



Business Services

Office of Economic and Workforce Development

Office of Economic and Workforce Development (OEWD)
Business Services

Week of March 27th – 31st 2017

Hot Job List

These opportunities are made possible by the [First Source Hiring Program](#).

In order to be considered, please submit resumes of qualified candidates to sfjobs@manpower.com as a MS Word document and indicate in the subject line which position(s) they are applying for.

All positions are located in San Francisco unless otherwise stated.

Administrative/Clerical/Front Desk

Corey, Canapary & Galanis- (CC&G) is a growing, well-respected market research firm based in San Francisco. We are adding a few members to our staff of highly-trained, professional interviewers. Although we hire on a project basis, we ensure the best people are kept as busy as possible.

Market Research Interviewer

\$14 per hour

Deadline to apply: March 31st 2017

Qualifications:

- Be able and willing to regularly perform work which requires standing/walking/moving up to 4-6 hours at a time.
- Cheerfully and willingly work non-standard hours, and be able/desire to work 30-40 hours per week. The need to work various hours – including early mornings, late evenings, and weekends – vary by the needs for each individual project

Responsibilities:

- Work on a VARIETY of projects – and demonstrate competency in all three primary areas for interviewing staff. These are: Field interviewing; telephone interviewing; and “other” (e.g. data entry/data processing and related work). As an interviewer at CC&G, you should expect to work on ALL THREE TYPES of projects.
- Cheerfully and willingly work non-standard hours, and be able/desire to work 30-40 hours per week. The need to work various hours – including early mornings, late evenings, and weekends – vary by the needs for each individual project. Interviewers should also expect to work at least one weekend day (Saturday or Sunday) much of the time. *Note: NO personal vehicle is required.*

Restaurant & Food Services

Good Eggs- Good Eggs is an online market that delivers good groceries to customers' homes throughout the Bay Area even days a week.

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Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

(Good Eggs cont.)

Dishwasher

\$15 per hour (full time)

Deadline to apply: March 28th 2017

Qualifications:

- High school or equivalent education preferred
- Previous dishwashing experience preferred
- Good communication and interpersonal skills
- Good hand-eye coordination
- Able to stand in one place and perform repetitive tasks for extended periods of time
- Basic knowledge of health and safety standards

Responsibilities:

- Operate an industrial dishwasher and hand wash glassware and other implements by hand when necessary
- Empty and clean all trash receptacles
- Maintain clean and sanitary employee dining and other service areas
- Deep clean kitchen areas as scheduled
- Stock snack areas and clean coffee machines daily
- Maintain a constant supply of dishware and serve ware at all times
- Rotate dishes to reduce wear and tear on resources
- Clean dish storage
- Follow sanitation policies at all times
- Provide assistance to prep cook and other kitchen staff as needed, especially during peak times
- Clean up spills or broken glassware immediately

Facilities/Housekeeping/Janitorial/Maintenance & Repair

Tenderloin Housing Clinic- THC operates the City's largest permanent housing program for single homeless adults and is a leading provider of legal services to low-income tenants.

Janitor

\$14.24 per hour

Deadline to apply: March 24th 2017

Qualifications:

- Must have 1 year of experience working with at risk population
- Monitor building supply inventory and prepare building supply orders.
- Participate in unit turnovers by emptying, cleaning, and properly handling left behind items.

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(THC cont.)

Responsibilities:

- Follow a daily schedule of janitorial duties including, but not limited to, sweeping, vacuuming and mopping floors and stairwells; trash removal; cleaning and stocking all tenant and staff bathrooms; dusting and cleaning windows; and cleaning all common areas
- Maintain building interior and perimeter to ensure cleanliness and security.

