



OhioMeansJobs®

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Miami County Career Connection

March 2026



ABOUT

OhioMeansJobs Miami County is specifically designed for Ohio job seekers and employers in need of employment and training assistance. Priority of service offered to U.S. Military Veterans & eligible spouses.

Upcoming Events:

Open Interviews
Every Tuesday 2 p - 4 p

Career Prep Workshops
Every Thursday 2 p - 3 p



Free Services We Provide

Professional, skilled, entry-level job postings.
Computer access to internet-based job banks.
Resume and cover letter preparation.
Job readiness workshops.
Education & training opportunities.



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Index

[Business & Administration](#)

[Driving](#)

[Healthcare](#)

[Labor & Construction](#)

[Maintenance](#)

[Manufacturing & Engineering](#)

[Public Service](#)

[Retail & Food Service](#)

[Warehouse](#)

[Other](#)

[Events & Agency Information](#)

** Please note that many of these job postings do not include an exhaustive list of qualifications & duties. For more information, please use the links that lead you to the job posting or the contact information provided



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Business & Administration

Receptionist

Camping World – Piqua, OH

Job Duties: First point of contact with customers. Greet and welcome customers. Set tone for a positive customer experience. Check in VIP appointments and direct customers to the appropriate team member(s). Coordinate front desk activities including answering and directing incoming phone calls. Track incoming sales calls in our CRM. Maintain a strong work ethic with total commitment to success every day. Assist customers with any questions directed to the reception desk. Other duties, functions and responsibilities may be assigned to the position as appropriate and necessary.

Qualifications: High School education or equivalent. Previous experience in a high-standard customer service environment preferred. Ability to effectively respond to and meet the needs of a diverse client base Computer skills: MS Office. May lift up to 25 lbs and/or move up to 50 lbs. with assistive devices.

To Apply: Submit an application online at https://campingworld.dejobs.org/piqua-oh/receptionist/540CFF42054841A192E2C283E78457A3/job/?vs=1399&utm_source=Wanted-OH.xml-DE&utm_medium=NLX&utm_campaign=Wanted-OH.xml

Purchasing Administrator

P&R Specialty – Piqua, OH

Job Duties: The Purchasing Administrator is responsible for providing administrative support to the purchasing function by preparing and maintaining purchase orders, vendor records, and documentation. This role ensures timely and accurate purchasing of raw materials, supplies, and products for all departments, supporting production and operational efficiency while following company and ISO 9001 standards. Accurately process purchase orders and maintain vendor documentation to support operational needs. Coordinate purchasing of raw materials and additional products per department needs and requirements across all departments. Communicate effectively with vendors and internal departments to ensure timely order status and delivery.

Qualifications: High School Diploma or GED. An associate's degree in business management, accounting, or related field is preferred. Qualified candidates will also have 3+ years of administrative, purchasing, or accounting support experience and possess advanced proficiency with using the Microsoft Office Suite. Excellent organizational skills are a must.

To Apply: Submit resume and application at <https://prspecialty.com/careers/>



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Business & Administration

Financial Relationship Banker

Huntington Bank – West Milton, OH

Job Duties: Providing excellent customer service and effectively resolving customer issues. Proactively identifies opportunities to grow customer relationships through pre-set appointments, Centers of Influence, a disciplined sales process, new customer follow-up program, and sourcing referrals from customers, bank colleagues and partners. Educating and referring customers to other areas of the bank to deepen relationships and build strong internal partnerships. Educating customers on how to optimize their use of bank technology (online, mobile, and ATM banking). Maintaining your knowledge of all products, services, technology and policies. Adhering to all operational, security, risk and regulatory policies and procedures. Other duties as assigned.

Qualifications: High School Diploma or GED and minimum of 1 year customer service and sales in banking, financial services or goal driven retail sales, or business to business sales experience or military service in administration, contracting, civil affairs or similar role. Bachelor's Degree preferred.

To Apply: Submit an application online at <https://huntington-careers.com/search/jobdetails/financial-relationship-banker/51b28476-fad9-4d26-9368-a5cd77e8261c>

Product Manager

ITW Food Equipment Group - Troy, OH

Job Duties: Follow and execute ITW Enterprise Strategy, ITW Toolkit, Core Values, and Code of Conduct as a leader of the business. Identify and quantify customer pain points and follow established frameworks for Customer-Back Innovation (CBI) projects. Lead cross-functional meetings with Engineering to align project priorities, timelines, and development progress. Translate VOC (Voice of Customer) insights into actionable product requirements and business cases. Execute on regular field visits in key customer market segments, capture insights to return to the business. Product Manager monthly (VOC) field visits as experts in the Market. Define product roadmaps aligned to strategic growth priorities and lifecycle management objectives. Partner with Engineering and Strategic Sourcing to ensure manufacturability, cost targets, and serviceability are considered early in development. Serve as category expert, monitoring trends, competitive activity, and emerging technologies. Lead and deliver on product line simplification (PLS) projects within each product category.

Qualifications: Bachelor's degree in Business, Marketing, or Engineering; MBA preferred. 5+ years of product management or related commercial/technical experience in foodservice or capital equipment industries. Demonstrated success in product launches, innovation projects, and cross-functional leadership. Proven analytical ability to turn data into actionable insights. Skilled collaborator with strong communication and influencing skills. Familiarity with manufacturing operations, supply chain processes, and go-to-market execution.

To Apply: Submit resume and application at https://careers.itw.com/us/en/food_equipment

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Business & Administration

Business Process & Project Coordinator

Pioneer Rural Electric - Piqua, OH

Job Duties: Demonstrate and communicate the Cooperative's mission, beliefs, strategic goals, and policies within the Engineering area and across the organization. Promote and adhere to all Cooperative safety rules and practices, including cybersecurity initiatives. Analyze, document, and maintain existing business processes and workflows. Support the development of project plans, annual work plans, and maintenance plans. Assist with facilitating organizational committees, preparing meeting materials, action items, and progress reports. Identify, recommend, and support initiatives that improve operational efficiency and effectiveness. Research industry best practices and benchmarking data to support continuous improvement and key performance indicators.

Qualifications: Associate degree in Business Administration, Engineering, Operations Management, or a related field (or equivalent work experience). Experience in process improvement, project coordination, or business analysis preferred. Knowledge of continuous improvement methodologies (Lean, Six Sigma, or similar) is a plus. Strong analytical, organizational, and communication skills. Ability to collaborate effectively across departments and leadership levels. Proficiency with data analysis, documentation, and visual management tools.

To Apply: Submit resume to HR Department at kjohnson@pioneerec.com

Office Manager I

Advanced Dermatology, PLLC - Troy, OH

Job Duties: Implement office policies and procedures. Hire and onboard administrative and clinical staff. Supervise, train, coach, and evaluate administrative and clinical staff. Create and maintain the staffing schedule to optimize provider schedules, minimize gaps in coverage, and manage paid time off requests. Frequently supplements staffing headcount by working as a direct part of the patient care team by performing clinical duties to assist providers or working as a Medical Assistant or Receptionist. Oversee and approve time sheet details to ensure payroll processes timely and accurately. Foster a positive patient experience while ensuring regulations, guidelines, and standards are followed. Collaborate with nurses, providers, and executives.

Qualifications: High school diploma or equivalent, associate or bachelor's degree in healthcare management, business, or related degree is preferred. Familiarity with ModMed, EMA, EMR preferred. Thorough understanding of HIPAA laws and guidelines.

To Apply: Submit an application online at <https://docsdermgroupp.com/apply?gnk=job&gni=8a78859e9b80c289019bc819130e30c9&lang=en>



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Driving

Delivery Driver

Papa John's - Troy, OH

Job Duties: Pre-delivery vehicle preparation. Learn the delivery area. Checking orders for quality and accuracy. Provide quality customer service through positive and professional interactions with customers in person or by phone. Execute cash management duties. Process order paperwork and payment transactions.

Qualifications: High School diploma or GED preferred. Must have a valid Ohio driver's license, proof of insurance, reliable vehicle and the ability to drive.

To Apply: Submit resume and application at <https://jobs.papajohns.com/>

CDL-A Truck Driver

Continental Express LLC - Sidney, OH

Job Duties: Safely operate Freightliner Cascadias to transport no-touch refrigerated freight primarily in the Midwest and South/Southeast an average of 2500-3000 miles per week.

Qualifications: At least 23 years of age, no more than three moving violations in three years, must pass a DOT physical and drug screen, at least 8 months of tractor-trailer driving experience

Education Requirements: Must have a valid Class A CDL

To Apply: Submit an application at <https://continentalexpressinc.com/drivers/>

Semi-Local Truck Driver

J.B. Hunt - Tipp City, OH

Job Duties: Become a Dedicated Contract Services® driver and start enjoying consistent freight and deliveries for a single customer. Safety bonus opportunities. Frequent home time. Onsite management. Paid online orientation. Home Time: 5 days on, 2 days off. Operating Area: Drivers on this semi-local job will operate in IL, IN, WI, OH and MI.

