufacturing

CyberCoders

Rock Island, IL

\$70K - \$77K/yr

Full-time

Job description

Schedule: Hiring for TWO positions. 2nd Shift & 3rd Shift.

We are a leading food manufacturer that brings joy to millions every day! We're passionate about quality, innovation, and creating products people love. This role oversees daily production activities, leads hourly teams, and ensures production goals are met while maintaining compliance with food safety and regulatory standards. You will play a key role in driving performance, developing employees, and supporting continuous improvement across the plant.

What You Will Be Doing

- Supervise and coordinate daily production operations to meet safety, quality, yield, and efficiency targets.
- Lead, train, coach, and cross-train production employees while maintaining a positive and accountable work environment.
- Plan and prioritize production schedules to optimize labor, reduce waste, and minimize downtime.
- Partner closely with maintenance, quality, and warehouse teams to ensure smooth production flow.
- Enforce OSHA safety standards, GMPs, SQF requirements, and FDA regulations.
- Monitor employee performance, deliver feedback, and handle corrective action when needed.
- Drive continuous improvement initiatives focused on throughput, cost control, and process efficiency.
- Complete daily production recaps and communicate results and corrective actions to leadership.

What You Will Need For This Job

- 1+ Years of experience in a manufacturing supervisory role (food manufacturing strongly preferred).
- Solid understanding of manufacturing processes, quality control, and safety regulations.
- Proven ability to lead teams, prioritize work, and solve problems in real time.
- Strong communication, organization, and time management skills.
- Comfortable working in a fast-paced production environment with shifting priorities.
- Proficiency with systems such as JD Edwards, Excel, Word, Microsoft Teams, and email.
- Ability to meet the physical demands of a production floor environment, including standing, walking, noise, and temperature variation.

What's In It For You

Full Benefit's Package (Medical, Dental, Vision, PTO, 401K with Match! & More!!)

If interested, Please send an updated resume with desired salary pay to
CHRIS.BARBER@CYBERCODERS.COM



Saw Operator – 1st Shift

Bettendorf, IA

\$18 - \$21/hr

Job Description

This role operates a CNC horizontal band saw in a manufacturing environment that supports advanced welding, cutting, and fabrication systems. You will set up and run saw equipment, handle material using fork trucks and overhead cranes, and maintain a clean, safe, and efficient work area while meeting quality and production standards.

Responsibilities

- Operate a CNC horizontal band saw to cut materials accurately according to specifications.
- Set up the saw properly, including changing out blades and adjusting machine settings for each job.
- Monitor cutting operations to maintain minimal-to-no rework or scrap and ensure consistent quality.
- Read and interpret blueprints to determine correct measurements, cuts, and material requirements.
- Use metric and standard tape measures to verify dimensions and confirm accuracy of cuts.
- Operate fork trucks and overhead cranes safely to move raw materials and finished parts.
- Maintain a clean, organized, and safe work area, including regular housekeeping of the saw station and surrounding space.
- Follow production schedules and prioritize tasks to meet deadlines and productivity goals.
- Use basic computer skills to enter production data, access work instructions, or interact with machine interfaces as needed.
- Collaborate with team members and supervisors to address issues, improve processes, and support overall production goals.

- Adhere to all safety procedures and guidelines while working with machinery and material-handling equipment.
- Perform other duties as assigned to support manufacturing and fabrication operations.

Essential Skills

- Proven ability to operate a CNC horizontal band saw in a production or manufacturing environment.
- Demonstrated skill in changing out saw blades and setting up machines correctly for different jobs.
- Ability to read metric and standard tape measures accurately.
- Ability to read and interpret blueprints to determine correct cuts and dimensions.
- Basic computer skills to support machine operation and production reporting.
- High attention to detail and quality, with a focus on minimizing rework and scrap.
- Ability to work well under pressure while maintaining accuracy and safety.
- Strong teamwork, organizational, and time management skills.
- Ability to operate fork trucks and overhead cranes safely.
- Ability to keep the work area clean, organized, and compliant with safety standards.

Additional Skills & Qualifications

- Experience with bandsaw operation in a manufacturing or fabrication setting.
- Experience with machine operation, including CNC equipment.
- Exposure to welding and fabrication environments.
- Experience as an equipment operator in an industrial or production setting.
- Comfort working in a production environment with moderate noise levels.
- Interest in contributing to continuous improvement and process efficiency.

