

# the Job Journal

**TIP  
OF THE  
WEEK**

## Professionalism in the Workplace

Professionalism is defined as an individual's conduct at work. In spite of the word's root, this quality is not restricted to what we describe as "the professions," which are typically careers that require a lot of education and have high earnings associated with them. Many cashiers, maintenance workers, and waitresses can demonstrate a high level of this trait, although these occupations require minimal training and employees have modest earnings. An equal number of doctors, lawyers, and engineers—often called professionals—can display very little.

You may wonder if anyone will even notice if you don't demonstrate professional behavior at work. As long as you do your job well, who cares? It turns out your boss, customers, and co-workers do. They will notice if you lack this quality and it could have severe consequences for your career. To discount the importance of professionalism would be a big mistake. It can affect your chances for advancement or even the ability to keep your job.

How can you show your professionalism? Follow these dos and don'ts:

### Make It a Priority to Be on Time

When you arrive late for work or meetings, it gives your boss and co-workers the impression you don't care about your job and, if it affects them, it's like saying you don't value their time. Pay attention to the clock. Set alarms if you have to. Show up at least a few minutes before you are supposed to start work and return from your breaks on time.

### Don't Be a Grump

Leave your bad mood at the door when you come to work. We all have days when we aren't feeling our best. Remember not to take it out on your boss, your co-workers, and especially your customers. If work is the thing that is causing your bad mood, it may be time to think about quitting your job.

If that isn't a good option for you right now, find a way to make the best of the situation until it is.

### Dress Appropriately

Whether you have to dress up for work or you can wear more casual clothes, your appearance should always be neat and clean. A wrinkled suit looks no better than a ripped pair of jeans does.

Choose the type of clothing your employer requires. If there isn't a dress

code, pick attire that is the norm for your place of employment. Save flip-flops, shorts, and tank tops for the weekends, along with clothes that are better suited for a night out at a club.

### Watch Your Mouth

Swearing, cursing, or cussing—whatever you call it—has no place in most workplaces. Unless you know it is okay in yours, refrain from using foul language, particularly if those who you might offend are present. Here's a good rule of thumb to follow: If you wouldn't say it to your grandmother, don't say it at work.

### Offer Assistance to Your Colleagues

A true professional is willing to help their co-workers when they are overburdened or facing a challenge at work. They aren't afraid to share knowledge, opinions, or simply an extra pair of hands. One person's success reflects well on everyone in their workplace.

It is important not to be too pushy, however. If your colleague rejects your offer, don't push it. They may prefer to work alone.

### Don't Gossip

While you may be tempted to tell your cubicle neighbors what you heard about Suzy or Sam down in accounting, gossiping makes you look like a middle school student. If you know something you simply must share, tell someone who has nothing to do with your workplace, like your sister, mother, or best friend.

### Try to Stay Positive

Negativity is contagious. If you complain incessantly about your workplace, it will bring others down. Your boss certainly will not appreciate a drop in morale among their employees. That does not mean you shouldn't speak up about things you think are wrong. If you see something that should be fixed, give your boss feedback along with a plan for how to make improvements. If you are just complaining for no reason, stop.

### Don't Hide From Your Mistakes

As hard as it may be to do, own your mistakes and then do your best to correct them. Make sure you don't make the same one twice. Never blame others for your errors, even if they deserve it. Instead, set an example so that those who share responsibility for the mistake can step forward and admit their part.

### Always Fight Fair

You will inevitably have occasional disagreements with your co-workers or even your boss. You may think that something should be done one way while someone else will believe another way is better. Don't let yourself get angry. It doesn't matter how upset you are or how strongly you believe you are right, screaming in the workplace isn't allowed, nor is name-calling or door slamming. Calmly explain your opinion and be ready to walk away if you cannot sway the other person or if they begin to lose control.

Of course, you should always avoid physical contact.

### Don't Lie

Dishonesty always makes you look bad, whether it's lying on your resume or calling in sick when you aren't. A true professional is always upfront. If you are unqualified for a job, you have two choices. Don't apply for it at all or submit an application that reflects your real skills. If you choose the second option, explain how your other strengths compensate for the missing requirement. As for lying about being sick, if you need a day off, take a personal or vacation day.

### Don't Air Your Dirty Laundry

While confiding in a close friend at work is usually okay, sharing too much information with the entire office is not. Be judicious about whom you talk to, particularly when it comes to discussing problems you are having with your spouse or other family members. If you do decide to share something personal with your co-workers, don't do it where customers and clients might overhear you.

Rosenberg McKay, Dawn. "Professionalism in the Workplace." *The Balance Careers*, Dotdash, 07 November 2019, <https://www.thebalancecareers.com/professionalism-526248>.

Tri-County Workforce Development Initiative  
31901 Tri-County Way, Suite 110  
Salisbury, Maryland 21804

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request to [wicomicoajc@maryland.gov](mailto:wicomicoajc@maryland.gov)

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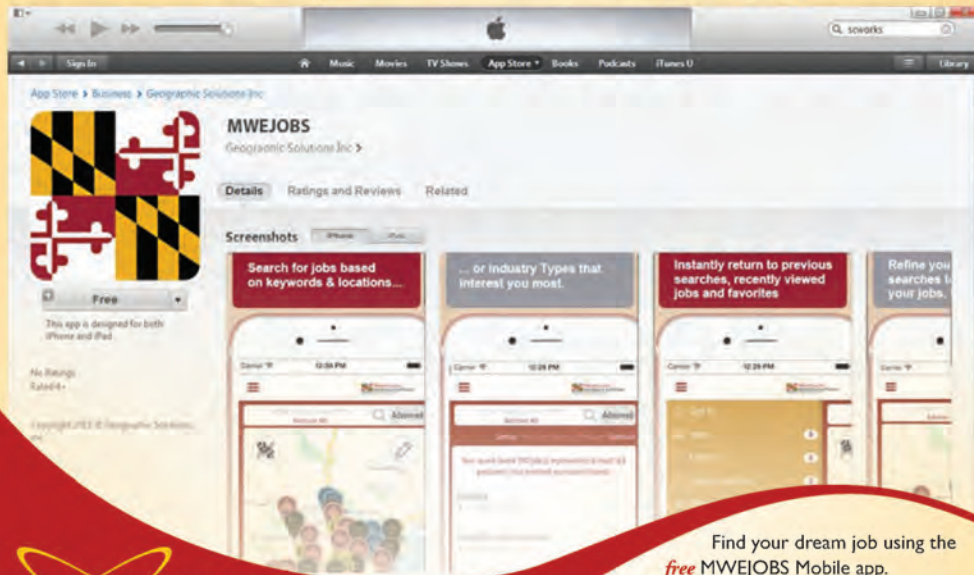
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# NEED A JOB? NOW MARYLAND HAS AN APP FOR THAT! MWEJOBS Mobile App



Find your dream job using the **free** MWEJOBS Mobile app. Instantly view any job posted to the web directly on your mobile phone or tablet. Simply search for "MWEJOBS" in the Apple iTunes or Google Play sites.

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MWEJOBS Mobile lets you instantly return to previous searches, recently viewed jobs and your favorite jobs.



