



# Business Services

Office of Economic and Workforce Development

Office of Economic and Workforce Development (OEWD)

Business Services

Week of April 24<sup>th</sup> – 28<sup>th</sup> 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](mailto: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
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*This opportunity was made possible by the San Francisco Municipal Transportation Agency Contract Compliance Office's Employee Training Program.*

### Job Description

**Claremont Behavioral Services** has a full-time position (40 hours per week) Administrative Assistant Trainee position available. The position located at the San Francisco Municipal Transportation (SFMTA) Agency, within their Peer Assistance Program (PAP). The PAP provides confidential support to SFMTA employees who are struggling with substance abuse, work or other life stressors. The Administrative Assistant's primary responsibility is to be present in the office to answer phones and greet walk-in clients so customer service skills, reliability and attendance is key. Please note that although this position serves SFMTA employees, the Administrative Assistant will be a Claremont employee.

### General Responsibilities include but are not limited to:

- Answer all calls that come in during the business day and direct them appropriately.
- Greet any walk in employees and secure a Peer Staff to assist them.
- Create, manage and review calendar for scheduled events, presentations. Send out reminders to Peer Staff for upcoming events.
- Check in with peers and peer coordinator for daily tasks.
- Forward all calls to the On Duty Peer at the end of the business day.
- Order supplies on a monthly basis.
- Respond to emails in a timely manner. Respond to all email inquiries by end of business day, even if it is to advise that further action and response will be forthcoming.
- Support staff in completing their administrative tasks; this may include conducting research on the internet or making phone calls to resources in the community.
- Transfer phone to peer on call during scheduled breaks, remove call-forwarding upon return.
- Maintain office equipment in working order, i.e. refill paper in copier.

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

(Claremont Behavioral Services cont.)

- Transfer main phone line to peer on call at 5:00pm.
- Assist Peer Staff with filling out and submitting their time sheets weekly.
- Collect, assemble and aggregate raw data from Peer Staff to compile a monthly report. This requires knowledge of EXCEL and WORD programs.
- Assist Wellness Team with monthly mailer; this may include stuffing envelopes and printing letters.
- Assist in organizing and assembling Peer Connections Newsletter bi-annually.
- Assist in organizing annual Peer Open House.

**Required skills & qualifications:**

- Strong customer service skills; able to deal with employees who may be distressed.
- Understands the importance of confidentiality in the workplace.
- Reliable and consistent attendance of 40 hours per week; from 8:30am to 5pm daily.
- Able to create, manage and edit calendar in Outlook.
- Able to create, manage and edit Excel spreadsheets.
- Strong research skills including online navigation and making phone calls to outside resources.
- Has a strong sensitivity and understanding of different cultures and communication styles in the workplace.
- Is comfortable being managed by two different Supervisors; on-site Claremont Supervisor and off-site MTA Supervisor.

**Compensation**

This position pays \$13.64 per hour, plus benefits (medical, dental, vision, flex-spending, vacation and sick leave).

**Schedule**

This is a full time position. Candidate must be available to work Monday – Friday, 8:30 am – 5:00 pm.

**Trainee Information**

This opportunity was made possible by the San Francisco Municipal Transportation Agency Contract Compliance Office’s Employee Training Program.

**Other Information**

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

Equal Employment Opportunity is the Law—Discrimination is Prohibited by the Civil Rights Act of 1964 and by Executive Order No. 11246 Title VII of the Civil Rights Act of 1964—Administered by The Equal Employment Opportunity Commission prohibits discrimination because of Race, Color, Religion, Sex, or National Origin by Employers with 15 or more employees, by Labor Organizations, by Employment Agencies, and by Apprenticeship or Training Programs. Any person who believes he or she has been discriminated against should contact:

The Equal Employment Opportunity Commission  
1801 L Street NW., Washington, DC 20507

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Executive Order No. 11246—Administered by The Office of Federal Contract Compliance Programs prohibits discrimination because of Race, Color, Religion, Sex, or National Origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment by all Federal Government Contractors and Subcontractors, and by Contractors Performing Work Under a Federally Assisted Construction Contract, regardless of the number of employees in either case. Any person who believes he or she has been discriminated against should contact:  
The Office of Federal Contract Compliance Programs  
U.S. Department of Labor, Washington, DC 20210

### Restaurant & Food Services

**Back of The House-** Founded in 2009 by Adriano Paganini, BACK OF THE HOUSE, Inc. is the group behind some of San Francisco's most beloved concepts and favorite neighborhood spots: Belga, Beretta, Delarosa, El Techo, Lolinda, Starbelly, Super Duper Burgers, and Uno Dos Tacos. Our group creates concept-driven restaurants that encompass the spirit of their neighborhood.