[Quick Apply](#)



Warehouse Supervisor

Rock Island, IL, USA

Full-time

Company Description

At Techo-Bloc, we're not just paving patios — we're paving the way for meaningful careers. Founded on a culture of innovation, Techo-Bloc designs and manufactures premium landscaping products that blend durability with bold, inspired design. As our company grows, we're looking for passionate, driven individuals ready to make an impact and shape the future of outdoor living.

Job Description

Pay range: \$29.27/hr - \$32.42/hr based on experience

Schedule: M-F 7am-5pm

Location: Rock Island, IL

Responsible for all activities related to the loading, transport and delivery of products in a safe and efficient manner. Work in collaboration with lift drivers, truck drivers and workers in order to achieve performance goals. Keep morale at a high level in order to optimize teamwork, ensure compliance with health and safety regulations and see to the continuous improvement of processes.

Duties/Responsibilities:

Planning

- Work with production supervisor in order to optimize delivery schedules and product placement;
- Organize resources in order to optimize productivity;
- Collaborate with maintenance department to determine repair needs and optimal repair time.

Communication

- Positively influence changes, lead by example;
- Constant communication with Plant Manager, Transportation Manager, other supervisors, Maintenance, Fleet Manager, HR, and Customer Service, ensuring the most productive and cost-effective plan is obtained. Encourage a partnership environment
- Communicate, implement and enforce policies and procedures;
- Collaborate with management team to define administrative needs and requirements;
- Promote the autonomy of the workforce by empowering the employees, giving responsibility, recognizing good work and holding accountable when objectives are not met;
- Display exceptional communication and customer service skills with third party haulers;
- Actively participates in meetings and share relevant information with the team;
- Collaborate with truck drivers to ensure materials are loaded safely and correctly.

Verifications

- Supervise all yard workers and ensure their presence at the beginning of each shift and following each break. Address all events necessitating disciplinary action with the support of HR;
- Ensure that all workers are wearing required equipment (gloves, protective glasses, earplugs, safety shoes, etc.);
- Ensure yard equipment is maintained in an operating function at all times;
- Continuously verify all equipment to ensure its proper functioning and detect potential problems before they occur;
- Use data from reports to identify area of improvements and improve efficiencies;
- Ensure the proper execution of yard activities and ensure their compliance with company policies;
- Verify costs and expenses prior to making decisions (budget)

Deliver Results

- Operate in the most efficient, productive and cost-effective manner;
- Identify the losses/problem areas and make the necessary corrections, adjustments or improvements;
- Optimize efficiency and productivity in order to meet targets;
- Support and participate in developing the business plan, deliver results and be held accountable;

- Have a customer service-oriented approach and commit to meeting deadlines;
- Verify inventory levels on a weekly basis;
- Confirm product loading is correct;
- Maintain safety, health and environmental policies and procedures;
- Ensure training compliance to include new hire forklift certifications and recertifications.

Qualifications

- Have the knowledge, skill, and ability to operate a forklift (Certification);
- Be able to add, subtract, multiply and divide money, weight measurement, volume and distance;
- General computer skills;
- Good verbal and written communication skills;
- Manual dexterity;
- Organization and time management skills.

Education and Experience:

- Associates degree in Logistics and/or 3 or more years of relevant work experience

Additional Information

Why Work for Us?

Techo-Bloc offers its valued associates a competitive salary, paid time off and a comprehensive benefits package. Here are a few of our perks:

- Medical Benefits
- Vision
- Dental
- Short-Term Disability
- Long-Term Disability
- Life Insurance
- 401(k) Retirement Plan with Match
- Employee Discount on Products
- Employee Assistance Program (EAP)
- Complete uniform provided after 3 months.
- Boot reimbursement program

- Training & Development
- Weekly Pay

Physical Requirements:

- The physical demands described here 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.
- The employee must frequently lift and/or move up to 50 pounds and occasionally up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. While performing the duties of this job, the employee is regularly required to sit; use hands; reach with hands and arms and talk or hear. The employee is frequently required to stand and climb or balance. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee will frequently be working outside in the elements.

I'm interested



General Laborer

\$18.00 per hour

Full-time

Now hiring at Alter Metal Recycling, a scrap metal processing facilities in Davenport, IA.