# mwejobs.maryland.gov



**Step 1**  
Enroll at  
<https://mwejobs.maryland.gov>

**Step 2**  
Create a résumé in the system.

**Step 3**  
Schedule your one-on-one appointment (*see below for contact information*).

**Step 4**  
Bring copies of your résumé, cover letter or other job search materials to your appointment.

### Contact Us

**410-341-8533 Ext 0**

**Job Specialists:**  
YoVanda Brown  
Bill Draucker  
Takishia Kiah  
Nancy Wenger  
Susan Willey  
Jorge DeJesus Jr.

**Veterans Representative:**  
J. Zack Walker  
John Codd Jr.

**Reentry Navigator:**  
Jarrah Hall

Email:  
[salisbury@dllr.state.md.us](mailto:salisbury@dllr.state.md.us)

31901 Tri-County Way  
Salisbury, MD 21804



[www.labor.maryland.gov](http://www.labor.maryland.gov)

# Energize Your Job Search

### Résumé Reviews

Not getting any interviews? Have your résumé reviewed by a Job Service Specialist to discuss up to date résumé ideas and formatting tips to get your résumé to the top of the pile.

### Job Search Techniques

If you are frustrated from navigating through endless job boards, social networking sites and piles of newspapers, we can help you mainstream your job search and learn to focus on finding the right job.

### Interviewing Tips

Learn how to get prepared for your upcoming interview and how to best answer questions about employment gaps, terminations and other sticking points that can be tricky, and what questions you need to ask the employer.

### Labor Market Consultation

Explore resources that will help you to research careers, industries and find information about specific occupations. By utilizing the most up-to-date labor market information available for salaries, job outlook and training, we can help you make more informed decisions in your job search.

### Effective Online Job Applications

We can assist you through the sometimes complicated process of completing online applications from setting up an email account to copy and pasting your résumé into the application.

### Job Skills Identification

Finding transferrable job skills while changing careers can be difficult, we can help you explore your past experience and learn how to translate those skills to another field.

### Resources for Job Seekers

There are many resources for job seekers from getting funding to go back to school to veteran services to computer training, ask how the One-Stop can help you in finding your next career.

### Ask us to Design a Custom Consultation to Meet Your Needs

Meet one on one with a Job Service Specialist to further discuss problems you are encountering during your job search and how to overcome them with confidence.

Maryland's American Job Center networks are an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Auxiliary aids, interpreter services, and reasonable accommodations are available upon request at local American Job Centers.



# Community Career Fair



**March 15, 2022 10am - 2pm**

**(10am-1030am Veterans Only)**

Where to find career opportunities?

**American Job Center (Worcester Room)**

**31901 Tri-County Way Salisbury, MD**

[www.mwejobs.maryland.gov](http://www.mwejobs.maryland.gov)



Serving Somerset, Wicomico and Worcester Counties



MD Dept of Public Safety & Correctional Services

31901 Tri-County Way  
Suite 111  
Salisbury, MD 21804  
(410) 341-6515  
M-F 8am - 430pm



[www.lowershoreajc.org](http://www.lowershoreajc.org)



Worcester County Gov't & Worcester County Corrections

**Christina Williams**

**LVER/DVOP**

**Veteran Employment Rep.**

**410-546-6821 (office)**

**443-955-9147 (cell)**

[christinas.williams@maryland.gov](mailto:christinas.williams@maryland.gov)

**\*DRESS TO IMPRESS\***

**\*BRING A RESUME (if you have one)\***

"Maryland's American Job Center system, a proud partner of the American Job Center network, is an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Please contact a local American Job Center to make arrangements for auxiliary aids, interpreter services, and reasonable accommodations."

JOB AND RESOURCE

**FAIR**



Worcester County

**LIBRARY**

*Books are just the beginning.*

**ALL ARE WELCOME.**



Contact Elena Coelho at [ecoelho@worcesterlibrary.org](mailto:ecoelho@worcesterlibrary.org) or 443-783-6164 with any questions.

**MARCH 16**

**BERLIN BRANCH**

13 Harrison Avenue, Berlin, MD 21811

3:00 PM - 6:00 PM



**OCEAN PINES**  
CHAMBER OF COMMERCE

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Acme	<i>Ongoing recruitment</i> Store Associate Meat Cutter In-Store Shopper Night Crew Pharmacy Clerk Cake Decorator Pharmacy Technician	Apply online at <a href="https://www.acmemarkets.com/">https://www.acmemarkets.com/</a>
Advance Auto Parts	<i>Salisbury</i> Store Hourly Store Driver Salesperson	Apply on line at <a href="https://www.advanceautoparts.jobs/">https://www.advanceautoparts.jobs/</a>
	<i>Berlin</i> Store Hourly Store Driver Salesperson	
	<i>Pocomoke</i> Salesperson Store Hourly	
ALDI	<i>Salisbury</i> Stocker Cashier Store Associate	Apply online at <a href="https://careers.aldi.us/">https://careers.aldi.us/</a>
	<i>Berlin</i> Store Associate	
Anchorage Healthcare Center	Cook GNA Personal Care Attendant (includes CNA training) Certified Medication Aide	Apply online at <a href="https://jobs.applai.com/profile/communicarefamily">https://jobs.applai.com/profile/communicarefamily</a>
Applebee's	Bartender Server Carside To-Go Specialist Line Cook Host	Apply online at <a href="https://www.applebees.com/en/restaurant-jobs">https://www.applebees.com/en/restaurant-jobs</a>
Atlantic General Hospital	Central Processing Tech Certified Pharmacy Tech Collections Specialist Credentialing Specialist Echocardiographer Housekeeping Aide Housekeeping Supervisor Human Resources Assistant Laboratory Support Tech Maintenance Specialist (HVACR) Medical Office Assistant Medical Receptionist Nurse Tech (CNA) Outpatient Registration Specialist Patient Safety Aide Public Safety Officer Registration Specialist Secretary/Nurse Technician Surgical Tech Ultrasound/Vascular Sonographer Unit Secretary	Apply online at <a href="https://www.atlanticgeneral.org/Careers.aspx">https://www.atlanticgeneral.org/Careers.aspx</a>

Atlantic Tractor - Salisbury, Pocomoke	Parts Counter Sales Diesel/Farm Equipment Mechanic (Pocomoke) Small Engine Mechanic (Pocomoke)	Apply online at <a href="https://www.atlantictractor.net/employment">https://www.atlantictractor.net/employment</a>
BesTemps	Accounting Associate (Salisbury) Administrative Assistant (Various locations) Assembler (Salisbury) Banquet Server (Ocean City) Carpenter (Showell) Dishwasher (Ocean City) General Laborer (Various locations) Grain Operator (Bishopville) Hospitality Worker (Ocean City) Housekeeper/Houseman (Ocean City) Industrial Maintenance Mechanic (Salisbury) Landscaping Assistant (Bishopville) Line Cook (Ocean City) Machine Operator (Salisbury) Maintenance Technician (Salisbury & Ocean City) Material Handler (Salisbury) Packaging Operator (Salisbury) Part Time Administrative Support Specialist (Salisbury) Pest Control Technician (Bishopville) Production Associate (Pocomoke) Production Operator (Salisbury) Sales Associate (Salisbury) Shipping and Receiving Supervisor (Pocomoke) Sign Installer (Salisbury) Warehouse Associate (Salisbury)	Apply online at <a href="https://www.bestemps.com/looking-for-work/">https://www.bestemps.com/looking-for-work/</a>
Big Lots	Store Associate/Stocker	Apply online at <a href="https://careers.biglots.com/">https://careers.biglots.com/</a>
Blind Industries	Cutting Operations Associate	Apply online at <a href="https://www.bism.org/career">https://www.bism.org/career</a>
Blue Water	<i>Berlin</i> Security Guard Shuttle Driver Golf Cart Attendant Pool Attendant Snack Bar Attendant Retail Clerk Groundskeeper Camp Host Maintenance Technician Cook Lifeguard Housekeeper Assistant Attractions Manager Reservations Specialist Guest Service Specialist	Apply online at <a href="https://bwdc.com/">https://bwdc.com/</a>

