

FEBRUARY 2025 HOT JOBS LIST



Welcome to the **American Job Center Job Opportunity List**, where we highlight some of the **TOP** employment opportunities in the South Central Connecticut region. Staff are available by *phone, email, Zoom & In-Person*. Register for our services online to **GAIN ACCESS** to our employment openings like the ones listed below. Visit workforcealliance.biz/orientation to complete our enrollment application!

STAFF PICKS OF THE MONTH

The American Job Centers prioritizes matching talented candidates to current local job opportunities. **STAFF PICKS OF THE MONTH** highlight job opportunities that our staff and Business Services team handpicked to include in this month's Hot Jobs List.

Staff continue to be available by appointment via phone, email or Zoom. Secure Drop Box is located at the New Haven American Job Center, 560 Ella T. Grasso Blvd., for depositing hard copies of required documents. New Customers: Start with Online Job Seeker Orientation!

HOURS & SERVICES

NEW HAVEN:

Monday-Friday
8:30 a.m. – 4:30 p.m.

MERIDEN:

Monday-Friday
8:30 a.m. – 4:30 p.m.

MIDDLETOWN:

Monday, Wednesday,
& Thursday
8:30 a.m. – 4:00 p.m.

HAMDEN:

Monday-Friday
8 a.m. – 4:15 p.m.



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STAFF PICKS

Security Guard

Position Location: Wallingford, CT, USA

Job Type: Full-time

Responsibilities:

- Supervise the campus, both inside (classrooms, bathrooms, gymnasium, auditorium, etc.) and outside (parking lot, entrances, school grounds, etc.) of the building.
- Notify administrative staff of any unusual issues or concerns as they arise.
- Contact the main office or 911 in the event of an emergency.
- Direct visitors regarding how to access services and personnel within the building.
- Supervise students passing through the assigned area in a limited capacity.
- Checks locked classrooms and windows throughout the building.
- Monitor the security cameras.
- Monitor and provide assistance during school events.
- Any other necessary duties to aid in the functioning of the building.
- *(Additional Responsibilities.)*

Infant and Toddler Head Teacher

Position Location: New Haven, CT, USA

Job Type: Full-time

Responsibilities:

- In coordination with other teachers, plan, supervise, and implement an infant/toddler curriculum that is reflective of Quaker values and guided by children's interests and developmental needs.
- Meet the physical, social-emotional, and cognitive needs of all children in the classroom.
- Provide materials for children that are reflective of company values.
- Maintain the classroom in an organized, clean, and appealing fashion, reflecting company values and based on the developmental needs and interests of the children.
- Maintain a positive emotional attitude with children, families, and other staff.
- *(Additional responsibilities.)*

Warehouse Associate I

Position Location: Bethany, CT, USA

Job Type: Full-time

Responsibilities:

- Review regular orders (paper) and Pick Lists (RF Gen), pick materials utilizing a forklift throughout the warehouse, and assemble in a staging lane.
- Ensure safety protocols are always followed.
- Ensure aisles & rack locations are clean of debris and empty pallets.
- Pre-shift and post-shift inspection of forklift to ensure it is properly maintained and any necessary repairs are escalated.
- *(Additional Responsibilities.)*

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Bus Driver

Position Location: Bridgeport, CT, USA

Job Type: Full-time

Responsibilities:

- Operates buses in a safe and efficient manner within established rules and regulations.
- Provides professional and courteous customer service.
- This position reports to the Manager of Bus Operations or her/his designee.
- The physical and other demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Operates a passenger bus generally over a prescribed route.
- *(Additional Responsibilities.)*

Converting Tech I

Position Location: Wallingford, CT, USA

Job Type: Full-time

Responsibilities:

- Safe operation of all Orafol manufacturing equipment.
- Certified to drive and operate Orafol Fork Trucks within the Plant.
- Ability to read and understand department and inter-department paperwork such as Converting Orders, Specifications, Work Instructions, and Transfers, etc.
- Able to read and write in English and utilize Converting and Inventory Files and Programs.
- The Technician must be adept at working with all required computer entries, Microsoft Office (or similar programs), and ERP system requirements.
- Able to use a calculator.
- Demonstrate the ability to properly use rulers, calipers, and micrometers.
- Demonstrate the ability to set up and operate sheeting and simple Rewinding equipment.
- *(Additional Responsibilities.)*

Paraeducator

Position Location: New Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Assists the teacher in establishing and maintaining a safe, nurturing, and developmentally appropriate classroom environment.
- Consults with teachers on plans and curriculum activities.
- Assists the teacher in preparing and maintaining classroom materials and supplies.
- Participates in all planned school activities, staff meetings, workshops, etc. and takes responsibility for own personal growth.
- *(Additional Responsibilities.)*

