

2024 Junior Category Job Description

Clover Town Animal Shelter
4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: Pet Photographer

Position Overview:

The Clover Town Animal Shelter is seeking individuals interested in photography to join our marketing team. This position will help our social media director with taking creative photos of our animals to add to their adoption profiles. This position will help select costumes for animals, stage the background for photos, and either take photos or assist in taking photos by getting the animals attention. Playing with the animals to get action shots may be needed. Our shelter works to help place animals into their furever homes and is looking for someone who can be creative, work with a variety of animals safely, and as part of a team.

Essential Job Functions

- Be on time
- Developing and executing themed photo shoots using backgrounds, props, and costumes
- Clean-up displays and after animals
- Communicate with team members
- Ability to take quality photos of animals

Other Necessary Skills

- Self-responsibility
- Comfortable working with a variety of animals
- Ability to work as part of a team
- Organization
- Detail oriented

Eligibility: Junior

2024 Junior Category Job Description

4-H Library
4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: Story Time Assistant

Position Overview: The 4-H library is looking for individuals to assist with the preschool story time. Story time assistants will work with librarians to offer weekly story times to youth under 5 years of age. Assistants will help select books, read to participants, and lead activities under the supervision of the youth librarian. Story Time Assistants work as part of the larger library team to assist with other projects as needed.

Essential Job Functions

- Be on time
- Select children's books based on theme or topic.
- Work with youth under 5 years of age
- Communicate with library visitors.
- Assist in other areas as needed.

Other Necessary Skills

- Self-responsibility
- Organization
- Public Speaking Skills

Eligibility: Junior

2024 Intermediate Category Job Description

Clover Coffee Company
4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: Coffee Bar Attendant

Position Overview: Clover Coffee Company is seeking a motivated and friendly individual to help us serve the best brew in town. No previous experience in the food or beverage industry is required. Duties would include preparing customers orders which includes coffee drinks and preprepared packaged food items. Friendly and able to interact with others in a positive manner is a must. Attendant would also assist in bussing tables, making signs, and ensuring front of the house inventory is stocked.

Essential Job Functions:

- Brewing Coffee
- Preparing drinks according to orders
- Providing excellent customer service
- Working as part of a team to efficiently fill orders

Other Necessary Skills:

- Detail oriented
- Good in a fast-paced environment
- Relationship oriented
- Social Skills
- Teamwork

Eligibility: Intermediate

2024 Intermediate Category Job Description

Clover Landscape Co.
4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: Landscape Laborer

Position Overview: Clover Landscape is looking for individuals to join the team as a Landscape Laborer. We are a year-round landscape company that offers seasonal yard maintenance including snow removal, mowing and trim work; landscaping (planting flowers; weeding flower beds); full yard clean-ups; leaf removal. Laborers will work under the supervision of a team lead and asked to help with any work at the location. You must be comfortable operating lawn maintenance equipment, such as lawnmowers, trimmers, and blowers. Training is available for those who are willing to learn and follow directions. Our team works in various types of weather conditions and across varying terrain.

Essential Job Functions

- Be on time.
- Ability to operate different types of mowers, string trimmer, and other equipment. Training available
- Plan new flowers, bushes, plants, and decorative shrubs
- Rake fallen leaves and remove debris.
- Shovel snow
- Properly store and handle all equipment.

Other Necessary Skills

- Responsible
- Able to work as a team and alone.
- Communication
- Must have reliable transportation.
- Able to stand, bend, and squat for extended periods and lift up to 40 pounds.

Eligibility: Intermediate

2024 Senior Category Job Description

Clover County Extension Office

4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: SNAP-Ed Program Assistant

Position Overview: The goal of SNAP-Ed is to improve the likelihood that persons eligible for SNAP food benefits will make healthy food and lifestyle choices to prevent obesity. The Program Assistant works with limited supervision and works with community partners to identify and implement education programs and Policy, System, and Environmental (PSE) efforts.

Essential Job Functions:

- Uses standardized curriculum materials to teach nutrition, food resource management, and other related topics to adults, youth and/or families of lower income in a variety of settings.
- Uses standardized evaluation instruments to assess program participants' knowledge, skills, attitudes, and behaviors to determine educational needs and impacts.
- Identifies needs and opportunities to implement and sustain PSE efforts to address access to healthy food and physical activity in the community.
- Participates in staff development and training opportunities to enhance knowledge of evidence-based teaching methods for nutrition education, and knowledge of nutrition and physical activity topics.
- Participates in staff development and training opportunities to enhance knowledge and implementation of PSE efforts in the local community.
- Participate in Diversity, Equity, and Inclusion (DEI) professional development.

All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status.

Qualifications:

- High School diploma or GED. Certification or vocational training may be required. An associate degree in relevant field preferred. 2 years of relevant experience required. 4-6 years of relevant experience preferred.
- Established ability to utilize computer and video technologies for educational, data entry, and communication purposes; experience with Microsoft Office, Adobe Acrobat, and online data entry programs; knowledge of Zoom software; knowledge of the community's infrastructure and culture; ability to teach in classroom settings to children in-school and after-school, in group settings, and to a general adult audience, to parents and caregivers of young children, and/or to older adults; ability to work independently with a minimum of supervision; ability to network and collaborate with individual and agency representatives, to recruit schools and participants for nutrition classes, and to learn nutrition and nutrition-related information as outlined in the project; skills to adapt to change as the audience and/or the program changes.
- State Motor Vehicle Operator's license or demonstrable ability to gain access to worksite(s).