#### **Porter**

**\$DOE**

Deadline to apply: May 1<sup>st</sup> 2017

#### Responsibilities:

- Sweeping and mopping walk-in food storage areas (including freezer and refrigerated zones).
- Regularly cleaning reach-in refrigerators.
- Washing and sanitizing product stowing bins.
- Helping the kitchen team keep their workspace clean, organized, and stocked.
- Stocking and cleaning snack areas.
- Emptying recycling, compost, landfill containers.
- Maintaining good supply of necessary cleaning tools, equipment, and supplies.

#### Qualifications:

- Detail-oriented.
- Understands proper safety concepts.
- Familiar with cleaning practices using environmentally-friendly products.
- Has a basic understanding of safe food handling and sanitation methods.
- Believes that no job is too big or small and is willing to pitch in wherever needed.
- Ability to lift up to 50lbs.

**Lemonade Restaurant Group-** Cafeteria-style chain serving a seasonal comfort-food menu paired with many types of lemonade.

#### **Cashier**

**\$DOE (8 positions)**

Deadline to apply: May 1<sup>st</sup> 2017

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**Business Services**  
Office of Economic and Workforce Development

(Lemonade Restaurant Group cont.)

Qualifications:

- Food safety & sanitation, Food Handler Certification
- Ability to learn and retain ingredient information
- Stand for long periods of time, up to 8 hours
- Cash handling abilities
- Experience in dessert preparation a plus

Responsibilities:

- Adhere to all policies and standards as outlined in the Employee Handbook and during training.
- Provide a welcoming and hospitable environment throughout the transaction process.
- Maintain an in-depth knowledge of menu and ingredients in order to provide answers to dietary inquiries and to offer recommendations.
- Understand and uphold the culinary standards at all times.
- Uphold cleanliness and sanitation standards at all times.
- Perform assigned side work, such as stocking items and completing special cleaning duties.
- Answer customer questions in regards to restrooms, menus, lost & found, catering contacts, etc.
- Refer to Management in regards to refunds, voids, customer complaints or comments, etc.
- Offer and serve Lemonades, drinks, and desserts.
- Correctly handle all cash and credit transactions.
- Understand the responsibilities of cash handling.

**Lemonade Restaurant Group**

**Replenisher**

**\$DOE (7 positions)**

**Deadline to apply: May 1<sup>st</sup> 2017**

Qualifications:

- Food safety & sanitation, Food Handler Certification
- Ability to learn and retain ingredient information
- Stand for long periods of time, up to 8 hours
- Able to bend easily
- Understanding of culinary standards and proper food holding temperatures

Responsibilities:

- Adhere to all policies and standards as outlined in the Employee Handbook.
- Provide a welcoming and hospitable environment to guests.
- Maintain an in-depth knowledge of menu and ingredients in order to provide answers to dietary inquiries and to offer recommendations.
- Understand and uphold the culinary standards at all times.
- Uphold cleanliness and sanitation standards at all times.
- Perform assigned side work, such as stocking items and, completing special cleaning duties.

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(Lemonade Restaurant Group cont.)

- Effectively communicate with the kitchen in a timely manner to request menu items that need refilling.
- Ensure all menu items are kept at the correct temperature and labeled correctly.
- Complete the Replenisher Logs throughout service.
- Maintain a clean and sanitary work station while following all rotation and labeling protocols.
- Assist with guest service as time allows.

**Lemonade Restaurant Group**

**Dishwasher**

**\$DOE (7 positions)**

Deadline to apply: May 1<sup>st</sup> 2017

Qualifications:

- Food safety & sanitation, Food Handler Certification
- Stand for long periods of time, up to 8 hours
- Ability to lift up to 50 pounds at a time
- Able to bend easily
- Multitasking
- Sense of urgency
- Previous food prep experience required

Responsibilities:

- Adhere to all policies and standards as outlined in the Employee Handbook.
- Provide a welcoming and hospitable environment to guests.
- Uphold cleanliness and sanitation standards at all times.
- Perform assigned side work, such as completing special cleaning duties.
- Assist in receiving and stocking deliveries.
- Maintain proper water levels and temperatures in the 3-compartment sink.
- Wipe tables, sweep floors, empty trash, wash dishes.

**Lemonade Restaurant Group**

**Marketplace Server**

**\$DOE (10 positions)**

Deadline to apply: May 1<sup>st</sup> 2017

Qualifications:

- Food safety & sanitation, Food Handler Certification
- Ability to learn and retain ingredient information
- Stand for long periods of time, up to 8 hours
- Maintain a friendly demeanor
- No previous experience required

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(Lemonade Restaurant Group cont.)