Qualifications: Class A CDL, 3 months experience

To Apply: Pre-qualify online at [J.B.Hunt Careers](https://www.jbhunt.com/careers)



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Driving

Company CDL A Truck Driver **Riverside Transport** – Piqua, OH

Job Duties: Flexible career options backed by dependable freight and a driver-first culture that's built to last. Routes that fit your life. Choose from OTR, regional, dedicated, or yard jockey positions in select areas. Home time varies by route. Pay that stays competitive. Earn up to \$93,600 per year, depending on route, location, and schedule. CPM ranges from \$0.54-\$0.70. Easy freight, steady miles. Run 100% no-touch dry van freight, with paid miles both empty and loaded while on duty. Start strong from day one. Receive a \$1,500 sign-on bonus plus \$500 paid orientation as you get rolling with Riverside.

Qualifications: Valid Class A CDL. At least 22 years of age. Company: 1 year of recent OTR experience. Lease: 6 months recent OTR experience.

To Apply: Apply online and speak to a recruiter at <https://www.riversidetransportcdljobs.com/>.

Truck Driver – Home Daily – CDL A – Full-time **XPO** – Piqua, OH

Job Duties: Safely operate a tractor-trailer combination, including doubles and triples. Provide excellent service to customers, including generating sales leads. Load and unload freight. Lift objects of various shapes, sizes and weights (frequently up to 50 lbs. and occasionally greater than 75 lbs.); move and position a converter dolly with an average weight/pull force of approximately 128 lbs. Safely climb in/out of a tractor cab/trailer. Sit for extended periods in a truck tractor and/or on a forklift; safely operated heavy equipment and a forklift. Operate a tractor-trailer combination for up to 11 consecutive hours, in all types of weather, while safely transporting hazardous/non-hazardous materials.

Qualifications: Be at least 21 years of age. Valid Class A commercial driver's license. Safe driving record and history. Currently possess or be willing to obtain hazardous materials, tank vehicle and doubles/triples endorsements within 90 days of employment. Pass a DOT drug test and have no prior positive tests or refusals in the last 3 years. Hold a valid DOT Medical Certification Card or pass a company-paid DOT physical. Available to work a flexible schedule that's up to 12-14 hours a day, including day, night and weekend shifts. Forklift experience and current hazardous materials, tank vehicle and doubles/triples endorsements preferred.

To Apply: Submit an application online at <https://www.jobsintrucks.com/cgi-local/driversearch.cgi?action=ViewJobDetails&JobIndNum=30482018>



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Healthcare

State Tested Nurse Aide (STNA)

Troy Rehabilitation & Healthcare Center – Troy, OH

Job Duties: Assist residents with activities of daily living, including bathing, grooming, dressing, and mobility. Provide compassionate, hands-on care to support resident comfort and dignity. Monitor and report changes in resident condition to nursing staff promptly. Maintain a clean, safe, and supportive environment for residents. Foster meaningful relationships with residents and their families to enhance quality of life.

Qualifications: Strong interpersonal skills and a positive, team-oriented attitude. Previous experience in a long-term care or healthcare setting is a plus but not required.

Education Requirements: Must hold an active State Tested Nursing Assistant (STNA) certification in the State of Ohio.

To Apply: Submit resume and application at <https://troycarecenter.com/careers/>

Licensed Practical Nurse (LPN)

Otterbein SeniorLife – Tipp City, OH

Job Duties: Assesses residents by physical examination, including pertinent diagnostic testing to determine health status. Administers medications and treatments. Participates in care planning process. Communicates with physicians regarding changes in resident's conditions, diagnostic test results, etc. Documents assessments and care in compliance with standards of care and company policy. Educates residents and their families on health-related issues. Communicating a sense of caring, concern, and dignity for elders. Recognizing the autonomy and dignity of all elders. Understanding how to place decision-making in the hands of the elders.

Qualifications: Graduate of an accredited school of nursing. Valid state licensure as an LPN/LVN. Current CPR certification. CEU's as required by the State.

To Apply: Submit resume and application at <https://otterbein.org/careers/>



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Healthcare

Certified Nursing Assistant - CNA/STNA

Otterbein SeniorLife – Tipp City, OH

Job Duties: Assisting residents in preventative, therapeutic, and restorative nursing procedures; adhering to safety and infection control policies and procedures. Assisting with personal hygiene, feeding, dressing, ambulating and transferring residents. Completing all required documentation; reporting defective equipment or other potential safety hazards. Working with residents, families, members of the health care team and other employees in a pleasant, respectful and cooperative manner. Help residents feel comfortable and as independent as possible.

Qualifications: Must be in good standing with the Nurse Aide Registry.

Education Requirements: High school diploma/GED is preferred. Certified Nursing Assistant - CNA/STNA certification required in the State of Ohio. Applicants must have passed the state test and be listed on the Nurse Aide Registry.

To Apply: Submit resume and application at <https://otterbein.org/careers/>

Athletic Trainer

Hyatt Center – Tipp City, OH

Job Duties: The Athletic Trainer (AT) assumes a collaborative role on the interdisciplinary sports medicine team. This individual will provide on-site athletic training coverage at a local community college and events as directed. The AT will provide prevention, clinical evaluation and diagnosis, immediate care, treatment, rehabilitation, re-conditioning, organization and administration under the direction of a physician. The Athletic Trainer will be responsible for documentation per Premier Health standards, professional practice activities, public speaking, and cost management. Responsible for demonstrating excellent customer service and contributing to the overall effectiveness of the sports medicine team.

Qualifications: Athletic Training degree from an accredited program. Current Athletic Training license in State of Ohio. New graduates welcomed! Current Healthcare Provider BLS certification. National Athletic Trainers Association Board of Certification. No prior job-related work experience. 1-3 years of job-related experience preferred.

To Apply: Submit an application online at [Athletic Trainer - Premier Health Careers](#).



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Healthcare

Rehab Associate (PRN)

Upper Valley Medical Center – Tipp City, OH

Job Duties: Support the rehab department by managing patient registration, scheduling, insurance verification, authorizations, and financial counseling. Responsibilities include educating patients and families on co-pays, deductibles, and financial assistance; obtaining required consents and certifications; collecting payments for self-pay services; and ensuring compliance with regulatory standards. Assist with clinical support tasks, maintain a safe and organized environment, and contribute to departmental operations through reporting and special projects. Demonstrate strong customer service, communication, time management, and adaptability skills. Able to explain hospital financial policies, secure payments, and interact effectively with patients, families, physicians, and staff while maintaining confidentiality and compassion.

Educational Requirements: High School diploma/GED required; Associate's in healthcare or business preferred. Medical Terminology Certification preferred.

To Apply: Submit resume and application online at [Rehab Clinical Associate \(PRN\) | Premier Health](#)

Health Care Clinician – Part-Time

Bethel Local Schools – Tipp City, OH

Job Duties: Implements school health services that focus on prevention and early intervention. Provides health education, counseling, and student advocacy in partnership with community resources. Supports a sense of well-being and capacity for academic success. Diligently attends to job details. Pursues quality results. Performs all aspects of the job. Maintains open/effective communications. Serves as a reliable information resource. Pursues opportunities to enhance job knowledge and skill proficiency. Keeps current with emergency preparedness and response procedures. Performs other specific job-related duties as directed.

Qualifications: Holds/maintains valid Ohio Board of Nursing and Ohio Department of Education Pupil Services licenses as a school nurse. Acts according to the Licensure Code of Professional Conduct for Ohio Educators. Comprehensive knowledge of Ohio Schools Medicaid Program covered services. Maintains a record free of criminal violations that prohibit public school employment.

To Apply: Apply online at <https://ohio12jobs.schoolspring.com/?jobid=5504486>.



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Healthcare

Licensed Practical Nurse

StoryPoint – Troy, OH

Job Duties: Lead, manage, and train your team of caregivers. Responsible for evaluating residents and reporting change in condition to physicians. Utilizing Electronic Health Record (EHR) and Electronic Medication Administration Record (EMAR). Communicating effectively to team, residents and families. Building strong relationships.

Qualifications: Licensed Practical Nurse (LPN) in the state. Assisted Living/Memory Care experience preferred. Prior supervisory experience required. Punctuality and professionalism are important factors. Passionate about working with the elderly.

To Apply: Submit an application online at [StoryPoint Careers](#).

Patient Care Tech

Upper Valley Medical Center – Troy, OH

Job Duties: Collaborate with nurses and doctors to provide personalized care for patients. Check vital signs, such as temperature, heartbeat, and breathing. Help patients move around, get dressed, and eat. Collect samples like urine. Report any changes in a patient's condition to a nurse. Walks, ADLs, Weighing Patients; Vitals The PCT works under the supervision of a nurse, who ensures they are performing tasks safely and correctly. Assist with the paperwork and other tasks that keep the hospital running smoothly, which also helps patients receive the best care possible. Handle doing many things simultaneously, even when people interrupted, and still be nice. Know how to use a computer. Good at organizing things. Talk and listen well to others.