Logistics/Transportation

Good Eggs

Delivery Driver

\$16 per hour (5 part time positions)

Deadline to apply: March 31st 2017

Qualifications:

- High school diploma or equivalent
- Clean driving record
- Experience working on a team
- Outstanding communication skills
- Time management skills; experience working on a deadline
- Strong organizational skills
- Familiarity with basic computer skills; ability to learn and use new software
- Previous driving or delivery experience is a plus
- Some warehousing, farm, farmers' market, grocery, or restaurant experience is also a plus
- You'll use a smartphone and a computer for part of your job. You should be familiar with navigating your way through different computer apps and programs.
- You should be prepared to use standard warehousing tools as well.
- The core of this job involves driving, so you'll need a reliable vehicle that can accommodate over 30 grocery bags. An SUV or minivan would be great!
- You'll handle groceries, so you'll need to be able to lift heavy grocery bags and physically move around a warehouse with ease

Responsibilities:

- Provide great service to our customers while delivering local groceries.
- Load and unload groceries from vehicles, loading docks, carts, etc.
- Deliver our products to our customers' homes or businesses.
- Represent Good Eggs in a professional and thoughtful manner.
- Maintain quality service by following operational and safety standards.

Other

Keefe Group- Since 1975, Keefe has services the correctional market exclusively and pioneered the evolution of products, packaging and technology services to fit the needs of facilities nationwide.

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(Keefe Group cont.)

Commissary Representative

\$14.00 Per Hour – *part time*: Must be available Wednesday & Thursday 1PM - 8PM

Deadline to Apply: March 31st 2017

****All applicants must fill out online application to be considered****

Responsibilities:

- Delivery of individually packaged orders to inmates at specified correctional facilities with the supervision of a correctional officer in a timely and efficient manner
- Obtain signature of inmate on 2 ply order receipt
- Note any and all discrepancies or damages on both copies of order receipt

Qualifications:

- Must be a self-starter who can work well with people in a correctional facility in a professional, upbeat manner.
- Ability to lift up to 50lbs.
- Must qualify for correctional facility security clearance.

Tenderloin Housing Clinic

Desk Clerk

\$14.24 per hour (various positions and shifts)

Deadline to apply: March 31st 2017

Qualifications:

- Must have 1 year of experience working with at risk population.
- Must have an ability to document incidents and complete paperwork accurately.

Responsibilities:

- Answer phone in a professional and helpful manner, take messages, and transfer calls as needed.
- Greet tenants, staff, and visitors cordially to the hotel and set a hospitable tone.

Caribou Public Relations Inc. – A full service San Francisco Bay Area based Public Relations and Brand Ambassador Outreach agency. *This opportunity was made possible by the San Francisco Municipal Transportation Agency Contract Compliance Office's Employee Training Program.*

Public Relations and Community Outreach Project Coordinator

\$15 per hour

Deadline to apply: March 31st 2017

Qualifications:

- Friendly and Outgoing
- Excellent Writing and Verbal Skills

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(Caribou Public Relations Inc. cont.)

- Knowledge of computer programs- Word, PowerPoint, Excel
- Working Knowledge of Bay Area Transit
- Able to deal effectively with customer issues
- Punctual, Responsible and Accountable
- Able to deal in a personable manner with Senior, Youths and Disabled persons
- Clean-cut in appearance
- Fluent in English
- Able to grasp complex issues
- Flexible schedule and relatively open availability
- Ability to lift up to 50lbs
- Prefer some college
- Bilingual is a plus
- **MUST HAVE CAR!**

Responsibilities:

- Work with Bay Area Transit Agencies on Outreach and Communication projects
- Assist in the daily aspects of the agency which may include working on-site at client offices or in public transit areas on any given day

Hotel Services

Hotel VIA - In Spring, 2017, South Beach, San Francisco will welcome Hotel VIA, an independent hotel dedicated to technology, the environment, and the highest level of personalized hospitality and service.

Bell Person

\$DOE

Deadline to apply: April 10th 2017

Qualifications:

- Be able to communicate accurately and effectively in verbal and written form with employees and guests to respond completely to inquiries, give directions, provide instructions, answer questions and provide superior customer service.
- Properly handle guest complaints/concerns.
- Lift heavy things approximately 50 pounds.
- Push/pull heavy bell cars approximately 100 pounds.
- Stand/walk for long periods of time with little or no sitting.

Responsibilities:

- Arrive to work on time and as scheduled.
- Warmly greet and welcome guests as they enter and exit the hotel.

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(Hotel VIA cont.)

