

New Part-Time: [Click to complete the "Job Number Request" for application information.](#)

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| Job# | Position                | Salary            | Notes  |
|------|-------------------------|-------------------|--|
| 7575 | Bistro Attendant        | \$7.50+tips       | Hotel. Hours 4p-11p or 5a-12p, open 7 days a week. Must be 21 years old and able to get an ABO card. Must be very customer friendly.   |
| 7572 | Library Student Worker  | \$7.25            | Nights & weekends, 20 hrs/ until 11 p.m. Must be a full-time student. Must have good communication and customer service skills to assist library patrons. Check materials in and out, shelve materials, copy articles. Need resume.                    |
| 7570 | Student Worker          | \$7.25            | Must be full-time student. Must be able to lift in excess of 50 lbs, operate a flat bed dolly and be able to walk consistently throughout the day. Must be customer service oriented and flexible to deliver copier paper in the hospital and clinics. |
| 7568 | Childcare Provider      | \$7.50            | M-F, 2:30 p.m.-5:30 p.m. Prefer education majors, but not required. Will work with someone who works well with children.   |
| 7567 | Childcare Worker        | DOE               | Must love working with children; must work well as a team; experience preferred, but not required; background check required. Hours currently needed filled are every 1st & 3rd Wednesday from 8:30 a.m.-11:30 a.m. Other hours as needed.             |
| 7566 | Day Care                | \$7.25/DOE        | M-F, 7a-3p or 2p-6p. Experience preferred, but will train the right person. Must love working with children.   |
| 7565 | Runner                  | \$7.25+mileage    | Engineering services firm needs runner to deliver to customers, other firms, post office, etc. Some office work including filing when not on the road.   |
| 7564 | Sales                   | \$25/per sale     | This company offers a full-range of IT services for home and small businesses. This position sells contracts that cover home and office computers and cloud storage. Sales experience preferred; computer knowledge helpful, but not req.              |
| 7563 | Runner                  | \$8.00/hr.        | Mon-Fri from 1:00 p.m. - 5:00 p.m. Shreveport law firm.  |
| 7562 | Prospecting Client Rep. | \$7.50-\$10.00/hr | 20 hrs. weekly. Will contact prospects to generate interest in becoming a State Farm client. Must have excellent customer service skills to create and maintain professional business relationships with prospects, policyholders, co-workers.         |

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| 7561 | Teller                  | \$10.00     | Bank is open M-F, 10a-6p. Need one+ years experience in customer service, proper phone etiquette, and one or more years cash handling experience as a teller or in retail. Other positions available--new accounts and managers.                |
| 7560 | Receptionist/Front Desk | \$9.00      | Afternoons and evenings. Must have a friendly manner, computer skills, communication skills, professional phone voice, and like working with children. Need resume. Dance school.   |
| 7556 | Personal Care Attendant | \$8.00      | Mature female to assist disabled individual to do laundry, errands, light housekeeping, light cooking, and community activities. CNA preferred. Saturday 9a-5p and every other Friday 9a-5p.  |
| 7555 | Temporary               | \$7.25+gas  | Fun way to earn extra money on Valentine's Day. Make floral deliveries all day Tuesday, Feb. 14. Tips usually pretty good. Can work in teams so one person delivers the flowers and the partner circles the block. Some Monday deliveries.      |
| 7554 | Retail Merchandiser     | DOE         | Will be responsible for music and video merchandising, account aesthetics, and in- store project execution. Establish & maintain positive working relationship with all associates. Ensure proper inventory management. New own transportation. |
| 7553 | Food Delivery           | \$4per/tips | Four-eight hour shifts delivering food from various restaurants. Flexible schedules. Need own transportation, insurance, and good driving record.   |
| 7552 | Child Care Attendant    | DOE         | Must be knowledgeable about early childhood development through college classes in the field. Must genuinely like working with children and must want to work.  |
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| 7540 | Van Driver              | \$9.00/hr.  | Weekly hours are flexible and can be worked around school schedule. Must have a CDL or class D license and good driving record. This van transports clients to and from mental health appointments and any other approved location.             |
| 7536 | Birthday Party Host     | DOE         | Must work well with children--previous experience preferred, but not required. Must love to be with others and are focused on making parties an "out of this world" great time. Set-up, serve, interact, and clean-up after the party. Wk-ends. |