Hours:

Monday through Friday:

6am - 4:30pm

Summary:

- We are looking to hire hard working, enthusiastic individuals that want to be part of our next phase of growth.
- Fork truck experience is a plus.
- Experienced with basic hand and power tools.
- May perform specialized tasks which may require on-the job training.
- Experience in the manufacturing, production, outdoor, scrap-yard work environment.
- Communication, teamwork, organization, problem solving, and punctuality is a must.
- We are looking for long-term candidate who are self-motivated, energetic, trainable, reliable, and eager to learn.
- Candidate should have good attendance, a good work ethic, a pleasant attitude, have reliable transportation, and maintain all safety standards.

- Candidate must also be hard working and able to stay on task with minimal supervision.
- Must be able to lift up to 50 pounds.
- Welding (stick) and fabricating skills are a plus

APPLY NOW



Receptionist

Allure of Moline

PT Receptionist Swing Shift

Salary \$15.00 hour

SUMMARY: Allure of Moline is looking for a Part Time Receptionist to join our team. This position provides exceptional customer service by answering inquiries and obtaining information from the general public, residents, visitors and other interested parties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operates telephone switchboard to answer, screen and forward calls, providing information and taking messages.
- Greets all visitors entering the facility and will direct or escort them to their destination
- Assists residents, family members, employees and other visitors as needed.
- Performs general administrative tasks such as word processing and data entry.
- Maintains security by following procedures and controlling access (i.e. monitor logbook and surveillance footage).
- Maintain the general filing system and file all correspondences appropriately.
- Receive and sort daily mail/delivery/couriers.
- Reports any issues or concerns with residents to the Administrator.
- Other duties as assigned.

QUALIFICATIONS:

- Must possess, as a minimum, a high-school diploma or its equivalent.
- Proficient with Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Ability to multi-task, prioritize and work under pressure.
- Professional appearance and demeanor.
- Ability to be resourceful, tactful, and proactive in dealing with any issues that may arise.

PHYSICAL DEMANDS: The physical demands 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.

- Must be able to move intermittently throughout the workday.
- Must be able to speak and write the English language in an understandable manner.
- Must be able to cope with the mental and emotional stress of the position.
- Must function independently, have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
- Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum of 50 feet.
- May be necessary to assist in the evacuation of residents during emergency situations.



APPLY



Center Supervisor

Davenport – Full time

The Opportunity

This position is responsible for supervising the day-to-day plasma center operations and staff to ensure efficient plasma collections.

You will report to the Center Manager.

The Role

- In compliance with Standard Operating Procedures (SOPs), supervise center operations daily activities. Provide clear and consistent instructions and directions, conduct meetings, and clearly communicate performance expectations. May be required to perform tasks in work areas. Advise management of employee relation issues or escalated donor issues.
- In conjunction with Group Leaders, facilitate donor movement throughout the center minimizing wait time and processing.
- Ensure the center is staffed with adequate number of personnel to provide sufficient support based upon center size, structure and donor flow. Monitor time card reporting procedures, attendance, and utilization of overtime.
- Conduct error investigations and develop recommendations for process improvement.
- Participate with management in conducting performance appraisals, providing performance feedback. With management review, document verbal and written coaching level corrective actions as needed. Assist in maintaining up-to-date employee training files, checklists, and assist with performance evaluations and certification status.
- May assist with the recruitment and selection of center operation staff.
- Adhere to and promote compliance to company policies and procedures.
- May assist with the development and implementation of marketing initiatives to increase donor retention.
- Ensure accurate recording of donor data in the electronic donor information management system as outlined in the SOPs.

- Understand policies and procedures associated with hyper immune programs at the center if applicable.
- Maintain clean efficient work environment, and ensure sufficient operating supplies and forms are available. Comply with all Health Safety and Environmental (HSE) and Occupational Safety and Health Administration (OSHA) policies and procedures. May conduct routine internal procedures and documentation audits. Promote safety in all actions.
- Maintain confidentiality of personnel, donor, and center information.
- Will be cross-trained in all technical areas and other functions to meet the needs of the business.
- Bilingual skills may be required, at the discretion of the organization, to meet the needs of the business.
- Perform other job-related duties as assigned.