- Promptly respond to the guests request for bell service and carry luggage to the guest room.
- Ensure that front lobby and all entrances to the hotel are kept clean.
- Have knowledge of the hotel property, services and hours of operations.
- “Sell” amenities of the hotel such as bar, food service etc.
- Pick up and deliver guest laundry for valet service.
- Be responsible for arrangement/storage of luggage carts, guest baggage and packages. Use extreme care when storing, loading, and delivering.
- Protection of the guest and hotel property. Watch for people in unauthorized areas, suspicious persons, safety hazards etc.
- Deliver packages, faxes, amenities and messages to the guests. All should attempted to be delivered within 15 minutes of receipt.
- Remove safety hazards.
- Set up and break down meeting room according to directions from Sales staff/BEO.
- Assist Front Desk when necessary.
- Be in proper uniform and properly groomed at the start of assigned shift.

Hotel VIA

Public Area Attendant

\$DOE

Deadline to apply: April 10th 2017

Qualifications:

- Be able to communicate accurately and effectively in verbal and written form with employees and guests to respond completely to inquiries, give directions, provide instructions, answer questions and provide superior customer service.
- Stand and walk for varying lengths of time, often long periods.
- Twist, bent reach, handle, feel, stoop, kneel and stand to easily and quickly clean, handle amenities and lines.
- Lift/carry heavy boxes. Approximately 40 pounds.
- Push heavy carts. Approximately 100 pounds.

Responsibilities:

- Ensure that the entire front lobby is clean and presentable for the guests by completing a checklist of various cleaning jobs.
- Immediately respond and correct any potential dangerous conditions such as wet floor etc.
- Clean all public and employee restrooms and stock with necessary items.
- Empty trash from offices, light dusting and vacuumed.
- Make sure the glass on all public doors and windows are clean.

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(Hotel VIA cont.)

- Clean, dust, mop, vacuum and polish assigned areas including furniture, house phones, wall fixtures, plants, public phones, vending machines, glass and windows.
- Clean any guest room as needed.
- Assist other housekeeping personal as needed.
- Be in proper uniform and properly groomed at the start of assigned shift.
- Report to work on time and as scheduled.

Hotel VIA

Front Desk Clerk

\$DOE

Deadline to apply: April 10th 2017

Qualifications:

- Be able to communicate accurately and effectively in verbal and written form with employees and guests to respond completely to inquiries, give directions, provide instructions, answer questions and provide superior customer service.
- Customer Service
- Understand hotel and guest room technology in order to help guest operate systems.
- Operate computer, telephone, calculator, and other office equipment.
- Stand/walk for long periods of time with little or no sitting.
- Read maps and give clear directions.
- Use arithmetic to check totals and make correct change.
- Memorize the house of operation for the hotel and facilities.
- Lift up to 40 pounds such as guest luggage.

Responsibilities:

- Arrive to work on time and as scheduled.
- Have complete working knowledge of the front office computer including all daily, manual transactions and those which are not performed as often.
- List and identify disabled guests with room number in case guest needs assistance in an emergency.
- Cordially greet all guests and handle guest registration and room assignments, accommodating special requests whenever possible. Assist in pre-registration and blocking of reservations when necessary.
- Have knowledge of hotel credit and cash policies and procedures and adhere to them.
- Property handle credit cards received from the guest for payment of hotel charges in accordance with accounting and credit card policies and procedures.
- Cordially handle guest check ins and check outs in a friendly and professional manger.
- Know and follow cash handling procedures.
- Have knowledge of all hotel rates.

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(Hotel VIA cont.)

- Have working knowledge of reservations and procedures. Take same day reservation, walk ins and walks. Know and follow cancellation procedures and walk procedures.
- Have knowledge of hotel property, hotel staff and hotel services with hours of operation. Give clear directions to hotel facilities for inquiring guests.
- Have knowledge of hotel property, staff and services with hours of operation.
- Efficiently operate console and accurately connect incoming calls in a professional and efficient manner.
- Comply with all applicable laws.
- Learn how to use and trouble shoot all technology in the hotel.
- At the start of shift be in proper uniform and properly groomed.
- If assigned a bank, take responsibility for it and follow proper procedures outlined in the bank contract.
- Deliver requests to guest rooms if/when necessary.
- Ensure that all supplies are readily available and inform manager when supplies are low.
- Be available to help a guest with luggage requests if bell staff is not available.