Responsibilities:

- Adhere to all policies and standards as outlined in the Employee Handbook and during training.
- Provide a welcoming and hospitable environment to assist in navigating customers along the food line.
- Maintain in-depth knowledge of menu and ingredients in order to provide answers to dietary inquiries and to offer recommendations.
- Serve guests requested items in an efficient, sanitary, and friendly manner.
- Understand and uphold the culinary standards at all times.

**Lemonade Restaurant Group**

**Sandwich Makers**

**\$DOE (7 positions)**

Deadline to apply: May 1<sup>st</sup> 2017

Qualifications:

- Food safety & sanitation, Food Handler Certification
- Ability to learn and retain ingredient information
- Stand for long periods of time, up to 8 hours
- Able to bend easily
- Knife skills, ability to correctly use a knife
- Multi-tasking

Responsibilities:

- Adhere to all policies and standards as outlined in the Employee Handbook.
- Provide a welcoming and hospitable environment to guests.
- Maintain an in-depth knowledge of menu and ingredients in order to provide answers to dietary inquiries and to offer recommendations.
- Understand and uphold the culinary standards at all times.
- Uphold cleanliness and sanitation standards at all times.
- Perform assigned side work, such as stocking items and completing special cleaning duties.
- Learn all current Sandwich and Tossed Salad recipes.
- Correctly prepare all Sandwich ingredients.
- Fulfill all Sandwich and Tossed Salad orders correctly and in a timely manner.
- Maintain a clean and sanitary work station while following all rotation and labeling protocols.

**Lemonade Restaurant Group**

**Food Prep**

**\$DOE (12 positions)**

Deadline to apply: May 1<sup>st</sup> 2017

Qualifications:

- Food safety & sanitation, Food Handler Certification

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(Lemonade Restaurant Group cont.)

- Stand for long periods of time, up to 8 hours
- Ingredient knowledge
- Ability to lift up to 50 pounds at a time
- Able to bend easily
- Knife skills, ability to correctly use a knife
- Attention to detail and sense of urgency
- Previous food prep experience required, volume experience preferred

Responsibilities:

- Adhere to all policies and standards as outlined in the Employee Handbook and training.
- Adhere to Health Code & Safety practices at all times.
- Provide a welcoming and hospitable environment to guests when applicable.
- Uphold cleanliness and sanitation standards at all times.
- Perform assigned side work, such as stocking and completing special cleaning duties.
- Assist in receiving and stocking deliveries while following all labeling and rotating protocols.
- Maintain proper water levels and temperatures in the 3-compartment sink.
- Complete all required paperwork throughout each shift.
- Ensure all equipment is functioning properly.
- Learn and follow all current recipes, measurements, and prep methods.
- Properly label and rotate all products in coolers and on shelves.
- Ensure all cooking and holding temperature standards are followed.

Hotel Services
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**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: May 1<sup>st</sup> 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.

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(Hotel VIA cont.)

- Warmly greet and welcome guests as they enter and exit the hotel.
- 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: May 1<sup>st</sup> 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: May 1<sup>st</sup> 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.

#### 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.
- Have working knowledge of reservations and procedures. Take same day reservation, walk ins and walks. Know and follow cancellation procedures and walk procedures.

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(Hotel VIA cont.)

- 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.

### **Hotel VIA**

#### **Room Attendant**

**\$DOE**

Deadline to apply: May 1<sup>st</sup> 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.

#### 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.
- 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.

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(Hotel VIA cont.)

- 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: May 1<sup>st</sup> 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.

#### 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 carts 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.

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- 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.

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: May 1<sup>st</sup> 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.

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.

Other

**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: April 25<sup>th</sup> 2017

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Caribou Public Relations, is a full-service Bay Area Public Relations agency that specializes in Transit, Finance, Natural Products, Real Estate and Political Affairs. We are looking for a highly independent and motivated individual to assist in the daily aspects of the agency which may include working on-site at client offices, independently or in public transit areas on any given day.

As part of the Caribou Team you'll be responsible for assisting with new business development, social media enhancements, providing general administration assistance and participating in experiential promotional duties.

A background in scheduling appointments, performing administrative tasks and an interest in marketing, public relations and promotions is preferred. This is a great opportunity to become a member of a team that promotes new ideas and creativity, with the opportunity to help the company advance efficiently and productively.

The right candidate will be able to adapt under pressure in small and large forums; have strong multitasking skills and the ability to learn quickly; work successfully as a team member and as an individual contributor with exceptional communication skills – verbal and written.

A candidate with knowledge of various social media platforms is also preferred.