Your skills and experience

Education

- High school diploma or equivalency required
- Bachelor's Degree or equivalent combination of education and professional work experience preferred

Experience

Minimum 1 year supervisory, leadership experience responsible for overseeing the activities of others required

Working Conditions

(physical & mental requirements)

- Shares information with internal contacts with common desire to reach a solution
- Ability to make decisions, which have moderate impact on immediate work unit.
- Must be able to see and speak with customers and observe equipment operation.
- Occasionally perform tasks while standing and walking up to 100% of time
- Reach, bend, kneel and have high level of manual dexterity
- Occasionally be required to lift and carry up to 25 pounds
- Fast paced environment with frequent interruptions
- Frequently exposed to hazardous chemicals, extreme temperatures and to blood borne pathogens.

- Required to wear Personal Protective Equipment while performing specific tasks or in certain areas

Required to work overtime and extended hours to support center operational needs

APPLY NOW



Medical Screener - Reception Technician (Customer Service)

Davenport – Part time

Job Description

Responsibilities:

- Responsible for greeting donors at the plasma collection center and conducting a series of registration procedures to verify donor suitability for the plasma pheresis process.
- In compliance with Standard Operating Procedures (SOPs), assists qualified donors in completing the screening process. The screening procedures includes but are not limited to: assessing the self-administered health history, answering basic medical questions associated with the donation process, referring donors to medical staff when appropriate and performing health screening procedures such as blood pressure, pulse, weight, temperature. Performs finger stick to obtain sample to obtain donor's hematocrit and total protein levels.
- Upon completion of the appropriate training, may educate new donors on the use of therapeutic products made from donated plasma. This includes explaining the screening process, the health screening tests performed, the appointment system, donation fees, center policies, proper nutrition and any other information pertinent to the donor. Ensures that all donor questions are answered timely, accurately and professionally.
- May be involved in registering applicant and transfer donors based upon completion of appropriate training and operational needs of the center.
- May answer the telephone and answer callers question or transfer call to appropriate staff member.
- Maintains alertness and awareness to any reaction by a donor may have during or after the pheresis process and notifies appropriate staff.
- Alerts Group Leader or Supervisor of donor flow issues.
- Ensures the accurate recording of donor data in the electronic donor information management system as outlined in the SOPs.
- Understands the policies and procedures associated with hyper immune programs at the center if applicable.
- Maintains clean efficient work environment and ensures sufficient operating supplies and forms are available as needed. Follows all Health Safety & Environmental (HSE) and Occupational Safety and Health Administration (OSHA) policies and procedures. Promotes safety in all actions.

- Maintains confidentiality of all personnel, donor and center information.
- May be cross-trained in other areas to meet the needs of the business.
- Bilingual skills may be required, at the discretion of the organization, to meet the needs of the business.
- Perform other job-related duties as assigned.

Qualifications:

- High school diploma or equivalent required
- Minimum of three (3) months experience in a clerical or customer service related position, preferably in medical or health provider environment or equivalent combination of education and experience
- Must be able to perform basic math calculations

Different qualifications or responsibilities may apply based on local legal and/or educational requirements. Refer to local job documentation where applicable.

APPLY NOW

We kindly request your help in spreading the word that the Illinois Department of Children and Family Services is hiring!

Illinois DCFS is hiring individuals who are committed to strengthening families and supporting safer communities. Bilingual job seekers are strongly encouraged to apply and are eligible for additional compensation. Our career paths span many specialties, including:

- Office Associates
- Clinical Services
- Legal Counsel
- Building and Grounds
- Child Services

View open positions online at dcfsjobs.illinois.gov. Questions may be directed to: DCFS.Employment@illinois.gov.

Thank you!

Illinois Department of Children and Family Services



Service Technician

At Sinclair Tractor, we pride ourselves on being the destination in Southeast Iowa for agricultural equipment, precision farming, agronomic decision support, NAPA parts and supplies. With thirteen John Deere dealerships, five NAPA parts locations and a Supply Store, we are looking for motivated and talented people to join our team.

Purpose:

Independently performs complex diagnostics, service repairs and maintenance work on customer and/or dealer-owned agricultural and turf equipment.

