

## CAREERS IN BUSINESS & MARKETING

### Job & Transition Fair 2008

**Career Cluster Description:** Prepare individuals to perform managerial, research and technical support functions of business and prepare individuals to plan and execute the buying, selling, promotion and distribution of ideas, goods and services.

#### BANKING

American Bank has an immediate opening for a full time and a part time **Teller**; experience preferred; no Saturdays or evenings. Must have strong customer service and computer skills, be flexible and self-motivated. Competitive salary. Send resume to

Kevin Sanson  
American Bank  
Human Services Department  
1302 Scottsville Road  
Bowling Green, KY 42104

#### FOOD SERVICE

**Administrative Assistant** – full time position available with McDonald's Corporation. Responsibilities: Assist Restaurant Manager and management team in all office activities; prepare payroll, conduct crew orientations, log and prepare invoices for payment, prepare weekly crew schedule. Successful applicant must demonstrate sound judgment, organizational ability and initiative; use good communication and interpersonal skills. Send resume and cover letter to:

Marta Morphew, Store Manager  
McDonald's Corporation  
Highway 231 North  
Hartford, KY 42347  
[www.mcdonalds.com](http://www.mcdonalds.com)

## FOOD SERVICE

**Hourly Crew Worker** – McDonald's Corporation – Part-time positions available as crew worker. Duties include taking orders and making sandwiches. Looking for dependable and honest workers over age 16; good grades (A's and B's) a plus; will work around high school schedule. Send cover letter and resume to:

Marta Morphew, Store Manager  
McDonald's Corporation  
Highway 231 North  
Hartford, KY 42347  
[www.mcdonalds.com](http://www.mcdonalds.com)

## FOOD SERVICE

**Service Preparation Staff** – needed for local specialty deli and cafe. The successful candidate will bus and clean tables and prepare baskets for serving. Part time work with flexible hours and room for growth. Opportunity to interact with Western Kentucky University students in a fun environment. Send cover letter and resume to:

Kim Malone  
Cafe Manager  
Bread and Bagels  
871 Broadway Avenue  
Bowling Green, KY 42101

**Café Wait Staff** – Local family owned café, bakery and deli has an opening for part-time wait staff. We offer flexible hours and a casual work environment. Duties include taking, preparing and delivering orders. Part-time hours are available from 6 am to 2 pm; 9 am to 2 pm and flexible afternoon hours. Please send cover letter and resume to:

Kim Malone  
Cafe Manager  
Bread and Bagels  
871 Broadway Avenue  
Bowling Green, KY 42101

## GROCERY

Wal Mart has an immediate opening for a **stocker/cart pusher**. Duties include, but are not limited to: packing grocery items in sacks, verifying price of grocery item upon request, may place grocery items in customer's vehicle; collect shopping carts from parking lot and surrounding area and return to store; return grocery items left at checkout counter to specified stock shelves; clean work area; may assist in unloading delivery trucks. Must have good stamina, medium strength, and be courteous to customers. Send resume and cover letter to:

Allyson Hanson  
Human Services Department  
Wal Mart  
Franklin, KY 42134  
[www.walmart.com](http://www.walmart.com)

Immediate opening for a **Grocery-Checker** at Wal Mart. Job Duties include (but not limited to): Operate computerized cash register to itemize and total customer purchases, make change, enter price changes and sale items, use electronic scanner to record price, stock shelves and mark current prices as required, bag groceries. Other qualifications: Work well with others, dependable, honest, courteous and neat appearance. Drug screening and background checks required. Send cover letter and resume to:

Allyson Hanson  
Human Services Department  
Wal Mart  
Franklin, KY 42134  
[www.walmart.com](http://www.walmart.com)

## RETAIL SALES

Kohl's is now hiring a **sales associate position**. Duties include: customer service, stocking merchandise, cleaning and cashier duties. Sales associates start at minimum wage with raises possible after 90 days. No experience necessary. Flexible hours are available. Send resume to:

Derek Hogue  
Customer Service Area Supervisor  
Kohl's Department Store  
2321 Gary Farm Blvd.  
Bowling Green, KY 42104