	<p><i>Ocean City</i>  Maintenance Technician  Housekeeper  Housekeeping Supervisor  Night Auditor  Front Desk Agent  Assistant Farm Manager</p>	
Bob Evans Restaurant	Kitchen Prep Host/Cashier Assistant Manager Carryout Server Key Supervisor Grill Cook Dishwasher	Apply online at <a href="http://careers.bobevans.com/">http://careers.bobevans.com/</a>
Boscov's	Sales Associate Loss Prevention Detective	Apply online at <a href="https://www.boscovs.com/">https://www.boscovs.com/</a>
Burlington	Store Associate-Shortage Control Retail Receiving Associate Retail Sales Associate Cashier Associate Retail Store Supervisor	Apply online at <a href="https://burlingtonstores.jobs/">https://burlingtonstores.jobs/</a>
Carrabba's Italian Grill - Ocean City	Assistant Kitchen/Culinary Manager  <i>Ongoing recruitment</i> Prep Cook Restaurant Busser Dishwasher Server To-Go Specialist Host Bartender	Apply online at <a href="https://www.carrabbas.com/careers">https://www.carrabbas.com/careers</a>
Chesapeake Shipbuilding	<i>Ongoing recruitment</i> Pipe Fitter/Plumber Fabricator/Ship Fitter Carpenter Electrician Welder Painter	Apply online at <a href="https://www.chesapeakeshipbuilding.com/careers">https://www.chesapeakeshipbuilding.com/careers</a>
Chesapeake Utilities	Distribution Systems Technician I (Salisbury) Line Locator II (Salisbury) Gas Operations Supervisor-Metering (Salisbury) Service Technician (Pocomoke) Line Locator I (Salisbury) Customer Service Representative I (Salisbury, Pocomoke) Delivery Driver (Salisbury)	Apply online at <a href="https://chpk.com/our-culture/careers/">https://chpk.com/our-culture/careers/</a>
Chili's Grill & Bar	QA/Expeditor	Apply online at <a href="https://www.chilisjobs.com/">https://www.chilisjobs.com/</a>
Chipotle Mexican Grill - Salisbury, West Ocean City	<i>Ongoing recruitment</i> Restaurant Team Member - Crew	Apply online at <a href="https://jobs.chipotle.com/">https://jobs.chipotle.com/</a>
City of Fruitland	Public Works Maintenance Worker I Utilities Technician I	Apply online at <a href="https://www.cityoffruitland.com/how_do_i_apply_for_obtain/employment.php">https://www.cityoffruitland.com/how_do_i_apply_for_obtain/employment.php</a>

City of Pocomoke	Water/Wastewater Lead Operator Public Works General Laborer Entry Level/Lateral Police Officer	Apply online at <a href="https://www.cityofpocomoke.com/info/jobs">https://www.cityofpocomoke.com/info/jobs</a>
City of Salisbury	Administrative Assistant I/II Construction Inspector Signal and Lighting Technician Utility Technician Trainee Wastewater Treatment Plant Groundskeeper Wastewater Treatment Plant Operator Water Works Plant Mechanic Zookeeper Community Programs Specialist Guest Services Associate Relief Zookeeper  POLICE CAREERS: Entry Level Police Officer Police Communications Officer Maryland Certified Police Officer Logistics Manager	For job descriptions and to print application go to <a href="https://salisbury.md/departments/human-resources/careers">https://salisbury.md/departments/human-resources/careers</a>  **Some jobs require special licenses. Please check job description for more details.
Coastal Hospice & Palliative Care	Clinical Support, Administration Access Coordinator Homemaker, Dietary Aide/Housekeeper Certified Nursing Assistant Certified Medication Technician	Apply online at <a href="https://coastalhospice.org/careers/">https://coastalhospice.org/careers/</a>
Coca-Cola Consolidated	Service Technician Warehouse General Laborer Forklift Operator II Material Handler Checker Delivery Merchandiser Merchandiser (Ocean City)	Apply online at <a href="https://cokeconsolidated.jobs.net/">https://cokeconsolidated.jobs.net/</a>
Comfort Keepers	<i>Ongoing recruitment</i> CNA Caregivers Long-Term Live-In Caregiver	Apply online at <a href="https://www.comfortkeepers.com/offices/maryland/salisbury/careers/jobs">https://www.comfortkeepers.com/offices/maryland/salisbury/careers/jobs</a>
Compass Group	Janitor Cook Patient Transporter Food Service Worker Lead Housekeeper	Apply online at <a href="https://careers.compassgroupcareers.com/">https://careers.compassgroupcareers.com/</a>
CVS	Shift Supervisor Management Trainee Pharmacy Technician Retail Store Associate	Apply online at <a href="https://www.cvs.com/">https://www.cvs.com/</a>
Delaware Elevator	Accounting Resolution Associate Payroll Assistant Apprentice Elevator Mechanic/Technician AutoCAD 2D Draftsman Project Coordinator General Laborer Welder	Apply online at <a href="https://delawareelevator.com/about/careers/job-opportunities/">https://delawareelevator.com/about/careers/job-opportunities/</a>
Dick's Sporting Goods	Retail Sales Associate	Apply online at <a href="https://www.dickssportinggoods.jobs/">https://www.dickssportinggoods.jobs/</a>



Dove Pointe	Mentor Residential Program Coordinator Instructor Aide Childrens Program Staff House Counselor	Apply online at <a href="https://www.dovepointe.org/careers">https://www.dovepointe.org/careers</a>
Dunkin' Donuts - Salisbury, Fruitland, Ocean City, Berlin, Pocomoke	<i>Ongoing recruitment</i> Crew Member Production Crew Shift Leader Assistant Manager Store Manager	Apply online at <a href="https://www.delmarvadd.net/DunkinDonuts/joinourteam.aspx">https://www.delmarvadd.net/DunkinDonuts/joinourteam.aspx</a>
Encompass Health	Cook Nutritional Services Aide Admissions Representative	Apply online at <a href="https://encompasshealth.com/careers">https://encompasshealth.com/careers</a>
Exelon Corporation	Customer Care Representative	Apply online at <a href="https://jobs.exeloncorp.com/search/jobs">https://jobs.exeloncorp.com/search/jobs</a>
Express Employment Professionals	Administrative Assistant Client Service Associate Graphic Designer Executive Administrative Assistant General Laborer Housekeeping Associate Customer Billing Representative I Jockey Driver (Pittsville)	Apply online at <a href="https://www.expresspros.com/">https://www.expresspros.com/</a>
Five Guys - Salisbury, Ocean City	<i>Ongoing recruitment</i> Crew Member Shift Manager Assistant Restaurant Manager	Apply online at <a href="https://www.joinfiveguys.com/">https://www.joinfiveguys.com/</a>
Food Lion	<i>Salisbury</i> Specialty Merchandise Associate Produce Sales Associate To Go Associate Center Store Associate Quality Assurance Associate Perishable Associate Customer Lead Cake Decorator Sales Associate Cashier Customer Service Leader-Office Assistant	Apply online at <a href="https://foodlion.careerswithus.com/">https://foodlion.careerswithus.com/</a>
	<i>Fruitland</i> Customer Service Leader Perishable Associate Sales Associate (Cashier) Deli Bakery Sales Associate	
	<i>Berlin</i> Frozen Food Dairy Associate Customer Lead Customer Service Leader Perishable Associate I Sales Associate-Cashier	