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| 7533 | Graphic Arts/Web         | \$9.00/hr. | Looking for graduate to develop and create growth through e-mail development, affiliate e-mail campaign, and social networking sites like Facebook, Twitter, etc.. Qualifications: graphic arts, web development, basic HTML, and Adobe Photoshop.   |
| 7529 | Catering Operations      | DOE        | Need great attitude, multi-tasking abilities, good work ethic, and solid 'people' skills. Responsibilities include management of delivery orders and staff; catering production coordination; fielding customer calls. Service & supervisory         |
| 7528 | C.N.A., L.P.N., R.N.     | DOE        | Home health care. Call Krystal 318-797-9392  |
| 7527 | Tax Prep Intern          | DOE        | Temporary thru tax time. Looking for business & acct. students with computer knowledge to input vital tax information. Must maintain confidentiality and assist where need in office and community outreach. Call Dequita Ashley at 318-             |
| 7524 | Counter Help             | Hrly+Comm  | Estee Lauder make-up counter. Must be energetic and have customer service skills, sales skills, and desire to learn cosmetic trade. Must be professional looking and acting. Training, uniform, and free make-up perks. Good career maker.           |
| 7505 | Cooks                    | DOE        | Meat market, fresh seafood, fine wines, specialty foods, catering and entree's to go plus restaurant.  |
| 7504 | Guest Service Agent      | DOE        | Hotel guest service agent. Flexible scheduling around school schedules. Great benefits for full-time including BCBS Health insurance. Must have excellent customer service skills. FT shifts=7a-3p; 11a-7p; 3-11p. Will work with MWF or TH classes. |
| 7501 | Bus Driver               | \$10.00    | Afternoons, Monday thru Friday from 3:00 p.m.-6:00 p.m.. Short bus routes to pick up Caddo children for church community center afterschool programs. Must have CDL license.   |
| 7496 | Teachers/Teacher's Aides | DOE        | Prefer experience, but will train the right people. Must love working with children. Child care center.  |
| 7493 | Support Staff            | DOE        | Provide personal assistance to disabled and elderly individuals in Bossier Parish and surrounding locations. Need driver's license, SS card, proof of insurance, & clean background. Great experience for PTA, OTA, nursing, etc. Non-               |
| 7484 | Child Care Worker        | \$7.25     | New facility open 6:30 a.m.-6:00 p.m. Early education and education majors preferred, but will train the right people who like working with children.  |

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| 7481 | Child Care Worker  | \$8.00                 | Monday - Friday from 2:00 p.m. - 6:00 p.m. Caring for 6 to 12 year old children in an afterschool environment. Must pass a criminal background check.  |
| 7480 | Grant Writer       | DOE                    | Soup kitchen and rehab center in Shreveport needs a grant writer. Looking for experienced writer to locate and apply for funding.  |
| 7474 | Afternoon Teachers | \$7.25/Up              | After school hours at daycare starting between 12-2:00 p.m. until 6:00 p.m. Must love working with children. Experience in child care or education majors preferred, but will train the right person.  |
| 7454 | Valet Attendant    | Varies                 | Park and retrieve vehicles and provide friendly, excellent service. Must have valid driver's license & clean driving record. Must be able to drive standard and automatic transmission. Must be 18   |
| 7452 | Swim Teacher       | DOE                    | Must LOVE working with children and have a working knowledge of swimming. Training will be provided before you are placed with your own classes. Indoor pool--open all year. M-S 10-20 hrs. weekly.  |
| 7339 | Sales Associate    | \$7.25/hr.+ Commission | Car dealership open Monday-Saturday 8:30a-9p. Looking for several students to work part-time hours and rotating Saturdays to help cover customer needs and dealership hours. Sales exp. preferred, but will train the right people. Must be professional looking and acting. |
| 7337 | Utility/Bus Boy    | \$7.25                 | Evening shifts--4p-10p weekdays and 3p-midnight. Casino buffet.  |
| 7336 | Host/Cashier       | \$8.00                 | Evening shifts--4p-10p weekdays and 3p-midnight. Casino buffet.  |
| 7309 | Ysports Referee    | \$10 p/game            | Saturday mornings and Tues. & Thurs. evenings. Youth sports official and on-site coordinator. Need basic knowledge of sports such as flag football, soccer, basketball, lacrosse, and t-ball. Will train all eligible candidates.  |