Responsibilities include but not limited to:

- Performs diagnostics and repairs on John Deere equipment and technology
- Mentors Service Technician Trainees and Service Technicians
- Conducts or supports customer clinics
- Performs diagnostics and repairs in the field as required
- Accountable for billable time and assigned work orders
- Responsible for complete and thorough documentation of diagnostics and repairs performed on work orders and on time submittal of information
- May participate in Service EDUCATE Training programs required for the development of skills and knowledge
- Operates and maintains vehicles, tools and equipment required to perform job responsibilities
- Maintains a clean work area and performs work in a neat and orderly fashion
- Follows all safety rules and regulations in performing work assignments
- Maintains current knowledge of John Deere and competitive products

Experience, Education, Skills and Knowledge:

- High School Diploma or equivalent experience required
- Associates degree in John Deere Ag Tech or related 2 year degree and/or 2 years of relevant experience preferred
- Excellent skills in operating vehicles and equipment used for diagnostic purposes
- Proven knowledge of methods, materials, tools, and techniques used in the repair of outdoor power equipment/agricultural equipment
- Outstanding knowledge of mechanical, electrical, and hydraulic systems
- Ability to work varying shifts, extended hours, and holidays
- Must have basic knowledge of equipment safety procedures

Working Conditions & Requirements:

- Must be able to stand for extended periods of time
- Workshop setting
- Repetitive bending and/or kneeling
- Must be able to lift 75-pounds
- Travel as needed

[APPLY NOW](#)



General Cleaner

Rock Island, Illinois

Full-Time - Night shift

\$14.42-\$14.42

Job Details

The General Cleaner is responsible for maintaining high levels of customer satisfaction, providing high quality service levels, maintaining proper supply levels, adhering to company policies, and assisting to provide a safe working environment. This person must be energetic, enthusiastic, and possess great interpersonal skills to work with a diverse group of people and maintain a strong commitment to customer service.

Job responsibilities:

- Clean, including, but not limited to, dusting, sweeping, vacuuming, mopping, and restroom cleaning, gathering and emptying trash bins in designated building areas following all health and safety regulations.
- Stock, organize, and maintain janitor supply rooms as needed.
- Inform management immediately of any potential safety risks or hazards and/or needed repair work.
- Monitor building security and safety by performing such tasks as locking doors after hours.
- Complete other duties and special trainings as assigned by the supervisor.

Job requirements:

- Skills and Abilities
- - Must be 18 years or older
 - Must have reliable transportation
 - Ability to work with little supervision and maintain a high-level of performance
 - Good communication skills
 - Strong detail orientation
 - Customer-oriented and friendly
- **Education and Experience**
- - High school diploma or GED
- **Physical Requirements**
- - Stand and walk for long periods of time
 - Repeat the same movements
 - Frequent bending and twisting
 - Able to lift, push & pull 50lbs
 - Able to work flexible hours including evenings

[Apply Now](#)



Post Harvest Supervisor

\$60,000 - \$80,000 USD

Rock Island, Illinois, United States

The Role

Post-Harvest Supervisor provides post-harvest process management and supervises the activities and operations of the post-harvest team from Harvest until Packaging while abiding by laws, rules, policies, procedures, and operational guidelines.

Responsibilities

- Follow practices and standards for post-harvest procedures in the network.
- Supervise the post-harvest site teams including post-harvest leads and technicians.
- Coordinate with other members of site leadership to manage a seamless transition of product from the live plant in grow rooms to high-quality end product flower ready for packaging.
- Coordinate with VPs of Cultivation, Director of Post-harvest, GM/ operation managers, Head Grower and Assistant Head Grower in all aspects of Post harvest/flower quality, providing detailed feedback on KPI and progress.
- Identify and escalate any issues that will impact KPIs and flower quality to local leadership and the Director of post-harvest.
- Manage all aspects of Flower quality retention and post-harvest processes onsite.
- Manage Dry room/flower storage operational procedures including water activity and moisture analysis data collection.
- Manage post-harvest labor model and expectations for throughput and flower quality retention.
- Maintain accurate WIP (work in process) inventory and update systems with inventory data accordingly; including performing regular physical inventory counts.
- Ensure accurate input and reporting of site KPI (web based KPI tracker).

- Implementation of SOP, TAMU, WS (pic and videos) for post-harvest operational processes in a way that the teams can clearly understand and be trained effectively.

Harvest

- Breakdown
- Trim (hand and mechanical)
- Sorting
- Deliver Monthly Flower quality and KPI summaries to the Director, Post Harvest.
- Engage in flower quality/National post-harvest team meetings and direction setting.
- Provide feedback for machinability/post-harvest processability to Director, post-harvest on a strain-by-strain basis.
- Manage a team in a fast paced, dynamic environment.