Hotel VIA

Room Attendant

\$DOE

Deadline to apply: April 10th 2017

Qualifications:

- Be able to communicate accurately and effectively in verbal and written form with employees and guests to respond completely to inquiries, give directions, provide instructions, answer questions and provide superior customer service.
- Stand and walk for varying lengths of time, often long periods.
- Bend, stoop, stretch, twist and reach to dust furniture, vacuum, clean bathrooms and mirrors, change and make beds.
- Fill out daily paperwork
- Inspect rooms for maintenance, cleanliness, guest belongings left behind, proper stocking etc.
- Lift all equipment and supplies of approximately 30 pound on/off care using safe lifting techniques.
- Push heavy carts. Approximately 100 pounds.
- Follow all hotel safety procedures including company issues slip resistant shoes.

Responsibilities:

- Stock carts to ensure that enough equipment and amenities are available to properly clean each room.
- Observe knocking procedures announcing “housekeeping” prior to entering a guest room in a voice loud enough that person in any part of the room will hear.
- Observe “Do Not Disturb” signage so guest preference is accommodated.

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(Hotel VIA cont.)

- Know linen re-use instructions and clean guest rooms according to guest preference.
- Thoroughly clean the guest rooms assigned in the time allotted. Ensure the amenities are properly stocked for each room.
- Complete housekeeping checklist.
- Report clean rooms for inspection.
- Report all damages, hazards, broken door locks, burned out light bulbs, broken furniture etc to supervisor.
- Restock cart for next day.
- Secure guest rooms doors upon exiting room.
- Keep the corridors and service areas neat at all times.
- Turn in all lost and found items promptly.
- Do not throw away anything including loose papers, unless they are in the trash can, that are in the guests room. All items found in check out rooms, including papers, should be turned into lost and found.
- Be very careful with carts and all equipment to avoid damage to walls, furniture, carpets etc.
- Assist other housekeeping personal when needed.
- Be in proper uniform and properly groomed at the start of assigned shift.
- Report to work on time and as scheduled.

Hotel VIA

House Aid

\$DOE

Deadline to apply: April 10th 2017

Qualifications:

- Be able to communicate accurately and effectively in verbal and written form with employees and guests to respond completely to inquiries, give directions, provide instructions, answer questions and provide superior customer service.
- Stand and walk for varying lengths of time, often long periods.
- Bend, stoop, stretch, twist and reach to clean property and move linens, glassware, dishes etc.
- Work around heated and or cold areas.
- Lift all equipment and supplies of approximately 50 pounds on and off carts using safe lifting techniques.
- Push heavy carts. Approximately 100 pounds.

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(Hotel VIA cont.)

Responsibilities:

- Assist in stocking cards and linen closets to ensure that enough equipment and amenities are available to property clean each room and each public area.
- Wash down exterior of building and all surrounding sidewalks twice each day or as necessary.
- Wash all building windows up to required levels.
- Move dirty linen to proper bins and clean linens proper storage and use spaces.
- Assist other housekeeping staff when necessary.
- Keep corridors and service areas neat at all times.
- Turn in all lost and found items and all guest room and section keys.
- Be very careful with cards and all equipment to avoid damage to walls, furniture, carpets etc.
- Deliver items requested by the guest such as towels, blankets, pillows, port a cribs etc.
- Wash, dry, fold, stock beverage linen housekeeping linen and possible guest room linen.
- Sort all linens according to type and soils. Sort dirty linens as needed.
- Know and follow the operating function of all washers and dryers. Know how to operate washer manually as well as automatically. Refer to operating manual and supervisor for specific information or questions.
- Fold all linens neatly according to guidelines and stock main storage and guest floor storage.
- Report all damages, hazards or defective equipment to supervisor immediately.
- Stock incoming clean and in house clean linen on all floors.
- Keep the laundry room neat and organized at all times.
- Cordially, quickly and efficiently honor all guest requests for irons, pillows, blankets etc.
- Know chemicals used in washing and the related hazards. Work with supervisor and chemical supplier to obtain the best products and operating formulas. Control quantities of supplies as recommended by chemical supplier with approval of Executive Housekeeper or supervisor.
- Be familiar with wash/dry temperatures in formulas and check temperature gauges for control.
- Be in proper uniform and properly groomed at the start of assigned shift.
- Report to work on time and as scheduled.

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