	<p><i>Crisfield</i>  Center Store Manager  Quality Assurance Associate  Customer Lead  Cake Decorator  To Go Associate  Center Store Associate  Customer Service Leader  Sales Associate (Cashier)</p>	
	<p><i>Ocean City</i>  Center Store Lead  Specialty Merchandise Associate  Cake Decorator  Perishable Associate  Sales Associate Cashier  Deli Bakery Sales Associate  Assistant Manager Customer Service  Center Store Manager  Customer Service Leader  To Go Associate  Seasonal Associate  Center Store Associate</p>	
	<p><i>Princess Anne</i>  Customer Lead  Deli Bakery Sales Associate  Sales Associate (Cashier)</p>	
Genesis Health Care	Nurse Aide Training Certified Nursing Assistant Dietary Aide Aide-Geriatric Nurse	Apply online at <a href="https://www.genesiscareers.jobs/main/">https://www.genesiscareers.jobs/main/</a>
The Green Turtle - Salisbury	<i>Ongoing recruitment</i> Bartender Cook Dishwasher Host Server	Apply online at <a href="https://thegreenturtle.com">https://thegreenturtle.com</a>
Harbor Freight & Tools - Salisbury, Pocomoke	Retail Sales Associate Retail Stocking Associate	Apply online at <a href="https://harborfreightjobs.com/">https://harborfreightjobs.com/</a>
Harrison Senior Living (Snow Hill) & John B. Parsons Community (Salisbury)	CMT-Certified Med Tech (Salisbury) Cook (Salisbury) Receptionist (Salisbury) Dietary Aide (Salisbury)	Apply online at <a href="https://harrisonseniorliving.com/careers">https://harrisonseniorliving.com/careers</a>
Holt Food and Paper Company	Day Warehouse Receiver/Stocker Daytime Order Selector Night Warehouse Order Selector	Apply online at <a href="http://holtpaper.com/About-Us/Careers">http://holtpaper.com/About-Us/Careers</a>

Home Depot (Salisbury, Berlin)	<i>Ongoing recruitment</i> Asset Protection Specialist Designer-Kitchen/Bath Merchandising Freight/Receiving Store Support Cashier Department Supervisor Customer Service/Sales Lot Associate Measurement Specialist, Flooring (Berlin)	Apply online at <a href="https://careers.homedepot.com/">https://careers.homedepot.com/</a>
HomeGoods - Ocean City	Backroom Processor	Apply online at <a href="https://jobs.tjx.com/">https://jobs.tjx.com/</a>
Hudson Behavioral Health	Facility Maintenance Mechanic Chemical Dependency Technician Addictions Counselor Entry Level Maintenance Driver Cook	Apply online at <a href="https://www.indeed.com/cmp/Hudson-Behavioral-Health/jobs">https://www.indeed.com/cmp/Hudson-Behavioral-Health/jobs</a>
K&L Microwave	CNC Machine/Set Up Electronic Assembler Electronic Technician Senior Electronic Technician Inventory Associate Shipping & Receiving Clerk	Apply online at <a href="http://www.klmicrowave.com/employment.php">http://www.klmicrowave.com/employment.php</a>
Longhorn Steakhouse	Dishwasher To Go Specialist Host Server Line Cook Bartender	Apply online at <a href="https://jobs.longhornsteakhouse.com/locations/locations">https://jobs.longhornsteakhouse.com/locations/locations</a>
Lowe's - Salisbury, Pocomoke	<i>Salisbury</i> Loader/Cart Associate Customer Service Merchandising Cashier Head Cashier Warehouse  <i>Pocomoke:</i> Receiver/Stocker Merchandising Customer Service Warehouse Cashier	Apply online at <a href="https://jobs.lowes.com/">https://jobs.lowes.com/</a>
Lower Shore Clinic	PRP Team Assistant Vocational Specialist	Apply online at <a href="https://www.lowershoreclinic.org/careers">https://www.lowershoreclinic.org/careers</a>
Marshall's - Salisbury, Ocean City	Merchandise Associate (Ocean City) Merchandise Coordinator (Salisbury) Store Cleaning Associate	Apply online at <a href="https://jobs.tjx.com/">https://jobs.tjx.com/</a>

Ocean Pines Association	Swim Instructor Marina Attendant Dispatch/Communications Officer Server Cook Cart Attendant Golf Maintenance Laborer General Laborer Lifeguard	Instructions to apply at <a href="https://oceanpines.org/web/pages/work-here">https://oceanpines.org/web/pages/work-here</a>
Olive Garden	<i>Ongoing recruitment</i> Dishwasher Line Cook Prep Cook To Go Specialist Host Busser Server Bartender	Apply online at <a href="https://jobs.olivegarden.com/search/searchjobs">https://jobs.olivegarden.com/search/searchjobs</a>
Ollie's	Customer Service Associate	Apply online at <a href="https://www.ollies.us/careers/">https://www.ollies.us/careers/</a>
Outback Steakhouse - Salisbury, Ocean City	<i>Ongoing recruitment</i> Delivery Driver Bartender Dishwasher Prep Cook Restaurant Busser Line Cook Server Host To-Go Specialist	Apply online at <a href="https://www.outback.com/careers">https://www.outback.com/careers</a>
Panera Bread - Salisbury, Ocean City	<i>Ongoing recruitment</i> Manager Night Baker Associate	Apply online at <a href="https://jobs.panerabread.com/">https://jobs.panerabread.com/</a>
Peninsula Home Care	<i>Ongoing recruitment</i> Home Health Aide (HHA) Occupational Therapy Assistant Physical Therapy Assistant	Apply online at <a href="https://www.peninsulahomecare.com/careers/">https://www.peninsulahomecare.com/careers/</a>
Pep Boys	Auto General Service Technician Technician B Assistant Service Manager Store Manager of Service General Service Technician Customer Service Advisor	Apply online at <a href="https://careers.pepboys.com/">https://careers.pepboys.com/</a>
Pepsi	Fountain Install Technician Warehouse Associate Pepsi Delivery Driver Pepsi (Trainee DOT) Merchandiser Sales Helper Swing Merchandiser	Apply online at <a href="http://www.pepsibottlingventures.com/job">http://www.pepsibottlingventures.com/job</a>