Eligibility: Senior

2024 Senior Category Job Description

Clover Research Farm
4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: Research Farm Specialist

Position Overview:

Do you enjoy working with animals? Are you looking for an opportunity to challenge yourself? If you want to be part of a team that produces a high-quality, nutritious product that feeds not only your friends and family, but millions of people around the world, we want to talk to you! This position offers full training and encompasses all aspects of animal care and applied nutritional research procedures working with large animals: swine, sheep, goats, cattle.

This key position accommodates a fluctuating work schedule, ranging from 40-50 hours/week, including some scheduled evening activities and a weekend shift rotation of every 3rd weekend. Individuals in this position are responsible for the daily care of all large animals to assure optimum productivity; cleaning and sanitation of worksites and equipment; and research support including weighing, tagging, observational scoring, etc. Those in this role must be comfortable working with limited supervision and have a superior work ethic and attention to detail to maintain data integrity.

The ideal candidate will have the desire to work with large animals, a willingness to learn, a high level of dependability as evidenced with a solid work history, and a proven record of drive for excellence.

Essential Job Functions:

- This key position accommodates a fluctuating work schedule, ranging from 40-50 hours/week, including some scheduled evening activities and a weekend shift rotation of every 3rd weekend.
- Individuals in this position are responsible for the daily care of all animals to assure optimum productivity; cleaning and sanitation of worksites and equipment included.
- Support research activities including pig weighing, tagging, observational scoring, etc.
- Those in this role must be comfortable working with limited supervision and have a superior work ethic and attention to detail to maintain data integrity.

Qualifications:

- Background working with large animals preferred.
- Ability to walk across uneven terrain, lift and carry 50lb bags of feed.
- Must be capable of maintaining regular attendance.
- Working knowledge of computers and the Microsoft Office Suite
- Preferred: understanding of mechanics; farm machinery

Eligibility: Senior

2024 Senior Category Job Description

Clover University Dining Services
4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: Assistant Chef

Position Overview:

The Assistant Chef is responsible for the preparation of cooked foods in support of a dining operation that serves students, staff, faculty, and guests of the university. Operates as part of the culinary management team and is responsible for a complete knowledge of food preparation and function of all stations within the operation; knowledge and skill in food presentation and the utilization of proper methods; understands methods of proper timing to ensure that freshly cooked products are ready for continuous service is paramount; steps in and adds support to any station to ensure proper finish and timely service is the key duty of this position; performs special functions and events; work schedule will include afternoon and evening hours; acts as primary culinary manager in absence of the Unit Chef.

Qualifications

Required Qualifications

- Bachelor's degree in culinary arts, or equivalent combination of education and experience;
- 2 years' culinary experience; knowledge of ServSafe or similar food safety program;
- Knowledge of HACCP procedures, knowledge of all kitchen equipment;
- Must be proficient in recipe and menu creation;
- Must be able to train and work with both students and regular employees;
- Ability to lift 50 lbs;
- Successful completion of a background check.

Preferred Qualifications

- 2-4 years' culinary experience;
- Minimum (6) months supervisory experience; knowledge of CBORD / FSS desired;
- Experience in a high-volume food operation;
- Experience in catering, fast casual, or cafeteria style dining operations;
- ServeSafe certification.

Eligibility: Senior

2024 Senior Category Job Description

Clover Engineering Solutions
4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: Design Engineer 1

Position Overview:

The Design Engineer 1 is responsible for performing engineering design on a variety of engineering tasks with ongoing supervision. The Design Engineer will work closely with other senior engineers to receive technical guidance on typical engineering assignments tasks which are not familiar to the Design Engineer 1.

- Applies technical knowledge to designs and ensures projects meet specifications
- Communicates challenges with regard to scope, cost, schedule and quality
- Works with Designers and Drafters to complete design packages
- Leads the development of their discipline's design on simple projects, and supports complex projects, including simple technical analyses
- Interacts with clients
- Understands and applies appropriate industry codes, standards, and regulations
- Identifies information to be communicated to the client and project stakeholders through team leads and project managers.

Required Qualifications

- Bachelor's degree in engineering from ABET accredited university (Electrical Engineering or related preferred)
- Knowledge of Computer Aided Design or GIS Design is a plus
- Strong work ethic with desire to work in a production environment

Working Conditions and Environmental/Physical Demands:

Must be able to sit at a desk for long periods of time (2-3 hours) with the ability to move at will; have vision to read printed materials and a computer screen; have hearing and speech skills to communicate in person, over the telephone or Teams/Skype/Zoom; have use of hands to finger, handle, type, or feel and manipulate mouse, keyboard, and computer equipment. Hybrid working conditions exist in either a home office environment and/or work office or job site. Must possess ability to follow general safety guidelines and wear appropriate PPE. Must be able to attend meetings at various sites within and away from the office.

Eligibility: Senior