Working Conditions

- Work involves daily exposure to allergens (such as cannabis, tree nuts, and coconut oil).

Qualifications

- Minimum of 2 years of cannabis experience in growing or post-harvest processing
- - Associate's degree or Certifications preferred
- Minimum of 3 years of progressive leadership responsibility with a proven track record of building and developing teams preferred.
- Strong ability to effectively present information and responds to questions from senior management, function heads, managers, supervisors and all levels of employees.
- Highly collaborative influencer who is an effective communicator and relation builder/networker
- Ability to deliver specific organizational goals and effectively develop, grow and manage a team to achieve objectives.
- Highly organized, with obsessive attention to detail
- Experienced in Excel, data collection, and entry.
- Research skills and familiarity with scientific method preferred.
- Highly motivated, self-directed, innovative, and able to work independently or among teams with keen judgment, common sense and resourcefulness.
- Attention to detail and ability to focus on one task for extended periods of time.

- Adapts and thrives in a demanding, start-up, fast-paced environment.
- Ability to work independently throughout a workday with given directives.
- Unassailable integrity and ethics
- Must have a solid understanding of Marijuana laws, rules and regulations and passion to further their understanding and knowledge of the industry and the laws.

Additional Requirements

- Must pass any and all required background checks.
- Must be and remain compliant with all legal or company regulations for working in the industry.
- Must be a minimum of 21 years of age.
- Must be approved by state badging agency to work in cannabis industry.
- While performing the duties of this job, the employee is regularly required to perform grasping, talking, hearing, seeing and repetitive motions.
- Must be able to sit and/or stand for extended periods of time while maintaining focus.
- **PHYSICAL DEMANDS:** Must be able to lift, carry and balance up to 75 pounds (150 pounds with assistance) AND must be able to do so with extreme care and caution when working with plants and products.



Apply

ARE YOU A SENIOR & LOOKING FOR WORK?

JOIN NAPCA's Senior Community Service Employment Program



WHAT IS IT?

PAID \$\$\$ TRAINING & WORK ASSISTANCE PROGRAM

PROGRAM BENEFITS:

- ❖ **\$\$\$ PAID TRAINING**
All participants earn local minimum wage while enrolled
- ❖ **JOB COUNSELING**
Resume writing, interview skills, employment search assistance
- ❖ **LANGUAGE & CULTURAL SUPPORT**
Multi-cultural program staff provide guidance & support

TO PARTICIPATE, YOU MUST BE:

- ❖ **55 YEARS of AGE or OLDER**
- ❖ **CURRENTLY UNEMPLOYED**
- ❖ **LOW INCOME (below federal poverty level)**
- ❖ **RESIDE IN COUNTY**

This project received \$8,451,635 from a grant awarded under the Senior Community Service Employment Program (SCSEP) General funding grant, as implemented by the U.S. Department of Labor's Employment and Training Administration. \$845,164 of the project is financed by non-federal funding sources.

TO LEARN MORE & ENROLL

Contact our **Rock Island County Office**
Sarah Joehlin (206) 704-5424
sarah@napca.org



NATIONAL ASIAN PACIFIC
CENTER ON AGING



**NAPCA SCSEP ROCK ISLAND
OFFICE**
500 42nd Street
Rock Island, Illinois 61201



Like us
on Facebook

American Job Center - Rock Island

Visit our Facebook
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ton to be update



nts in our area!

Now is the Time
to Invest in
Yourself and
Your Future!



American Job Center Wants to Help Cover Your Tuition Costs! Attend an Informational Session Today to Learn More!

ABOUT US

What is the Workforce Innovation and Opportunity Act (WIOA)?

The Workforce Innovation and Opportunity Act (WIOA) helps job seekers succeed in the labor market by providing access to employment, education, training, and support services while matching employers with the skilled workers they need to compete in the global economy.

Information Sessions are held **Every Tuesday at 9:00 AM at the American Job Center 500 42nd Street, Suite #6, Rock Island, IL. 61201**

Contact us at **(309) 429-6429** or email opportunity@americanjob.center for questions or to find out more information.

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711.