Perdue Farms - Salisbury	Clerk 4 Coordinator, Refined Oils Culinary Technician Facilities Coordinator Feed Mill Pickup Driver Feed Mill Dispatcher Fleet Tech Food Grade Oil Technician Grain Crew Leader Live Production-General Labor OIL Driver Production Associate Production Associate Line Lead Quality Assurance Lead Shipping Clerk Trade Execution Coordinator Transportation Coordinator	Apply online at <a href="https://www.perduecareers.com/">https://www.perduecareers.com/</a>
Piedmont Airlines	Airline Onboarding Specialist Airframe and Powerplant Mechanic Aircraft Maintenance Parts Clerk	Apply online at <a href="https://piedmont.jobs.net/">https://piedmont.jobs.net/</a>
Plymouth Tube	Quality Lab Technician Maintenance Technician I	Apply online at <a href="https://us60.dayforcehcm.com/CandidatePortal/en-US/Plymouth">https://us60.dayforcehcm.com/CandidatePortal/en-US/Plymouth</a>
Quality Staffing	<i>Wicomico</i> Electronic Technician Restaurant Staff Janitorial General Soldering Assembler Delivery Truck Driver Alignment Technician Security Systems Technician Facilities Maintenance Technician Packaging Tech Lead Custodian-Supervisor Warehouse Associate Client Service Associate Accounts Receivable <hr/> <i>Worcester</i> Scale House Attendant <hr/> <i>Somerset</i> Food Production Worker Plant Worker & Packer RF Assembler Filter Technician Filter Assembler	Apply online at <a href="https://easternshorejobs.com/">https://easternshorejobs.com/</a>
Red Lobster	<i>Ongoing recruitment</i> Line Cook Server Assistant/Busser/Host Bartender Server Prep Cook Dishwasher/Utility	Apply online at <a href="https://www.redlobster.com/">https://www.redlobster.com/</a>

Royal Farms - Salisbury, Fruitland, Princess Anne, Berlin, Ocean City <i>Available positions vary by location</i>	<i>Ongoing recruitment</i> Assistant Store Manager Customer Service Associate Customer Service Leader Kitchen Manager Facilities/Maintenance Shift Leader Store Manager	Apply online at <a href="https://my.peoplematter.com/mja/royalfarms/JobApp/GetBusinessUnits">https://my.peoplematter.com/mja/royalfarms/JobApp/GetBusinessUnits</a>
Ruby Tuesday - Fruitland & Pocomoke	<i>Ongoing recruitment</i> Tue-Go Specialist Host/Server Assistant Server Kitchen Prep/Salad Bar Prep Dishwasher Cook	Apply online at <a href="https://www.rubytuesday.com/careers">https://www.rubytuesday.com/careers</a>
Salisbury University	Human Resources Associate I Administrative Assistant II Maintenance Mechanic Sr. Postal Services Supervisor Food Service Aide II-Dishroom Lead Food Service Assistant Catering Assistant Housekeeper Assistant	Apply online at <a href="https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx">https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx</a>
Sam's Club	Maintenance Custodian Associate Member Frontline Cashier Merchandising and Stocking Associate Baker and Packager Associate Freezer, Cooler and Deli Stocker Associate Produce Associate Prepared Meals and Rotisserie Chicken Associate Member Assist Cart Attendant Cafe Associate Sales & Training Manager-Membership Carwash/Gas Attendant Meat Cutter and Wrapper Member Specialist Pharmacy Tech	Apply online at <a href="https://careers.walmart.com/">https://careers.walmart.com/</a>
Sherwin Williams - Crisfield	Production Supervisor Extrusion Operator Operating Technician Manufacturing	Apply online at <a href="https://www.sherwin-williams.com/">https://www.sherwin-williams.com/</a>
Shore Up - Wicomico, Worcester, Somerset	Scanner/Intake Worker Substitute Driver Auditor/Weatherization Health Services Assistant Receptionist/Intake Worker Certified Nursing Assistant Substitute Teacher Nutrition Aide Bus Aide Bus Driver Custodian Child Development Associate Trainee Teacher I Teacher II Teacher's Aide	Download application at <a href="https://shoreup.org/employment/join-our-team/">https://shoreup.org/employment/join-our-team/</a> and email to <a href="mailto:humanresources@shoreup.org">humanresources@shoreup.org</a>

Somerset County	Correctional Officer Emergency Communications Specialist Cook/Counter Person Groundskeeper Automotive Mechanic	Apply online at <a href="https://www.somersetmd.us/services/employment_opportunities.php">https://www.somersetmd.us/services/employment_opportunities.php</a>
Somerset County Public Schools	Building Custodian Substitute Custodians Substitute Food Service Worker	Apply online at <a href="https://www.somerset.k12.md.us/">https://www.somerset.k12.md.us/</a>
Staples	<i>Ongoing recruitment</i> Retail Inventory Specialist Retail Sales Technology Supervisor Retail Sales Print Associate Retail Sales Technology Associate Retail Sales Associate Retail Operations Supervisor Print Production Sales Supervisor	Apply online at <a href="https://retailcareers.staples.com/">https://retailcareers.staples.com/</a>
State Of Maryland	Dialysis Services Technician (Wicomico) Family Investment Specialist I (Wicomico, Worcester, Somerset) Office Services Clerk (Wicomico) Field Aide (Wicomico, Worcester, Somerset) Forest Pest Field Technician (Wicomico, Worcester, Somerset) Mosquito Control Field Technician/Field Supervisor/Field Aide (Wicomico, Worcester, Somerset) Administrative Officer I (Worcester) Fiscal Accounts Clerk Supervisor (Worcester) Peer Recovery Specialist I, Certified (Worcester) Fiscal Accounts Technician Supervisor (Somerset) Correctional Officer II (Somerset)	Apply online at <a href="https://jobapscloud.com/MD/">https://jobapscloud.com/MD/</a>
Sun Communities - Berlin	Bartender Concessions Attendant Food and Beverage Supervisor Guest Services Coordinator Hospitality Host Resort Groundskeeper Resort Housekeeper Resort Pool Attendant Shuttle Operator Store Clerk	Apply online at <a href="https://careers.suncommunities.com/viewalljobs/">https://careers.suncommunities.com/viewalljobs/</a>
Sysco - Pocomoke	CDL A Local Delivery Truck Driver Diesel Fleet Mechanic Technician III-Master Special Local Delivery Truck Driver Warehouse Order Selector Returns/Put Away	Apply online at <a href="https://careers.sysco.com/">https://careers.sysco.com/</a>
Target	<i>Ongoing recruitment</i> Specialty Sales (Style, Beauty or Tech) Guest Advocate (Cashier or Front of Store Attendant/Cart Attendant) GM and Food (General Merchandise, Closing, Fulfillment, Inbound, Food & Beverage) Seasonal General Merchandise, Inbound	Apply online at <a href="https://jobs.target.com/">https://jobs.target.com/</a>