Qualifications: High school diploma or GED. Get a BLS CPR certificate. Can receive training while employed. No previous job experience is required, but should have one of the following: Finished STNA, CNA, or Patient Care Technician/Assistant training; Helped care for patients in the past 5 years (like taking their temperature, bathing them, or helping them use the restroom); Currently in nursing school and finished one clinical rotation.

To Apply: Submit an application online at <https://php.referrals.selectminds.com/jobs/patient-care-tech-one-central-65039>.



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Labor & Construction

Highway Bridge Worker 1

Miami County Engineer's Office - Troy, OH

Job Duties: Includes but is not limited to: moving material and equipment utilizing light and medium duty trucks, snow and ice removal operations on public roadways, forming, placing and finishing of concrete, fabrication of reinforcing steel cages, patching of cracks and holes in roadway, landscaping activities, installing drainage pipes of various types and materials, guardrail installation, service and maintenance of equipment, traffic control activities, completing daily reports and logs, and dealing well with people in highly stressful situations. Subject to emergency call out and must report in a timely manner.

Qualifications: Valid Ohio driver's license, one (1) year of work experience in construction or related work. Must hold and maintain at all times a valid Class A State of Ohio Commercial Driver's License. Must pass a medical exam to meet physical qualifications set forth in 49 CFR 391.41, Subpart E, for holding a valid State of Ohio Commercial Driver's License, including passing pre-employment and random drug and alcohol testing.

Education Requirements: High School Diploma or equivalent

To Apply: Submit resume and application at <https://miamicounty.applytojob.com/apply>.

Construction Foreman

Cleary Building Corp. - Troy, OH

Job Duties: Lead and supervise a crew of 3-4 construction laborers in the construction of pre-engineered post-frame structures. Build post-frame structures from the ground up. Operate hand and power tools. Manage job site safety and productivity. Deliver top-quality results that provide lasting value for clients.

Qualifications: Must be at least 21 years old. Prior experience in building trades or construction leadership. Strong leadership skills with the ability to motivate a crew. Comfortable working at heights and in outdoor conditions. Willingness to train and grow with the company.

To Apply: Submit resume and application at www.careersatcleary.com



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Labor & Construction

Construction Foreman in Training **Cleary Building Corp.** – Troy, OH

Job Duties: Assist in leading a crew of 3–4 construction laborers. Construct pre-engineered post-frame structures from start to finish. Read and interpret blueprints and building plans. Learn to organize job sites and supervise crews. Operate hand and power tools, aerial lifts, and other construction equipment. Work from heights up to 35 feet on ladders and aerial work platforms. Drive a one-ton crew cab truck, haul trailers, and operate skid steers.

Qualifications: Must be at least 21 years old. Minimum of 2 years of prior building trades experience required. Leadership or crew management experience preferred. Valid driver's license required. Comfortable working at heights and in all weather conditions.

To Apply: Submit resume and application at www.careersatcleary.com

Post Frame Construction Crew **Cleary Building Corp.** – Troy, OH

Job Duties: Construct pre-engineered post frame structures. Operate basic hand and power tools. Work from ladders and aerial work platforms up to 35 feet off the ground. Learn and develop carpentry, framing, and construction techniques.

Qualifications: Must be at least 18 years old. Prior building trades experience helpful but not required. Ability to work in a variety of weather condition.

To Apply: Submit resume and application at www.careersatcleary.com



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Labor & Construction

Concrete Finisher/Foreman

Bruns General Contracting - Tipp City, OH

Job Duties: The applicant will be working in residential and commercial settings. The Concrete Finisher / Foreman will be responsible for the day to day operations of his assigned concrete crew, and will be running grade, finishing concrete, running equipment and organizing concrete associates. The job will progress as the applicant gains experience in the field. Ideal candidate will be able and willing to set wall forms for basements and large foundation projects. Must be a hands-on, self-motivated leader.

Qualifications: Must have at least two years of concrete finisher experience and two years of supervisory experience.

To Apply: Submit an application at <https://bruns1951.exacthire.com/>

Equipment Operator

Bruns General Contracting - Tipp City, OH

Job Duties: The applicant will responsible for running bulldozers, excavators, and skid loaders. The Equipment Operator will work in a combination of new construction and remodel jobs with industrial, commercial and institutional work. BGC will offer training to the Equipment Operator, with the ability to advance in the field. Competence with hand tools associated with the craft. A basic understanding of how to read blueprints. Good communication skills. Flexibility & willingness to work in multiple positions.

Qualifications: High school diploma / GED. CDL Required. Physically able to lift and carry up to 100 pounds. Valid driver's license.

To Apply: Submit an application online at <https://bruns1951.exacthire.com/job/103628>



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Labor & Construction

Finisher

Stull Woodworking – Troy, OH

Job Duties: Prepare commercial wood millwork components for painting or staining by sanding, priming, and sealing between coats. Rectify flaws by filling cracks, mending broken parts, and smoothing surfaces. Prepare surfaces for finish using sandpaper, chisels, or sanders. Shield areas during finishing by removing accessories and masking them with tape, plastic and cardboard. Eliminate excess solvents using cloths soaked in paint thinner. Choose finishing materials carefully, considering wood type and hardness, blending for desired tones. Assist in applying topcoats manually, through spray techniques, or with automated painting machines. Help with handling, stacking, and packing components within the workshop. Maintain cleanliness and upkeep of the finishing room and equipment. Use different products and chemicals as required and ensure proper storing and mixing them. Ability to troubleshoot issues with different products as situations arise.

Qualifications: 3 years of prior work experience. Must possess strong color vision to blend paint accurately, skills to operate and maintain paint sprayers, stamina for extended standing and bending, strength for lifting heavy objects and maneuvering in different positions while using protective gear like masks and gloves.

To Apply: Submit a resume and application online at <https://stullwoodworks.com/careers/>

Drain Technician

Korrek Plumbing, Heating and Air Conditioning – Troy, OH

Job Duties: Use drain machines and sewer cameras to clean, maintain and inspect residential and commercial drainage systems. Diagnose and clear blockages in residential and commercial plumbing and drainage systems. Locate clogs and problem areas using tools such as sewer cameras, electric-powered drain machines, hydro-jetting, and other diagnostic equipment. Assess the condition of pipes to determine whether issues are caused by buildup, damage, tree roots or structural failure. Perform minor pipe repairs related to clogs when appropriate. Identify situations that require more extensive plumbing work and advise clients accordingly. Communication inspection findings, recommend solutions and preventative maintenance advice to customers clearly and professionally.

Qualifications: No experience necessary. Must prioritize punctuality and be enthusiastic about their work. Follow multi step directions. Great communication skills. Clean driving record and pass a background and drug screening.

To Apply: Email resume to careers@korrekplumbing.com or apply in person at their Dayton Location.



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Labor & Construction

Lead Estimator

Milcon Concrete Inc. – Troy, OH

Job Duties: Take charge of the entire estimating process, develop accurate bids, and strategize winning proposals. Interpret project plans and specs, coordinate seamlessly with skilled PMs, foremen, the owner, and valued partners. Support project management functions: contract review, submittals, scheduling, and efficient resource assignment. Build and nurture strong relationships with clients, owners, subcontractors, and vendors while ensuring project profitability and excellence.

Qualifications: Bachelor's in Civil Engineering, Construction Management, or related field—or comparable experience. 5+ years' hands-on civil construction estimating, with specialties in utilities, earthwork, or roadway projects (preferred). Proficiency in HeavyBid, MS Office Suite (Excel, Outlook), and blueprint/spec review. Strong communication, negotiation, and analytical skills. A motivated, detail-oriented mindset with a passion for collaborative problem-solving.

To Apply: Submit application online at <https://milcon-inc.com/lead-estimator/>

Construction Carpenter

Level MB – Troy, OH

Job Duties: Read and interpret commercial blueprints, project plans, and technical drawings. Construct, install, and repair structures and fixtures such as walls, doors, frames, ceilings, partitions, and cabinetry specific to commercial building codes. Perform rough and finish carpentry, including framing for metal and wood stud walls, ceilings, and roof systems. Install commercial-grade doors, hardware, windows, trim, and millwork. Build and dismantle concrete forms and scaffolding. Operate a variety of commercial carpentry tools and equipment, including saws, drills, nail guns, and levels. Collaborate with site supervisors, engineers, and other trades to ensure project specifications and timelines are met. Follow safety protocols and OSHA standards, maintaining a clean and hazard-free work environment. Inspect work and materials for quality and compliance with building codes and job specifications.

Qualifications: Valid driver's license. High school diploma or equivalent; trade school or apprenticeship training in carpentry preferred. Strong knowledge of commercial building systems, codes, and materials. Proficient with carpentry tools and construction techniques. Ability to read and interpret blueprints and commercial project documents. Must be able to lift 50+ lbs and work in physically demanding environments, including at heights or on ladders. Reliable transportation and the ability to travel to various job sites. OSHA 10 or OSHA 30 certification preferred.