HOW WE CAN HELP YOU

WIOA Grant Funds Can Help Pay For:

- Tuition, Books & Fees
- Uniforms, Equipment and /or Tools
- Testing, Licensing, & Graduation Fees
- Other Required Costs needed to complete training or college

TRAININGS

Manufacturing

Including Welding, Machining, Engineering, and more!

Transportation

Including Truck Driving (CDL), Auto and Diesel Mechanics, and more!

Health and Medical

Including CNA, Medical Assisting, Nursing, Veterinary Technician, and more!

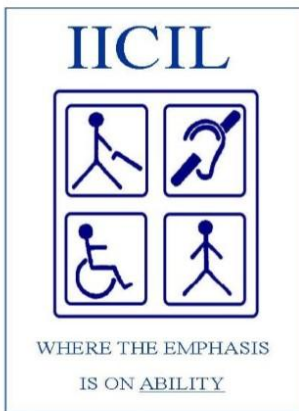
Information Technology

Including Computer Information Technology, Network Administration, and more!

Business

Including Accounting, Human Resources, and more!

**All People with Disabilities are Eligible for
FREE SERVICES
From their Local Center for Independent Living**



The IL/IA Center for Independent Living is here to assist you with:

- ⇒ Applying/Appealing for Disability Benefits
- ⇒ Housing, Bus passes, SNAP and Medical Benefits
- ⇒ Free Hearing and Visual Assistive Devices
- ⇒ New Personal Assistants and PA management
- ⇒ Moving from Nursing Home to Independence
- ⇒ Youth Life Skills & Career Exploration Programs

**All services are available in Rock Island, Mercer and Henry County in Illinois and Scott, Clinton and Muscatine County in Iowa
Please call to schedule an appointment so that we can meet your needs.**



We Can Help!

501 11th Street
Rock Island, IL
PH: (309) 793-0090
Website: www.iicil.com



IL/IA Center for Independent Living



ywca
Quad Cities

THEPLACE2B AFTER SCHOOL PROGRAM

A Safe Space

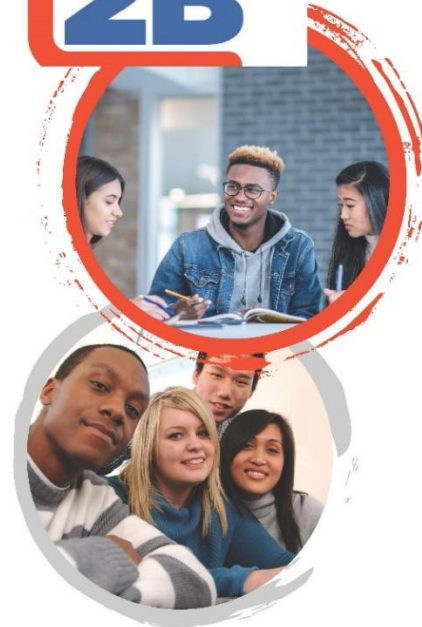
A safe environment where youth 14 and older can have fun, be creative, and receive educational opportunities.

Life Readiness

Life, career, and education readiness resources to support everyone who walks in the door.

Support Services

Emergency food & toiletries, a clothing closet, access to GED courses, and more!



MONDAY - FRIDAY
500-800PM

YWCA QUAD CITIES
229 16th st
Rock Island, IL

Call/text by 2pm for a ride
309.350.2397
www.ywcaqc.org
theplace2b@qcywca.org



Parenting Support

**Become the best
parent you can be.**



**PREGNANCY & PARENT
SUPPORT AVAILABLE**



SCAN HERE FOR MORE INFO

309.736.7170 | www.foreverychild.org | 524 15th Street Moline



***Finding
Help***



Cómo encontrar ayuda



Autoservicio

En el sitio web del IDES puede:

- Solicitar y certificar las prestaciones
- Registrarse para depósitos directos
- Cambiar su contraseña
- Iniciar su búsqueda de empleo
- ...¡y más!



¡La opción más rápida!

Visite
ides.illinois.gov



Llámenos

¿Tiene alguna pregunta compleja?

Programa una llamada para obtener la ayuda de un experto.



La siguiente mejor opción

Llame al
(800) 244-5631



Programa una cita

Servicios **presenciales** limitados para:

- Verificación de identidad
- Servicios de empleo
- Uso de la sala de recursos



La opción más concurrida

Llame al
(217) 558-0401
para programar una cita