Taylor Bank - Berlin	Customer Service Associate	Apply online at <a href="https://www.taylorbank.com/about/careers">https://www.taylorbank.com/about/careers</a>
Texas Roadhouse - Fruitland	Line Cook Server Assistant-Busser	Apply online at <a href="https://careers.texasroadhouse.com/">https://careers.texasroadhouse.com/</a>
Tidal Health	Administrative Assistant	Apply online at <a href="https://www.tidalhealthcareers.org/">https://www.tidalhealthcareers.org/</a>
	CAT Scan Technologist	
	Certified Tumor Registrar	
	Child Care Aide	
	Console Operator	
	Coordinator-Activities (Crisfield)	
	Coordinator-Information-Laboratory	
	Coordinator-Laboratory Purchasing	
	Courier	
	Driver-Van	
	ENDO Procedural Tech	
	Food Service-Cafeteria Aide (Crisfield)	
	Food Service-Catering Associate	
	Food Service-Cook (Crisfield)	
	Food Service-Utility Aide	
	GNA (Crisfield)	
	Group Leader	
	Mechanic-Facilities	
	Medical Assistant (Salisbury, Berlin, Ocean Pines)	
	Medical Transcriptionist-Lab/Rad	
	Monitor Technician	
	Nursing Assistant (Salisbury, Crisfield)	
	Parking Attendant	
	Patient Account Representative-Cash Core/ Payment Posting	
	Patient Accounts Coordinator	
	Patient Aide (Crisfield)	
	Patient Care Assistant (CNA)	
	Patient Care Tech II	
	Patient Care Technician I	
	Patient Service Representative (Salisbury, Berlin, Ocean Pines)	
	Phlebotomy Technician (Salisbury, Berlin)	
	Practice Manager	
	Radiologic Technologist (Salisbury, Crisfield)	
Receptionist-Security		
Referrals/Insurance Coordinator		
Registrar		
Registrar-Scheduler/Call Center Operator		
Representative-Patient Account		
Scheduler (Salisbury, Berlin)		
Security Guard (Crisfield)		
Supervisor-Outreach Lab		
Surgical Technologist		



	Technician-EKG I	
	Technician-Non-Certified Central Processing	
	Technician-Pharmacy Certified (Salisbury, Ocean Pines)	
	Technician-Service Desk (IT/Information Services)	
	Unit Secretary	
TJ Maxx - Ocean City	Key Carrier Coordinator	Apply online at <a href="https://jobs.tjx.com/">https://jobs.tjx.com/</a>
Town of Berlin	Police Communications Officer Public Works Superintendent	Apply online at <a href="https://berlinmd.gov/employment/">https://berlinmd.gov/employment/</a>
Town of Ocean City	Water Plant Operator (Licensed or Unlicensed)	Get detailed job description and apply online at <a href="https://oceancitymd.gov/oc/departments/human-resources/employment/">https://oceancitymd.gov/oc/departments/human-resources/employment/</a>
	Crime Scene Technician Trainee	
	Office Associate/Front Desk Reception	
	Utility Operator/Truck Driver	
	Parks Worker	
	Heavy Equipment Operator	
	Vehicle Equipment Technician II	
	Convention Maintenance Worker I	
	Beach Tractor Operator	
	Boardwalk Comfort Station Attendant	
	Maintenance Worker	
	Museum Aide	
	Account Clerk	
	Dispatcher	
	Tram Ticket Seller	
	Camp Horizon Day Camp Counselor	
	Scamper Camp Day Camp Counselor	
	Golf Course Maintenance	
	Tennis Attendant	
	Concessions Worker	
	Beach Activities Coordinator	
	Beach Activities Assistant	
	Activities/Arts & Crafts Day Camp Counselor	
	Beach Patrol-Surf Beach Facilitator	
	Skate Park Worker	
	Casual Labor	
	Retention & Recruitment Coordinator	
	Bus Driver	
	Solid Waste Worker I & II	
	Bus Maintenance Tech I	
	Tram Driver	
	Tram Conductor	
Town of Snow Hill	Public Works General Laborer Public Works Crew Leader Water/Wastewater Operator	Apply online at <a href="https://www.snowhillmd.gov/employment.html">https://www.snowhillmd.gov/employment.html</a>
Tri-County Council for the Lower Eastern Shore of Maryland	Human Resources Coordinator Landscape & General Maintenance Laborer	Apply online at <a href="https://tcclesmd.org/human-resources/">https://tcclesmd.org/human-resources/</a>

Ulta Beauty - Salisbury, White Marlin Mall	Associate Hair Stylist (Salisbury) Prestige Beauty Advisor Beauty Advisor Hair Stylist	Apply online at <a href="https://careers.ulta.com/">https://careers.ulta.com/</a>
UMES	General Assistant-Public Address (PA) Announcer Electrician High Voltage	Apply online at <a href="https://umes.peopleadmin.com/postings/search">https://umes.peopleadmin.com/postings/search</a>
Vacasa - Ocean City	Property Caretaker Owner Relations Manager Front Desk Specialist Property Caretaker Lead Housekeeper Housekeeper Sr. Housekeeper	Apply online at <a href="https://www.vacasa.com/careers/positions">https://www.vacasa.com/careers/positions</a>
Walmart - Salisbury, Fruitland	Stocking & Unloading Online Orderfilling and Delivery Health & Wellness Hourly Supervisor and Training General Merchandise Fuel Station Food & Grocery Cashier & Front End Services Auto Care Center Store Lead	Apply online at <a href="https://careers.walmart.com/">https://careers.walmart.com/</a>
WBOC	Sports Photographer/Editor Sports Producer Radio Account Executive Promotions Producer Media Specialist Traffic Coordinator	Apply online at <a href="https://www.drapermediajobs.com/jobs/">https://www.drapermediajobs.com/jobs/</a>
West Marine - Ocean City	Assistant Manager Cashier Sales Associate	Apply online at <a href="http://www.lifeatwestmarine.com/">http://www.lifeatwestmarine.com/</a>

Wicomico County	<p>911 Specialist (911 Call Taker and Dispatcher)  Administrative Assistant  Administrative Office Associate I  Correctional Officer I  Legal Office Associate III  Maintenance Technician  Mechanic-Airport  Motor Equipment Operator II  Motor Equipment Operator I  Police Communications Specialist I  Recordation Tax Specialist  Revenue Specialist  Athletic Complex Seasonal Worker  Box Office Employee  Concessions Manager  Concessions Staff  Convenience Center Attendant  Cook  Court Security-Civilian  Crossing Guard  Emergency Management Technician  Ferry Operator  Kids Klub After School Staff  Mower Operator  Park Ranger  Program Coordinator-Youth Sports &amp; Special Events  Seasonal Worker  Weed (Lead) Control Coordinator</p>	Apply online at <a href="http://www.wicomicocounty.org/jobs.aspx">http://www.wicomicocounty.org/jobs.aspx</a>
Wicomico County Public Schools	<p>Home School Liaison  Contractual Transportation Positions  Contractual Custodian  Contractual Food Service Worker  Custodian I and II  Maintenance Technician III-HVAC</p>	Apply online at <a href="https://www.applitrack.com/wcboe/onlineapp/default.aspx">https://www.applitrack.com/wcboe/onlineapp/default.aspx</a>
Wicomico Public Library	<p>Communications &amp; Marketing Manager  Homework Help Center Supervisor  Mobile Services Assistant</p>	Apply online at <a href="http://www.wicomicolibraries.org/employment">http://www.wicomicolibraries.org/employment</a>
WMDT	<p>Master Control Operator  Accountant  Media Specialist</p>	Apply online at <a href="https://www.wmdt.com/about-us/job-openings/">https://www.wmdt.com/about-us/job-openings/</a>