To Apply: Find the link to the application online at [Careers - Level MB - Commercial Construction Services](#).



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Maintenance

Maintenance Technician

Meijer – Tipp City, OH

Job Duties: Perform routine and emergency maintenance (major and minor) of utilities systems in a multi-craft environment including PLC, instrumentation, mechanical and equipment repair. Responsible for Preventative Maintenance (PM) and timely work order completion for complex. Perform routine chemical testing, making necessary operational adjustments to maintain proper operating parameters for cooling tower and boiling water. Monitor complex heating/ventilation system and adjust controls for proper operation. Works with the Maintenance Planner to maintain supplies through ordering and receiving chemicals, record usage and interaction with appropriate vendors.

Qualifications: 5 – 7 years of hands-on manufacturing maintenance experience, preferably in a food manufacturing setting. Familiarity with standard mechanical and electrical component maintenance and repair practices. Skilled and certified in various PLC programming languages.

Education Requirements: Must possess a high school diploma or GED. Associates degree or certification in a technical field preferred. Mechatronics Certifications for Levels 1-7 completed.

To Apply: Submit resume and application at <https://meijer.wd5.myworkdayjobs.com/Meijer>

Maintenance Staff

Tri-County Board of Recovery and Mental Health Services - Troy, OH

Job Duties: Provide direct maintenance services to properties owned and operated within the service district per the Tri-County Board service contract with oversight by the Maintenance Lead. Services may include but are not limited to electrical work, plumbing, painting, roofing, carpentry, laying carpet, dry walling, preventative work (i.e. changing furnace filters), glass work, mowing, landscaping and snow removal. Research and assist in selection and oversee any work completed by a contract worker or firm on any properties owned and operated within the service district. Maintain accurate historical records of the type of repairs, cost, and materials completed for each property. Assist Maintenance Lead in the keeping a current log of repairs and upgrades needed in order to maintain Board facilities in good condition. Respond to after hours maintenance issues at owned and operated properties as scheduled.

Qualifications: Experience in property management/maintenance preferred. Training and/or technical education in mechanics, carpentry, appliance/air conditioner/furnace repair and tool usage a plus.

To Apply: Submit resume and application at <https://miamicounty.applytojob.com/apply>



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Maintenance

Grounds Maintenance

Troy City Schools – Troy, OH

Job Duties: Establishes priorities to avoid work delays. Performs routine groundskeeping activities (e.g., mows grass, fertilizes, seeds, trims trees/shrubs, etc.). Regular and orderly removal of trash. Repair groundskeeping equipment and perform preventive maintenance procedures. Monitors the grounds and facilities during working hours. Recognizes when problems may be developing (e.g., unusual odors, noises, leaks, etc.). Immediately reports suspected problems and/or unsafe conditions. Maintains clear routes to fire exits. Helps the facilities & maintenance supervisor develop short/long-range landscaping plans. Help prepare athletic fields. Anticipates needs and replenishes consumable supplies to avoid work schedule interruptions. Promptly document all safety incidents and/or accidents.

Qualifications: High school diploma preferred. Meets all mandated health requirements. A record free of criminal violations that would prohibit public school employment. Holds or is qualified to obtain a pesticide application license. Grounds maintenance experience. Knowledgeable about accessibility guidelines, safety regulations, environmental laws, groundskeeping equipment, and groundskeeping/landscaping. Ability to read and comply with Safety Data Sheets (SDS). Ability to provide support for other maintenance activities in the district. Valid driver's license and meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.

To Apply: Submit an application online at <https://www.applitrack.com/dayton/onlineapp/default.aspx?Category=Maintenance%2fCustodial&subcategory=Grounds+Worker>

Aggregate Maintenance Laborer - 2nd Shift

Jurgensen Companies – Piqua, OH

Job Duties: Perform general plant maintenance and equipment repairs. Must be able to weld/fabricate as needed. Complete daily preventative maintenance and safety inspections. Troubleshoot and replace screens, conveyor belts, and system components. Use hand and power tools, including cutting, grinding, and impact tools. Maintain a clean and safe work area and follow company safety policies. Assist with mobile and stationary equipment operation when needed. Familiarity with belts, pulleys, bearings, and industrial equipment. Problem Solving: Ability to assess and repair mechanical issues efficiently. Strong verbal and written communication skills for working with team members and supervisors. Capable of lifting 50 lbs, working in all weather conditions, and climbing ladders and stairs over 24 feet.

Qualifications: High school diploma or GED. Valid driver's license and reliable transportation. Previous experience in aggregate, limestone, or heavy industrial environments is a plus.

To Apply: Submit an application online at [Careers at Jurgensen](#)



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Maintenance

Manufacturing Associate – Nights

Perrigo – Covington, OH

Job Duties: Operates and ensures proper operation of manufacturing equipment. Conducts regular in-process checks of quality attributes of materials and products and to ensure the equipment is operating correctly. Assists in recording accurate production and inspection data and is responsible for completing manufacturing paperwork in compliance with required SOPs and cGMPs. Performs set ups, changeovers and cleans the work area throughout the shift to ensure proper clearance of materials. Continuously looks for and helps to implement improvements to the process, productivity, quality and reduce costs. Performs other related duties as assigned.

Qualifications: High School Diploma or Equivalency required. Must possess basic math and reading comprehension skills and be able to read, speak and comprehend instructions in English, including procedure documents, as well as proofread alpha and numeric data. Experience in a pharmaceutical, Federal Drug Administration (FDA) controlled, other controlled regulatory agencies, or Current Good Manufacturing Practices (cGMP) packaging or manufacturing environment is preferred. Required to operate and handle material handling equipment. Ability to work overtime as required.

To Apply: Submit an application online at <https://careers.perrigo.com/job/Covington-Manufacturing-Associate-Nights-OH-45318/1358719000/>

Maintenance Technician

Environmental Control Southwest Ohio – Tipp City, OH

Job Duties: Preventative Maintenance Jobs (e.g. Detergent Dispensers for Washing Machines and Soap Dispensers for Dishwashers). Dispenser installation (e.g. the ware wash side plus paper towels, toilet paper, soap, hand sanitizer). Light maintenance work jobs for our customers - e.g., replacing doors/light fixtures/sink fixtures/drywall repair/painting, etc. Window Cleaning. ATM Cleaning / Bank Vault Cleaning. Construction Clean-up Projects.

Qualifications: Basic use of hand tools (e.g. Drills, Screw Drivers), basic knowledge of plumbing and electrical, and a willingness to Learn. Must have reliable transportation, a driver's license, and proof of auto insurance.

To Apply: Submit a resume and application at <https://secure3.entertimeonline.com/ta/6123966childR.careers?careersSearch=1&lang=en-US>



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Manufacturing & Engineering

Engineering Technician I

Miami County Engineer's Office – Troy, OH

Job Duties: Compiles, analyzes, and comprehends civil engineering information to create construction drawings and/or support the engineering activities of the organization. Conducts surveys utilizing various survey instruments, inspects the construction of bridges, culverts and roadways, assists in preparing bid specifications, undertakes traffic engineering/signing projects, plans and performs surveys for ditch petitions and drainage related projects, and responds to public inquiries and complaints concerning county highways and related issues.

Qualifications: One to three years of relevant work experience which evidences an advanced knowledge of highway and bridge construction techniques, inspection techniques, surveying, traffic engineering, and/or construction estimating; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the position. Must possess a valid Ohio Driver's License. (Engineer Intern Preferred).

Education Requirements: A minimum of a Bachelor's Degree preferred in civil engineering or a related field with advanced coursework in surveying.

To Apply: Submit resume and application at <https://miamicounty.applytojob.com/apply>.

Entry Level Machine Operator

General Films, Inc. - Covington, OH

Job Duties: Follow work instructions to set up and run extrusion line. Gather items such as new cores, packaging materials, skids, etc. for daily production operation. Unload finish rolls from machine using proper lifting equipment . Weigh, record quality & production data and load onto skid. Package finished rolls per customer specifications. Build & complete skid by banding, labeling and moving finished skids to shipping area. Maintain accurate production and quality control records.

Qualifications: Ability to consistently lift/manipulate over 50 pounds. Must be detail-oriented in your work. Strong reading comprehension and basic math skills.

Education Requirements: High School Diploma preferred

To Apply: Apply online at www.generalfilms.com



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Manufacturing & Engineering

Machine Operator – 2nd Shift

Duraco Specialty Materials – Troy, OH

Job Duties: Adjust machine controls, monitor temperatures and speed, take test samples, and make sure each coated roll meets quality standards. Work closely with teammates, communicate when something looks off, and help keep a safe, organized workspace. Set up and operate coating machines, including adjusting machine speeds, adhesive flow, and drying temperatures to meet product specifications. Prepare and inspect materials, load rolls onto the machine, measure and check coated materials, and take test samples for quality approval. Support smooth production, including troubleshooting minor issues, completing machine reports, entering production data, and maintaining a clean, safe work area.