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Dining Services Associate

Position Location: Wallingford, CT, USA

Job Type: Full-time

Responsibilities:

- Assess unit service needs regarding food, paper, dishware, sanitation, and overall cleanliness
- Pick up all non-food supplies, diet lists, menus, meal tickets, and restock cabinets.
- Pick up all food supplies, set up service areas, take temps, and record.
- Serve resident meals according to meal orders taken by CNA.
- Clean service areas, including all utensils, trash, and service carts after each meal.
- Return soiled items and unused food to the dish room after each meal.
- All service items are cleaned and sanitized by following the dish machine process after each meal.
- *(Additional Responsibilities.)*

Barista

Location: Hamden, CT, USA

Employment Type: Full-time

Responsibilities:

- You'll be in an energetic store environment where you'll have the ability to master your food & beverage craft, work alongside friends, and meet new people every day.
- Have a focus on quality and take pride in your work.
- Prepare food and beverages to standard recipes or customized for customers, including recipe changes such as temperature, quantity of ingredients, or substituted ingredients.
- Available to perform many different tasks within the store during each shift.
- *(Additional Responsibilities.)*

Residential Aide

Location: New Haven, CT, USA

Employment Type: Full-Time

Responsibilities:

- Support with activities of daily living.
- Provide support for safety, health, and wellness.
- Assist program staff.
- Establish, develop, and maintain respectful relationships with the people served.
- Participate in maintaining a safe, harm-free environment for all residents.
- Work on the Residential Behavioral Health Treatment care team to support clients' recovery from mental illness, substance use, and homelessness.
- *(Additional Responsibilities.)*

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CDL Class A Driver

Position Location: Wallingford, CT, USA

Job Type: Full-time

Responsibilities:

- Makes safety a priority and obeys all DOT and state laws and regulations.
- Performs pre-trip and post-trip inspections on electronic tablets.
- Maintains Hours of Service with an electronic log.
- Loads and unloads trucks and trailers with electric pallet jack.
- Safely operates a 4,000-pound capacity lift gate.
- Assist in all warehouse functions as required, including order selection and cleaning as needed.
- Contributes to a positive work environment with a commitment to social justice.
- *(Additional Responsibilities.)*

Home Care Liason

Position Location: New Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Build and maintain key relationships, driving brand awareness and acquiring new clients.
- Establish and nurture relationships with existing referral sources, emphasizing long-term business.
- Represent TheKey in community settings, networking groups, and events.
- Ensure the satisfaction of referral sources, cultivating ongoing business.
- Respond to client inquiries, conduct assessments, and convert prospects into long-term clients.
- Effectively communicate within the team to meet clients' needs and satisfaction.
- Provide active relationship management to our clients and referral partners.
- Maintain a working knowledge of TheKey's requirements and obligations.
- *(Additional Responsibilities.)*

Assistant Store Manager

Position Location: Hamden, CT, USA

Job Type: Full-time

Responsibilities:

- Manage the recruitment, hiring, orientation, people development, and maintaining the diversity of the front-end.
- Responsible for overseeing Front-end operations, Cash Office, and ensuring the highest level of customer service.
- Manage store community and customer relations.
- Accountable for scheduling and conducting interviews and involving other managers as appropriate, coordinating orientation, new hire, and department-specific training.
- *(Additional Responsibilities.)*

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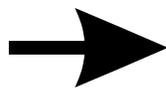
The American Job Centers of South-Central CT offer a variety of services to job seekers and employers FREE of charge. We connect thousands of people to employment each year with training, workshops, 1-on-1 counseling, and job clubs.

To find more training and employment opportunities, please visit the Workforce Alliance website or get started by scanning the QR CODE below.



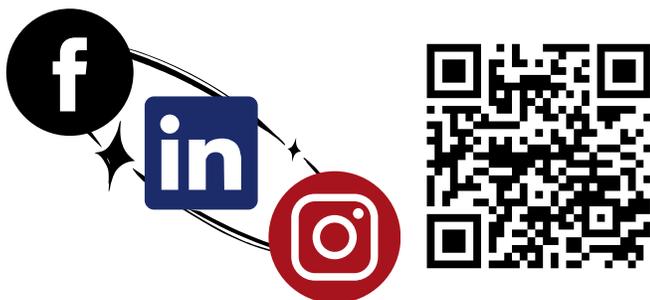
JOB TRAINING & EMPLOYMENT

Scan this code
to jumpstart
your new
career:



Once you have scanned the QR Code, click on [Job Seeker Orientation](#) and follow our 4-step process to enroll in 10 minutes or less.

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**MARCH
HOT JOBS LIST
COMING
SOON!**