Worcester County	Emergency Communications Specialist I Emergency Communications Specialist Trainee 911 Call Taker Correctional Officer Trainee Landfill Operator II Landfill Operator I Building Maintenance Mechanic I Grounds Worker II Road Worker IV Temp Roads Worker Roads Worker V General Laborer/Maintenance Worker I Parks Worker II Swim Instructor Summer Camp Monitor Animal Control-Kennel Attendant Legal Assistant	Apply online at <a href="https://worcesterhr.co.worcester.md.us/">https://worcesterhr.co.worcester.md.us/</a>
Worcester County Developmental Center (WCDC)	1:1 Residential Counselor Personal Care Assistant and Transporter Personal Supports Facilitator Weekend Residential Counselor Awake Over Night Residential Counselor Residential Manager Human Resource Assistant	Apply online at <a href="https://wcdcservices.org/">https://wcdcservices.org/</a>
Worcester County Public Schools	Educational Assistant Secretary Custodian II Head Custodian Bus or Van Driver	Apply online at <a href="https://worcestermd.tedk12.com/hire/index.aspx">https://worcestermd.tedk12.com/hire/index.aspx</a>
Worcester County Recreation and Parks	Swim Lesson Instructor Summer Camp Monitor Referee Concession Monitor	Apply online at <a href="https://worcesterrecandparks.org/about-us/employment">https://worcesterrecandparks.org/about-us/employment</a>
Wor-Wic Community College	Administrative Associate I	Apply online at <a href="https://www.schooljobs.com/careers/worwic?">https://www.schooljobs.com/careers/worwic?</a>
YMCA - Salisbury, Pocomoke	<i>Richard A. Henson Family YMCA - Salisbury</i> Membership Services Representative Stay & Play Child Watch Assistant Birthday Party Host Group Exercise Instructor Wellness Assistant Personal Trainer Gym Monitor Lifeguard Swim Instructor Sports Staff Cleaning Staff Day Camp Counselor Day Camp Coordinator	Apply online at <a href="http://www.ymcachesapeake.org/employment">http://www.ymcachesapeake.org/employment</a>

*Lower Shore Family YMCA - Pocomoke City*

Membership Services Representative

After School Counselor

Group Exercise Instructor

Wellness Assistant

Personal Trainer

Lifeguard

Water Aerobics Instructor

Stay & Play Child Watch Assistant

Cleaning Staff

Day Camp Counselor

Day Camp Coordinator

 **Maryland Maryland Workforce Exchange**  
 DEPARTMENT OF LABOR March 07, 2022 - March 11, 2022

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Job Order Number	Company	Position	Positions open
1535352	Tri-County Council for the Lower Eastern Shore of Maryland	Human Resources Coordinator	1
1535503	Worcester County Government	Public Safety Communications Mgr.	1
1535307	CCBCC Inc	Forklift Operator	1
1535817	Total Lawn Care	Lawn Technician	1
1533854	Rideout Transport LLC	CDL A Driver Needed (Local)	1
1533287	Chesapeake Utilities Corporation	Customer Service Representative I	1
1534997	Pep Boys	Automotive Customer Service Advisor	1
1532753	Allan Myers	Tanker Truck Driver	1
1533280	Sherwin-Williams Company	Extrusion Operator	2
1535650	K&L Microwave, Inc.	Inventory Associate	1
1535029	Shore United Bank	Branch Banking Specialist	1
1535318	Bimbo Bakeries USA Inc	Route Sale Professional	1
1533546	Unifirst	Route Service Representative	1
1534946	Tecta America East LLC	Commercial Roofing Service Technician	1
1535582	HEI Hotels & Resorts	Director of Outlets	1
1535325	Fastenal Company	Supply Chain Associate	1
1535257	Coach	Assistant Store Manager I	1
1533943	LHC Group Inc.	Clinical Sales Rep-Home Health	1

Visit [mwejobs.maryland.gov](http://mwejobs.maryland.gov) for Additional Information & Instructions to Apply

“Maryland’s American Job Center system, a proud partner of the American Job Center network, is an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Please contact a local American Job Center to make arrangements for auxiliary aids, interpreter services, and reasonable accommodations.”



## WORKFORCE INNOVATION AND OPPORTUNITY ACT CAREER AND TRAINING SERVICES

### DO YOU NEED SKILLS TRAINING TO START A NEW CAREER OR ADVANCE IN YOUR CURRENT CAREER?

Speak with a career counselor to see how the Lower Shore Workforce Alliance could help you reach your goals through a free CAREER TRAINING SCHOLARSHIP.



### WHO ARE WE?



The Lower Shore Workforce Alliance receives funding to provide Workforce Innovation and Opportunity Act Title I training services. These funds are used to pay tuition, fees, books and supportive services for individuals who receive a career training scholarship.

### WHAT TRAINING COURSES ARE ELIGIBLE?

Please visit the Maryland Eligible Training Provider list located at [www.dllr.state.md.us/employment/train/](http://www.dllr.state.md.us/employment/train/) to search for trainings by training provider, training type, geographic location or key word.



### NOT SURE WHAT YOU WANT TO DO?



**My Next Move** is an interactive tool for job seekers and students to learn more about their career options. The site has tasks, skills, salary information, and more for over 900 different careers.

### HOW DO I APPLY?

- ✓ Register in MWE ([mwejobs.maryland.gov/](http://mwejobs.maryland.gov/)) and create a resume.
- ✓ Speak with a career counselor at the American Job Center to learn about available programs, eligibility and the enrollment process.



**LOWER SHORE  
WORKFORCE ALLIANCE**

Located at the American Job Center  
31901 Tri-County Way, Salisbury, MD  
(410) 341-6010 — [train4jobs.org](http://train4jobs.org)



**SkillUp® Lower Shore**  
Register for Free Introductory Courses

**BUILD YOUR SKILLS**

Get free training to build your skills and prepare for your next job through the SkillUp® Lower Shore program supported by Metrix Learning. Start with FREE work readiness courses!

Course Topics Include:

• Digital Literacy	• Emotional Intelligence	• Effective Email
• Internet Skills	• Business Etiquette	• Word/Excel
• Communication	• Critical Thinking	• ...and more!

**SIGN UP TODAY!**

- 1.) Go to: <http://lowershoreajc.skillupamerica.org/>
- 2.) Click "JOBSEEKERS" → "REGISTER FOR FREE"
- 3.) Fill out your information for instant access
- 4.) Take as many courses as you want for 180 days (6 months)

**WHY E-LEARNING?**

- Convenient - Accessible 24/7 from any location with high speed internet access
- Flexible - Matches your skill level and learning pace
- No cost - No tuition or travel costs
- Customers completing assigned work readiness training will be granted access to 5000+ additional courses.

For access to additional training and career services, please contact Lower Shore Workforce Alliance:

**Phone - (410) 341-6515      Email - [Training@LSWA.org](mailto:Training@LSWA.org)**

<https://lwsa.org>  
<http://www.metrixlearning.com>



## Prepare for a Career in the Utility Industry

Are you interested in a career in the utility industry? Wor-Wic Community College in partnership with Delmarva Power will hold FREE information sessions to discuss career pathway. Day and evening sessions will be available.

The process includes three-steps:

- 1) You must take reading and math assessments to determine your eligibility to take the course.
- 2) Once you pass the assessments, you must take the "Get Into Energy" Math and Test Preparation course at Wor-Wic Community College. Day and evening classes will be available. The topics covered to prepare you to take the Delmarva Power pre-employment examination are reading comprehension, basic math and mechanical concepts. Tuition for the course is \$25.
- 3) Once you complete the course, you will take the pre-employment examination to determine your next steps in the process.



Reserve your seat to attend one of the information sessions by calling Wor-Wic at 410-334-2815.

Registration for information sessions will be accepted on a first come, first serve basis.