Qualifications: Mechanical aptitude and comfort with hands-on, physical work around production equipment. Strong attention to detail, with the ability to read work instructions, measurements, and follow safety procedures. A team-oriented mindset, good communication skills, and a willingness to learn new processes and equipment.

To Apply: Submit a resume and application at <https://duraco.com/careers/#open-positions>

Transfer Station Operator I

Miami County Sanitary Engineering - Troy, OH

Job Duties: Operate semi-tractor to transfer solid waste for disposal or recycling. Assists Transfer Station Operator 2 in loading and compacting solid waste for disposal or recycling. Inspects equipment for proper fluid levels and other maintenance needs. Processes materials for transfer or recycling. Assists customers and enforces safety rules and regulations. Assists with maintenance of grounds and facility (mows grass, removes weeds, trims shrubs and trees, plows and shovels snow, removes trash, paints facilities, etc.). Performs custodial duties as directed.

Qualifications: High School Diploma or equivalent. Valid Ohio driver's license.

To Apply: Submit resume and application at <https://miamicounty.applytojob.com/apply>



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Manufacturing & Engineering

Electronic Assembler

DARE Electronics – Troy, OH

Job Duties: DARE is currently seeking an Electronic Assembler. As a highly-valued member of DARE's team, you will be directly responsible for helping ensure DARE maintains its reputation for 100% Quality and On-Time delivery by building and soldering PC boards and performing a wide variety of other work involved in manufacturing DARE's highly specialized, custom products. Soldering, coating, encapsulating print circuit boards. Sealing electronic enclosures. Painting and marking products.

Qualifications: Extensive background in soldering, assembling, and testing electronic circuit boards. Working knowledge of J-STD-001 and IPC-A-610. Basic metrology and machine shop skills. Strong organizational skills. Ability to multi-task. Great attention to detail. Demonstrated ability to work well independently and as member of a team. Willingness to learn. Self-Driven / Motivated to excel.

To Apply: Submit an application or resume via Ohio Means Jobs or DARE's website

(<https://www.dareelectronics.com/employment-opportunities>). Alternatively, individuals may mail their resume to Karen Beagle, President, DARE Electronics, Inc., PO Box 419, Troy, OH 45373 or email it to kbeagle@dareelectronics.com

Production Operator Processor

Meijer Manufacturing Complex – Tipp City, OH

Job Duties: Safe operation of food manufacturing equipment, ensuring formulas are accurate and completion of necessary paperwork. Operate and monitor HTST, UHT, and batching systems to ensure correct product flow, temperature, pressures, and specifications. Use the HMI operating system to execute recipes, monitor process parameters, and document production data. Perform line startups, changeovers, CIP (Clean-In-Place), and SIP (Sterilization-In-Place) procedures. Troubleshooting equipment and communicate issues to maintenance and leadership. Follow all safety policies, GMPs, and food safety/quality standards (SQF, HACCP, etc.). Work closely with ODA (Ohio Department of Agriculture). Accurately weigh, measure, and add ingredients according to batch recipes. Complete production logs, downtime records, and quality checks. Collaborate with Quality, Maintenance, and Production teams to ensure smooth operations.

Qualifications: High School education or GED preferred. Must be able to read and write English to an 8th grade level. Previous food manufacturing experience preferred. Ability to work independently. Ability to work a flexible/off shift schedule. Must be able to lift up to 50 lbs. Must be able to work from heights.

To Apply: Submit an application online at [Careers](#).

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Public Service

Residential Coordinator

Tri-County Board of Recovery and Mental Health Services - Troy, OH

Job Duties: Provide outreach to persons with mental illness or SUD who are homeless or may become homeless or need housing assistance, and work in conjunction with or facilitate the involvement of other agency personnel in coordinating services for these individuals. Assist clients with maintaining housing arrangements by computing household budgets. Complete rental agreements with clients as needed. Ensure client is eligible for services completing admission documentation and verifying income. Assist clients with application for benefits and/or employment if needed. Conduct apartment inspections. Assure that transitional units are kept clean and clutter free. May require light housekeeping duties to prepare rooms between residents. Regularly review client charts including maintaining progress notes in a timely manner.

Qualifications: A valid Ohio driver's license. Two to four years related experience or equivalent combination of education, training and experience is required. Knowledge, training, or education in mental illness, drug, alcohol and medication use and abuse, criminal justice and general knowledge of eligibility for and applicable State entitlement programs preferred.

Education Requirements: Associate's degree in a behavioral health or similar field.

To Apply: Submit resume and application at <https://miamicounty.applytojob.com/apply>

Housing Choice Voucher Inspector

MMHA/MCCAC - Troy, OH

Job Duties: Schedules and performs housing unit inspections related to the HCV program. Inspects premises for compliance with program guidelines and to determine repair needs. Compares inspections results with records to ensure program requirements are adhered to. Notes violations and takes appropriate action. Maintains records concerning HCV inspection activities (e.g., dates, times, findings of inspections). Receives and responds to inquires, questions, and concerns regarding HCV housing from tenants, landlords, or the public.

Qualifications: High School Diploma or GED. 1 year or more of experience as a housing inspector, or equivalent. Must possess a valid State of Ohio driver's license and remain insurable under the agency's vehicle insurance plan.

To Apply: Stop by in person and follow application process



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Public Service

Social Services Caseworker

Miami County Job & Family Services - Troy, OH

Job Duties: Investigate claims of abuse and neglect of children AND/OR maintains a caseload of children/families who have previously been determined to require the protective services in the agency. Participate in legal actions including testifying in court as necessary. They will serve on internal/external committees and attend various agency meetings, as well as develop and administer public education programs pertaining to issues related to the case assignments. Must be able to perform on-call status when needed.

Education Requirements: Bachelor's degree in behavioral science, social science, early childhood development technology, education, or related fields OR agreement to complete bachelor's degree within five years of hire.

To Apply: Submit resume and application at <https://miamicounty.applytojob.com/apply>

Emergency Management Agency Director

Miami County Emergency Management Association - Troy, OH

Job Duties: Plans, directs, and coordinates county-wide emergency warning and safety programs relative to natural or man-made disasters. May be exposed to dangerous, hazardous, and/or stressful situations. Attends in-service training program. Establishes plans and systems to be activated in the event of emergencies. Develops teaching and warning systems relative to natural disasters (e.g., tornadoes, blizzards, etc.). Develops procedures to combat and protect against manmade disasters (e.g., hazardous waste and chemical spills). Coordinates disaster service plans with local organizations and agencies. Provides information to area residents on proper safety measures and methods of protection against natural or manmade disasters. Confers with state and local government officials to ensure plans and procedures comply with applicable laws/policies.

Qualifications: Completion of secondary education supplemented by training in disaster service or civil defense planning, possession of oral and written communication skills, and two (2) years' experience in emergency management or related field, or equivalent. Must possess a valid Ohio driver's license. From date of hire, must complete the training program as outlined in the Ohio Administrative Code 4501:3-5-01 within two (2) years. Complete a Professional Development Series as outlined by the Ohio Emergency Management Agency within three (3) years.

To Apply: Submit resume and application at <https://miamicounty.applytojob.com/apply>



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Public Service

Social Services Caseworker (Adult Protective Services)

Miami County Job & Family Services - Troy, OH

Job Duties: Investigate claims of abuse, neglect, and exploitation of elder adults and maintains a caseload of clients who have previously been determined to require the protective assistance of the services in the agency. Meets procedural deadlines governing the management of social services cases set by the State of Ohio and ensures documentation is complete. Participates in legal action to establish legal guardianship in cases related to elder adults, including testifying in court, if necessary. Serves as on-call social services worker.

Qualifications: Valid driver's license. Having held this position within the last three years meets the minimum qualifications.

Education Requirements: Completion of graduate core coursework in behavioral science, social science early childhood development, education, or related fields. Completion of undergraduate major core coursework or two years' technical training in behavioral science, social science early childhood development, education, or related fields.

To Apply: Submit resume and application at <https://miamicounty.applytojob.com/apply>

Male Juvenile Corrections Officer (Intermittent)

West Central Juvenile Detention Facility - Troy, OH

Job Duties: Conduct daily operations and programming within the West Central Juvenile Detention Facility in compliance with federal and state laws, ACA standards, and Ohio Department of Youth Services requirements. Maintain safety and security of youth, staff, and facility grounds at all times. Perform intake and release procedures, ensuring accurate collection of required information, assessments, and screenings. Oversee youth throughout their daily schedule, including personal hygiene, meals, education, recreation, physical education, and communication with parents. Ensure proper supervision, safe movement, and secure escort of youth within the facility.