Basic qualifications include:

- Friendly and Outgoing
- Excellent Writing and Verbal Skills
- Knowledge of computer programs— Word, PowerPoint, Excel
- General Knowledge of Bay Area Transit
- Attention to detail
- 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-
- Demonstrated ability to take ownership and accountability.
- Car preferred—with mileage reimbursement.

The above description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. From time to time, and related to the nature of work performed

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to accomplish Caribou's Mission, employees may be required to perform duties outside of their normal responsibilities.

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*The Equal Employment Opportunity Commission  
1801 L Street NW., Washington, DC 20507*

*Executive Order No. 11246—Administered by The Office of Federal Contract Compliance Programs prohibits discrimination because of Race, Color, Religion, Sex, or National Origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment by all Federal Government Contractors and Subcontractors, and by Contractors Performing Work Under a Federally Assisted Construction Contract, regardless of the number of employees in either case. Any person who believes he or she has been discriminated against should contact:*

*The Office of Federal Contract Compliance Programs  
U.S. Department of Labor, Washington, DC 2021*

**Probe Information Services Inc.-** Probe Information Services, Inc. is a high-level investigation, anti-fraud and compliance firm conducting business throughout the 18 western states. *This opportunity was made possible by the San Francisco Municipal Transportation Agency Contract Compliance Office's Employee Training Program.*

### **Surveillance Investigator Trainee**

**\$21-27 per hour**

Deadline to apply: May 1<sup>st</sup> 2017

**\*\* Resume & cover letter required\*\***

Probe Information Services, Inc. is a nationwide SIU and Investigations company that provides high-level anti-fraud and compliance services. We are a very stable company that is continuing to grow and expand our service territory. We have been providing our superior investigative services to insurance companies, third-party administrators, and self-insurers since 1992.

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**Position Summary:** The position will conduct surveillance investigations of suspected fraudulent insurance claims. The investigator covertly video tapes various subjects for long hours (8-12 hours per day) and follows subjects throughout the day as necessary. This position requires extensive driving and patience. You must own a suitable surveillance vehicle that is reliable.

**Structure:**

- Reports to: Surveillance Supervisor
- Full Time Position - Hours worked will vary but work days are generally Tuesday-Saturday, cases will vary in distances and start times
- Hourly wage \$21-\$27 per hour, depending on experience and location
- Comprehensive compensation and benefits package that includes a competitive salary, medical, dental, vision, life, short term disability, FSA healthcare, FSA dependent care, EAP, paid time off (PTO) and matching 401(k) for full time employees
- Expense reimbursements including per diem and mileage paid at a higher rate than the federal requirement

**Qualifications:**

- Preferably live in the city of San Francisco, or within a 10 mile radius – hourly wage will be different for candidates outside of the desired area
- Strong work and personal ethics
- Self-motivated and team oriented
- Strong organizational skills
- Competent with today's technology – Company equipment, including a tablet, camcorder, audio recorder, cell phone, etc. is provided to investigators upon hire. **Probe provides all the equipment needed to be successful.**
- Adhere to a flexible work schedule to include varied hours and days of work
- **Own a suitable & reliable vehicle** – A suitable vehicle is one that is reliable and in which you can easily move from the front to the backseat. The back portion of your vehicle should have heavily tinted windows or curtains and you should be able to comfortably sit in the backseat for extended periods of time.

*Equal Employment Opportunity is the Law—Discrimination is Prohibited by the Civil Rights Act of 1964 and by Executive Order No. 11246 Title VII of the Civil Rights Act of 1964—Administered by The Equal Employment Opportunity Commission prohibits discrimination because of Race, Color, Religion, Sex, or National Origin by Employers with 15 or more employees, by Labor Organizations, by Employment Agencies, and by Apprenticeship or Training Programs. Any person who believes he or she has been discriminated against should contact:*

*The Equal Employment Opportunity Commission  
1801 L Street NW., Washington, DC 20507*

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Email [sfjobs@manpower.com](mailto:sfjobs@manpower.com) with any inquiries.

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



*Executive Order No. 11246—Administered by The Office of Federal Contract Compliance Programs prohibits discrimination because of Race, Color, Religion, Sex, or National Origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment by all Federal Government Contractors and Subcontractors, and by Contractors Performing Work Under a Federally Assisted Construction Contract, regardless of the number of employees in either case. Any person who believes he or she has been discriminated against should contact:*

*The Office of Federal Contract Compliance Programs  
U.S. Department of Labor, Washington, DC 2021*

**Tenderloin Housing Clinic**

**Desk Clerk**

**\$14.24 per hour (various positions and shifts)**

**Deadline to apply: May 1<sup>st</sup> 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.

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