Qualifications: Completion of a High School Diploma or equivalent. Must be 21 years of age, possess a valid driver's license and proof of motor vehicle insurance. Must be able to pass a pre-employment drug screen and criminal background investigation to include fingerprint analysis. Must be able to complete and maintain training in accordance to Ohio Revised Code 5139-37-06 (standards for operation of Juvenile Detention Centers).

To Apply: Submit resume and application at <https://miamicounty.applytojob.com/apply>



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Public Service

Communications Coordinator

Miami County Board of Developmental Disabilities - Troy, OH

Job Duties: Develop information into professional communications materials to educate the community about MCBDD's services and foster community inclusion for people with developmental disabilities. Creates and maintains professional marketing and communications content. Manages content for social media and website, ensuring timely posts about MCBDD events and activities. Assists Community Connections Department with sending alerts via One Call Now and social media for updates on scheduled activities. Conducts interviews with people served and other relevant subjects to gather content for communication pieces.

Qualifications: Minimum – High School Diploma or equivalent; Preferred - Bachelor's Degree or Higher in Communications, Public Relations or related field. Must support Person-Centered Philosophy and handle multiple tasks and priorities. Must abide by Miami County Board of Developmental Disabilities Code of Conduct and adopted values. Ability to pass a BCI/FBI background check, Abuser Registry check, and pre-employment drug screen. Possess and maintain a valid Ohio driver's license, with fewer than five (5) points, and the ability to drive to agency locations as needed per policy.

To Apply: Submit resume and application at <https://miamicounty.applytojob.com/apply>.



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Retail & Food Service

Cook

Lee's Famous Chicken - Piqua, OH

Job Duties: Preparing workstations, cooking ingredients, & kitchen equipment for cooking. Maintaining a sanitized & well-organized kitchen. Checking the quality of ingredients & preparing them using various techniques. Managing food storage, stock, & ingredient orders.

Qualifications: Prior experience as a cook. Skilled in operating kitchen equipment & various cooking techniques. Knowledge of & adherence to sanitation procedures.

To Apply: Apply online at careers.leesfamousrecipe.com

Cashier

Lee's Famous Chicken - Piqua, OH

Job Duties: Greeting customers warmly & ensuring a pleasant experience. Managing transactions, accurately using a cash register. Providing change, receipts, & excellent customer service. Bagging & wrapping purchased good for safe transport. Upselling & cross-selling when appropriate.

Qualifications: Experience with POS systems & cash registers. Good math skills. Ability to effectively resolve complaints.

To Apply: Apply online at careers.leesfamousrecipe.com

Crew

McDonald's

Job Duties: Prepare McDonald's world-famous food, including cooking, frying, & grilling. Take accurate food orders. Greet customers with a friendly smile. Keep the restaurant clean. Stocking items to ensure store is prepared when needed.

Qualifications: Hiring begins at 14, positions are limited for 14 & 15 year olds.

To Apply: Apply online at <https://scottmcdonalds.com/quick-apply/>



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Retail & Food Service

Shift Manager **McDonald's**

Job Duties: Plan & oversee shifts. Ensure team performance aligns with McDonald's standards. Monitor safety, security, profitability, communication, & teamwork. Help meet shift targets & ensure assigned departments meet their goals. Ensure customers receive fast, friendly, & accurate service. Lead both crew & managers during shifts to maintain high standards of quality, service, & cleanliness.

To Apply: Apply online at <https://scottmcdonalds.com/quick-apply/>

Shift Supervisor **Starbucks** – Troy/Piqua, OH

Job Duties: Lead each shift, working alongside a team of baristas to deliver quality customer service and expertly-crafted products. Positively influence and guide others. Maintain an encouraging team environment. Prepare and coach the preparation of food and beverages to standard recipes or customized for customers, including recipe changes such as temperature, quantity of ingredients or substituted ingredients.

Qualifications: 1 year of customer service experience in retail or restaurant environment. Six (6) months of experience in a position that required constant interacting with and fulfilling the requests of customers. At least six (6) months of experience delegating tasks to other employees and/or coordinating the tasks of two (2) or more employees.

To Apply: Submit resume and application at <https://careers.starbucks.com/>

Dietary Aide **Troy Rehabilitation & Healthcare Center** - Troy, OH

Job Duties: Preparation of a wide variety of recipes. Cleans and maintains work areas, utensils, and equipment. Work closely with all Residents and staff members.

Qualifications: Dietary/Kitchen experience preferred.

To Apply: Apply online at troycarecenter.com/careers



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Retail & Food Service

Sales Associate

Petco - Troy, OH

Job Duties: Provide a great experience by engaging with guests utilizing your acquired skills and training. Assist guests in the proper selection of merchandise in accordance with their identified needs. Demonstrate a high level of interest in the welfare, health, and proper handling of all animals. Process transactions in a way that creates a great experience for each guest. Generate future business through a deep understand of the guests and their pet/s. Perform related duties in support of the Pet Care Center attaining its assigned sales goals. Ensure merchandise is stocked, priced, and displayed to create a great presentation for our guests. Completes and applies training programs to maintain a high level of expertise of their role.

Qualifications: Applicants must also demonstrate a keen and genuine interest in animals and their care. Good interpersonal and verbal communication skills are necessary due to the nature of interaction with the public and other partners and leaders within the store. Prior experience within sales, retail, or related field preferred.

To Apply: Apply online at <https://careers.petco.com/us/en>

Lead Sales Associate - FT

Dollar General - Troy, OH

Job Duties: Provide superior customer service leadership; greet and assist customers. Operate cash register and scanner to itemize and total customer's purchase, collect payment from customers and make change, bag merchandise, and assist customers with merchandise as necessary. Follow company work processes to receive, open and unpack boxes, cartons and totes of merchandise; stock merchandise, restock and rotate merchandise on shelves, and build merchandise displays. Clean the store; take out trash; dust and mop store floors; clean restroom and stockroom; and help set up sidewalk displays. Assist in implementation and maintenance of planograms. Open and close the store under specific direction of the Store Manager. Perform additional duties typically performed by the Store Manager or Assistant Store Manager, in their absence.

Qualifications: High school diploma or equivalent and six months of supervisory experience (or related experience/training) preferred.

To Apply: Submit an application online at <https://careers.dollargeneral.com/jobs/109693?lang=en-us>



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Retail & Food Service

Automotive Service Cashier

Voss Honda – Tipp City, OH

Job Duties: Receiving payments from customers and printing invoices for the customer. Ensuring the customer is taken care of before they leave the service department. Ensures that our records and files are kept current and, in the order, needed for the service department. Ability to use a credit card machine and make changes when needed for the customer. Answering phones in a professional manner, taking messages and routing calls as necessary. Maintaining the customer lounge area is organized and clean for the customers.

Qualifications: Basic computer knowledge. Strong communication skills. Ability to provide an excellent customer service experience. Must pass a background check and drug screening.

To Apply: Submit an application online at <https://vossauto.applicantpro.com/jobs/3963624>

Grocery/Clerk

Kroger – Troy, OH

Job Duties: Gain and maintain knowledge of products sold within the department and be able to respond to questions and make suggestions about products. Offer product samples to help customers discover new items or products they inquire about. Provide customers with fresh products that they have ordered. Recommend items to customers to ensure they get the products they want and need. Check product quality to ensure freshness. Review “sell by” dates and take appropriate action. Label, stock and inventory department merchandise. Report product ordering/shipping discrepancies to the department manager. Stay current with present, future, seasonal and special ads. Adhere to all food safety regulations and guidelines. Ensure proper temperatures in cases and coolers are maintained and temperature logs are maintained.

Qualifications: Ability to handle stressful situations. Effective communication skills. Knowledge of basic math (counting, addition, and subtraction). Retail experience preferred.

To Apply: Submit an application at
https://elug.fa.us2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_2001/job/175000



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Retail & Food Service

Assistant Manager

Hero Day – Troy, OH

Job Duties: Overseeing daily operations and supporting the overall management of the business. Supervising and managing employees. Ensuring proper staffing and coverage. Overseeing front-counter operations. Additional responsibilities include maintaining a clean, organized, and safe facility at all times, monitoring cleanliness of both customer and employee areas, and ensuring concession and front-counter procedures are followed consistently.

Qualifications: Reliable & responsible. Strong leadership & customer service skills. Ability to work weekends & occasional special events.

To Apply: Call 1-833-333-4376 to apply



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Warehouse

Line Lead - 3rd Shift

Pella - Troy, OH

Job Duties: Communicates instructions from manager to workers. Reads production schedule, customer order, shipping order, or requisition to determine daily tasks for the department. Knows the basics of all company products and where to find each. Assigns jobs to individuals and assists wherever needed to get work done and keeps people on task. Monitors work quality by checking progress and spot-checking items for distribution to ensure conformance to company standards. Inventories materials on the work floor, and supplies workers with materials as needed. Records amounts of materials or items received or distributed.

Qualifications: Manufacturing-related experience preferred.

To Apply: Submit resume and application at <https://www.pella.com/about/careers/>

Warehouse Associate - Days

Perrigo – Covington, OH

Job Duties: Operates material handling equipment to load and unload trucks, stores and removes items in warehouse storage racks and completes required documentation. Supports and supplies operations with necessary materials and supplies. Maintains clean work environment and ensures proper care of equipment. Continuously looks for and helps to implement improvements to the process, productivity, quality and reduce costs. Performs other related duties specific to the department as assigned. Full description of duties listed in job posting.

Qualifications: Completion of a high school diploma, General Education Development (GED) or equivalency. Computer literacy with preferred experience using ERP systems such as SAP, and Microsoft Word, Excel and Outlook. Experience using RF scanners and bar code technology. Ability to follow standard work and Standard Operating Procedures (SOPs). Inventory control experience such as cycle counting, electronic warehouse management systems, shipping and receiving. Demonstrated ability to work with minimal supervision and some computer proficiency required. Current Perrigo PIE license or the ability to qualify for one within 7 days of filling the position. Experience within a regulated manufacturing environment is preferred.

To Apply: Submit an application online at <https://careers.perrigo.com/job/Covington-Warehouse-Associate-Days-OH-45318/1365150400/>



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Other

Custodian

Salvation Army – Piqua, OH

Job Duties: Clean, maintain and repair Salvation Army facilities and properties and all responsibilities that this comes with. Maintain all aspects of property located at the South Wayne Street complex. Clean, paint, remove refuse as directed by Corps Officer. Monitor janitorial supplies and maintain inventory through interaction with Corps Officer. Set up and take down all areas for programs and services. Maintain grounds, including but not limited to: mowing, weeding, snow removal. Unload food and donation trucks and put items away in proper places. Move items to and from warehouse as needed. Arrange donation pick up with Adult Rehab Center. Assist with loading canteen for summer lunch program. Assist with moving food for food pantry.

Qualifications: High School diploma or equivalent. 2 years of cleaning experience. Must clear Salvation Army Criminal Background Check.

To Apply: Submit an application online at [Salvation Army Careers](#).

GIS & Systems Application Specialist

Pioneer Rural Electric – Piqua, OH

Job Duties: Maintain and update the Cooperative's Geographical Information System (GIS) and integrated software applications. Develop and support new GIS and database applications to enhance system functionality and user capabilities. Assist in the development of mobile data applications and provide technical support to field personnel. Operate Global Positioning System (GPS) equipment in the field to collect and assign real-world coordinates to system assets. Develop and implement quality assurance procedures to ensure accuracy and integrity of GIS data and integrated systems. Integrate new datasets into GIS, ensuring proper validation, documentation, and usability. Provide software and hardware training to Cooperative employees. Support and develop SCADA system applications, including database updates, display development, and device checkout. Maintain the pole inventory and inspection database, coordinating with pole inspection contractors to: Provide required data, receive inspection results, validate and incorporate data into Cooperative systems.

Qualifications: Associate's or Bachelor's degree in GIS, Computer Science, Information Systems, Engineering Technology, or a related field (or equivalent experience). Experience with GIS platforms, database systems, and mobile data collection tools preferred. Knowledge of electric utility systems, SCADA, or infrastructure asset management is a plus.

To Apply: Submit resume to HR Department at kjohnson@pioneerec.com

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Employment Agencies

AMPM Employment - Piqua - (937) 778-3000
Associate Staffing LLC - Piqua - (937) 451-5063
HR Associates - Piqua - (937) 778-8563
Patrick Staffing - Piqua - (937) 778-8445
Resource MFG - Piqua - (937) 778-0850
Manpower - Troy - (937) 335-5485
Staffmark - Troy - (937) 335-0118
Surge Staffing - Troy - (937) 540-0110
Elwood Staffing - Troy - (937) 980-9281
Patrick Staffing - Tipp City - (937) 667-0313
Custom Staffing - Sidney - (937) 492-9225
Express Employment Professionals - Sidney - (937) 538-4250
First Diversity - Sidney - (937) 507-4743
Pete Deluke & Associates - Sidney - (937) 497-1515
Spherion Staffing - Sidney - (937) 419-4200
Staffmark - Sidney - (937) 498-4131
Surge Staffing - Sidney - (937) 453-9010
First Diversity - Huber Heights - (937) 999-4550
Barry Staff - Dayton - (937) 461-9732
Job and Talent - (937) 230-5766



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Second-Chance Employers

RK Hydro-Vac - Piqua - (937) 773-8600
Subway - Troy - (937) 339-6111
Apex Aluminum - Piqua - (937) 773-8318
Applebee's - Troy - (937) 335-1550
Polyfill Inc - Sidney - (937) 710-7873
Rally's - Piqua - (937) 778-0658
Trophy Nut - Tipp City - (937) 667-8478
Fazoli's - Troy - (937) 335-4699
High Tec Industries - Tipp City - (937) 667-1772
J & L Wood - Tipp City - (937) 667-4064
KFC - Piqua - (937) 339-7060
Conagra - Troy - (937) 335-2115
American Trim - Sidney - (937) 492-1111
Atlantis Sportswear - Piqua - (937) 773-0680
NKP - Sidney - (937) 498-4651
Local #132 - Dayton - (937) 279-0262
Kamps Pallet Company - Versailles - (937) 526-9333

Please Note: All hiring decisions are made at the sole discretion of each employer. Consideration of criminal history may vary based on company policies, the nature of the offense, and job-related requirements.



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Training Opportunities



CCMEP

OhioMeansJobs Miami County can provide services to youth, ages 14 to 24, who face barriers to employment.

Some services may include:

- Tutoring
- Study skills
- Paid/unpaid work experiences
- Occupational skills training
- Financial Literacy

For more information, please call:
(937) 440-3465 select option 5

WIOA

Our job center can assist with tuition, dependent on available funding, to earn a credential needed to obtain employment in an **in-demand field**.

Interested parties must submit an inquiry form and all required documents 4 to 10 weeks prior to the start date.

For more information, please call:
(937) 440-3465 select option 4

**Approval is determined through both eligibility & appropriateness.



Events

Career Prep Workshops

Gain the skills needed to land the job you want by attending our OhioMeansJobs Miami County workshop series. These workshops will help you build the skills you need to be successful in your next career. Choose one or attend all for free, in-person or virtually, through Microsoft Teams. All workshops are scheduled on Thursdays from 2-3 pm.

Intro to OMJ	Resume Prep	Interview Prep	Professional Skills	Time Management
1/29/26	2/05/26	2/12/26	2/19/26	2/26/26
3/05/26	3/12/26	3/19/26	3/26/26	4/02/26
4/09/26	4/16/26	4/23/26	4/30/26	5/07/26
5/14/26	5/21/26	5/28/26	6/04/26	6/11/26
6/18/26	6/25/26	7/02/26	7/09/26	7/16/26
7/23/26	7/30/26	8/06/26	8/13/26	8/20/26
8/27/26	9/03/26	9/10/26	9/17/26	9/24/26
10/1/26	10/8/26	10/15/26	10/22/26	10/29/26
11/5/26	11/12/26	11/19/26	12/3/26	12/10/26
12/17/26	1/07/27	1/14/27	1/21/27	1/28/27

How to Register:

Register on www.ohiomeansjobs.ohio.gov by going to the 'Events' tab
Call (937) 440-3465 or email miami-OMJ@jfs.ohio.gov for assistance





Mobile Unit Schedule

Miami County Mobile Unit Connecting the Community						March 2026
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Fletcher United Methodist Church 205 S Walnut St Fletcher, OH 2:30p-4:30p	4 Troy-Miami County Public Library 419 W Main St Troy, OH 10a - 3p	5	6	7
8	9 Glacier View Coffee 20 N High St Covington, OH 10a-12p	10	11 Troy-Miami County Public Library 419 W Main St Troy, OH 10a - 3p	12 Milton-Union Public Library 560 S Main St West Milton, OH 10a-12p	13	14
15	16	17 New Path 7695 S County Rd 25A Tipp City, OH 1:30p-3:30p	18 Troy-Miami County Public Library 419 W Main St Troy, OH 10a - 3p	19 Elizabeth Township Community Center 5760 E Walnut Grove Rd Troy, OH 9a-11a	20	21
22	23	24	25 Oakes-Beitman Memorial Library 12 N Main St Pleasant Hill, OH 10a-12p	26 Piqua Compassion Network 325 W Ash St Piqua, OH 1p-3p Sherwood Laundromat 84 Foss Way Troy, OH 4:30p-6:30p	27	28
29	30	31 CORS - Head Start 285 Robert M Davis Pkwy Piqua, OH 1p - 3p				
	31					



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Become a Licensed In-Home Child Care Provider!

Reasons to Make the Change:

- Make your own schedule
- Be your own boss
- Work from home
- Care for your own children while helping others
- Pursue your passion for caretaking
- Make a difference for the families of Miami County
- Join a community of child care providers across Ohio



For More Information Contact Miami County Job & Family Services:

Phone: (937) 440-3471

Email: childcare-miami@jfs.ohio.gov



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INTERVIEWING SOON? STARTING A NEW JOB?

Clothes That Work is offering job seekers like you,
interview clothing and coaching, and workwear.

Schedule an appointment with the Mobile Outreach
Initiative!



WE ARE IN YOUR AREA!

Lincoln Community Center

110 Ash St, Troy, OH 45373

Appt Date	Appointment Times	Schedule by
Wed, Feb 11th	9:30am - 3:00pm	Thu, Feb 5th
Wed, Mar 11th	9:30am - 3:00pm	Thu, Mar 5th
Wed, Apr 08th	9:30am - 3:00pm	Thu, Apr 2nd

For questions or to schedule an appointment, contact your caseworker or
Lincoln Community Center.

For General Information: 937.335.2715

In partnership with Miami County JFS, The Troy Foundation, Partners in Hope, and
the Lincoln Community Center





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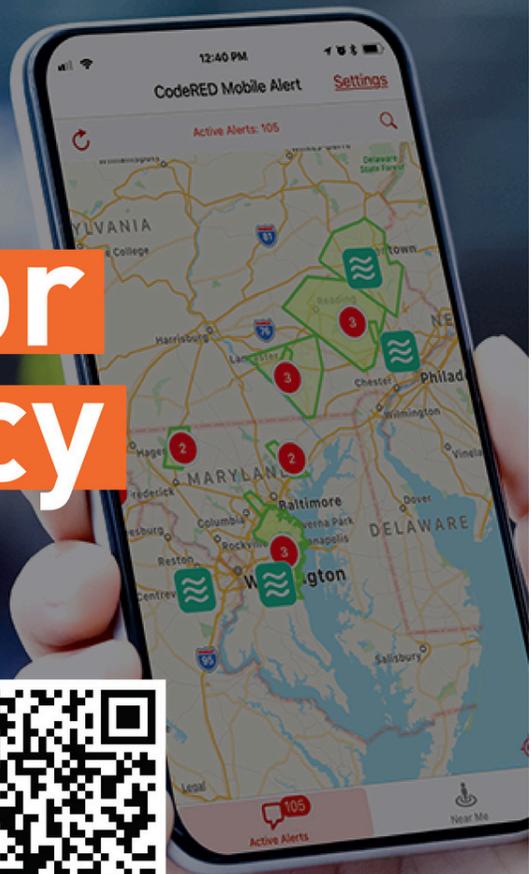


**HAZMAT • FLOOD
BOIL ADVISORY
MISSING PERSON
CRIMINAL ACTIVITY
EVACUATION**

CODERED
By **CRISIS24**

**Sign up for
emergency
alerts!**

**Text ALERTS
to 24639 or scan
code to sign up.**





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LAUNDRY OUTREACH 2026 DO YOUR LAUNDRY FOR FREE!

2026 SCHEDULE

JAN 8 & 22	JUL 9 & 23
FEB 12 & 26	AUG 13 & 27
MAR 12 & 26	SEP 10 & 24
APR 9 & 23	OCT 8 & 22
MAY 14 & 28	*NOV 5 & 19
JUN 11 & 25	*DEC 3 & 17

SPECIAL NOTE:

January through October is on the 2nd & 4th Thursdays of each month.

*November & December will be the 1st & 3rd Thursdays of the month due to the holidays.



Need a FREE ride?

Call Community Rides at 937-823-1445 by 5 pm the day before laundry day to schedule your FREE ride. Rides are FREE & available for Miami County residents.

No Appointment Needed

FREE Detergent & Dryer Sheets

SIGN-IN
8:30-10:30 a.m.
4:30-6:30 p.m.

Quarters Provided

**Sherwood
Laundromat
84 Foss Way
Troy, OH**



Thankful & Blessed by all our Sponsors:



TROY CHURCH OF THE
Brethren

Church of
the Brethren

Southern Ohio & Kentucky District

Dennis & Sharon Becker
Memorial Fund



The
TROY FOUNDATION



Christian Women's Association





Miami County Meals

Breakfast

The First Presbyterian Church
20 S Walnut St. in Troy
Monday - Friday
9:15am - 9:45am

Troy First United Methodist Church
110 W. Franklin St., Troy
Sunday
8:30 am - 10:00 am

Lunch

Bethany Center
339 South St., Piqua
Tuesday - Friday 11:30am-12:30pm

Richards Chapel
813 Mckaig St., Troy
Mon-Thurs 12pm-1pm

Westminster Presbyterian Church
325 W. Ash St., Piqua
3rd Saturday of each month 11:30am-1:00pm

Dinner

St. Patrick Soup Kitchen
25 N. Mulberry St., Troy
Mon-Fri 4:30pm-5:30pm

Church of the Brethren
525 Boal Ave, Piqua
Wednesday
5:00-5:30pm

Piqua Christian Church
3969 State Route 185, Piqua
Wednesday 6:00-6:30 pm

Blessing Boxes

TROY

The Lincoln Community Center
110 Ash St.

Reading for Change
105 S. Market St.

Stonyridge Veterinary Services
500 Stonyridge Ave.

Miami County Dental Clinic
70 Troy Town Dr.

Gospel Community Church
1102 S. Market St.

The Valley Church Troy
916 N. Market St.

Missionary Church East
1509 W. Main St.

Troy View Church of God
1770 N. Country R. 25-A

First Baptist Church
53 S Norwich Rd.

Family Abuse Shelter
530 Crescent Dr.

First Place Food Pantry
1100 Wayne St.

TIPP CITY

The Needy Basket
330 S 5th St.

Upper Room Worship Center
648 N Hyatt St

PLEASANT HILL

The Chouse- 115 N Main St.

WEST MILTON

City Hall- 701 S Miami St.

PIQUA

Melcher-Sowers Funeral Home
646 W. High St.

Transformed Life Church
421 Wood St.

Updated 1/7/25



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Miami County

Department of Job & Family Services

Miami County Department of Job & Family Services

Access our website at <https://www.co.miami.oh.us/158/Job-Family-Services> to find information about public assistance, OhioMeansJobs Miami County, Children & Adult Protective Services, & Child Support programs.

Address: 2040 N Co Rd 25A Troy, OH 45373

Hours: Monday 7:00 a - 6:00 p, Tuesday-Friday 8:00 a - 5:00 p

Phone: (937) 440-3471

Children & Adult Protective Services

To make a report of **suspected child or adult maltreatment call (937) 335-4103**. If you believe a child or adult **is in immediate danger of serious harm call 9-1-1**. Child & Adult Protective Services can be accessed for emergencies, after regular business hours by calling (937) 440-9911 and asking for the on-call Children Services worker to be paged.

Child Support

You may print payment histories and communicate with your caseworker by registering at:
www.jfs.ohio.gov/ocs

Payments by mail: Ohio CSPC

P.O. Box 182372

Columbus, OH 43218-2394

Please include name, SETS number, order number, social security number (optional), amount applied to each case (if multiple).

Online payments: www.Ohio.smartchildsupport.com by credit/debit card with no additional fee.

Payments by phone: (937) 440-3471

OhioMeansJobs Miami County 2040 N County Rd 25A, Troy OH 45373 (937) 440-3465



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Cash, Food, & Medical Assistance

Clients are asked to submit all applications & verifications for cash, food, and Medicaid in one of the following ways:

- In-person at the front desk
- Online at: www.benefits.ohio.gov
- Phone: 844-640-6446
- By mail to: 2040 N County Rd 25A, Troy OH 45373
- Fax: 937-335-2225
- Agency drop-box

Email: Miami-documents@jfs.ohio.gov

Childcare Assistance

Clients are asked to submit all applications & verifications for childcare assistance in one of the following ways:

- In-person at the front desk
 - Online at: www.benefits.ohio.gov
 - By mail to: 2040 N County Rd 25A, Troy OH 45373
 - Fax: 937-335-2225
 - Agency drop-box
 - Email: childcare-miami@jfs.ohio.gov
-

OhioMeansJobs Miami County

Free employment & training resources available to you Monday 7:00 a - 6:00 p, Tuesday-Friday 8:00 a - 5:00 p.

Email: Miami-OMJ@jfs.ohio.gov

Phone: (937) 440-3465

Follow us on Facebook!





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Unemployment

To register for Unemployment Benefits you will need the following:

- Social Security Number, Driver's License, or State I.D.
- Name, address, phone number, and dates of employment for each employer you worked for in the last 18 months
- Your dependents name(s) and social security number(s)
- If interested in direct deposit, your bank account number and routing number
- Your child support court order or SETS number (Ohio only), if applicable

It is suggested that you apply online as wait times on the phone are extremely high.

Initial Claim Filing: 1-877-644-6562

Website: www.unemployment.ohio.gov

Workforce Information Hotline: 1-888-296-7541

Unemployment Fax Number: 1-614-466-7449

Subscribe

To sign up to receive our monthly newsletter via email, please email Miami-OMJ@jfs.ohio.gov or **scan the QR code below.**