## Wor-Wic Community College Free Metal Fabrication Training: M-F 5:30-9pm- March-June 2022 + July-Oct. 2022



**Metal fabricators are in demand!**  
Metal fabricator training is ongoing through a partnership with Wor-Wic Community College, Arcon Welding Training Center, Crystal Steel, Quality Staffing Services and the Lower Shore Workforce Alliance. The training is free thanks to grants from the Maryland Department of Labor EARN and Maryland Energy Administration.  
Courses run Monday through Friday for 14 weeks from 5:30-9:00pm. For more information, please contact Wor-Wic at (410) 334-2815, visit [www.worwic.edu](http://www.worwic.edu) or email Dr. Rhonda Banks at [rbanks@worwic.edu](mailto:rbanks@worwic.edu).  
To be considered for the free metal fabrication career-changing training, contact Quality Staffing Services at 410) 742-2600 .

- To Be Eligible For Consideration, Candidates Must:
- Be age 17 or older
  - Have a High School Diploma or GED
  - Be able to pass a pre-employment drug screen
  - Display hand-arm steadiness
  - Display strong near-vision to see details at close range
  - Possess good depth perception and manual dexterity
  - Be able to work in extremely hot/cold, dusty & noisy environments
  - Be able to lift at least 50 lbs. unassisted
  - Be able to stand for long periods of time
  - Be able to adjust controls with precision
  - Be able to recognize and solve problems
  - Be able to work well with others and accept positive, constructive criticism that aids in growth
  - Be able to supply and wear safety equipment (e.g. welding helmet, safety glasses, gloves, steel toe boots and 100% cotton long sleeve shirts) for up to 3.5 hours per day at a total cost around \$100 (Gear List will be provided)
  - Maryland resident (Lower Shore preferred)
  - Be job ready
  - Have reliable transportation
  - Be able to support themselves for the duration of the training

The new Basic Metal Fabrication course will provide 250 hours of evening instruction and practice over 14 consecutive weeks. Graduates of the training will be job and career ready and have entry level metal fabricator skills that are necessary to secure employment in the metal fabrication industry.

Students will progress from basic blue print reading and industry math to fundamental A.I.S.C. fitting practices for a variety of metal shapes. This course includes safety for fabricators and an introduction to hand and power tools. Students will develop knowledge for working safely within the industry standards, recognize and avoid potential hazards and receive OSHA trainings.

Metal fabrication students will safely work with oxy-fuel and hand-held plasma cutters for cutting steel and incorporate thermal cutting processes. Through instruction and practice, students will be able to use basic lay-out and measuring tools effectively to prepare for cutting and fit-up.

Students will be able to identify and demonstrate understanding of the basic AWS welding symbols and various electrodes and their applications. Tack welding techniques and procedures will be discussed, modeled and practiced.

There will be an introduction to industry structures and processes and students will discover requirements to qualify as metal fabricators. Metal fabrication training includes 20% classroom and 80% shop time. To graduate, 75% or greater is necessary on written and hands-on skills exams.





Virtual Format

# CUSTOMER SERVICE AND SALES NATIONAL RETAIL CERTIFICATION TRAINING



Goodwill and The National Retail Federation (NRF) have partnered to offer a virtual format customer service and sales training.



### Learn the following skills:

- Retail Fundamentals
- Communication and Teamwork
- Problem Solving
- Customer Service
- Inventory Tracking
- Payment Procedures and more!

Where: **Virtual self-paced lessons**

Length: **1 - 2 weeks**

Contact: **443-669-5846** or [digitalskills@goodwillches.org](mailto:digitalskills@goodwillches.org)

NRF Certification exam upon completion of the training. **Internet access required.**

[goodwillches.org](http://goodwillches.org)



## Serv Safe Training

Recommended for the Food and Hospitality Industries

### Learn the Principles of Food Safety:

- Food Safety Regulations
- The Importance of Food Safety
- Time and Temperature Control
- Good Personal Hygiene
- Safe Food Preparation
- Preventing Cross-Contamination
- Cleaning and Sanitizing
- HACCP (Hazard Analysis and Critical Control Points)
- Allergens

### Course Info:

ONE DAY Online and Self-Paced  
Learn the vocabulary and pass the assessment test and receive your certification

### Requirements:

- \* Complete intake form
- \* VALID email address and password
- \* Internet required through phone, tablet or computer

### Contact:

443-669-5846  
[digitalskills@goodwillches.org](mailto:digitalskills@goodwillches.org)



Earn an official certificate documenting course hours and display your certificate on your resume!

# PHARMACY TECHNICIAN PROGRAM



Goodwill Industries of the Chesapeake, in conjunction with CVS Health and Baltimore City Community College, is proud to offer a Pharmacy Technician Program.

### This 16 week program includes:

- Pharmacy Calculations
- Pharmacy Theory
- CPR Training
- Pharmacy Tech Certification Exam
- 160 Hour Clinical Externship (M-F 9am-5pm)

### Eligibility Requirements

Applicants must be 18 or older with a HS Diploma/GED and no criminal background. Must also pass TABE assessment, urinalysis and PPD screenings.

Students must pass all course requirements to obtain the Maryland Board Pharmacy Technician Certification.

Where: **Virtual Facilitator** (only)

When: **Monday - Thursday 9am-4pm**

Length of training program: **16 weeks**

Contact: [pharmtech@goodwillches.org](mailto:pharmtech@goodwillches.org)

IN PARTNERSHIP with

[goodwillches.org](http://goodwillches.org)



**FOODWORKS**  
MARYLAND FOOD BANK

## CULINARY JOB TRAINING PROGRAM



**12 weeks of intense culinary training!**  
**SERVSafe & assistance in job placement**

“My time at FoodWorks was life-changing, I always felt support in class and am now on my way to realizing my culinary dreams.”

“I was really honored to go through the program. It made me want to get up and go every day.”

### Contact:

[mdfoodbank.org/apply-foodworks](http://mdfoodbank.org/apply-foodworks) • **Adrienne Young** • [ayoung@mdfoodbank.org](mailto:ayoung@mdfoodbank.org) • 443.848.4703



32000 Campus Dr, Salisbury, MD 21804

# Wor-Wic Community College

## Free Welding Training for Eligible Candidates

Projected Dates: Nov. 2021-April 2022 + May-Sept. 2022



**Welders are in demand!**

Welding training is ongoing through a partnership with Wor-Wic Community College, Arcon Welding Services, Quality Staffing Services, Crystal Steel and the Lower Shore Workforce Alliance. This training is free thanks to a grant from the Department of Labor EARN Maryland grant.

For more information about the course, please contact Wor-Wic at (410) 334-2815, visit [www.worwic.edu](http://www.worwic.edu) or email Dr. Rhonda Banks at [rbanks@worwic.edu](mailto:rbanks@worwic.edu). To be considered for the training, contact Quality Staffing Services at (410) 742-2600 or visit [easternshorejobs.com](http://easternshorejobs.com) and apply for the Welding Training.

- To Be Eligible For Consideration, Candidates Must:**
- Be age 17 or older
  - Have a High School Diploma or GED
  - Be able to pass a pre-employment urine drug screen
  - Display hand-arm steadiness
  - Display strong near-vision to see details at close range
  - Possess good depth perception and manual dexterity
  - Be able to work in extremely hot, dusty and noisy environments
  - Be able to lift at least 50 lbs. unassisted
  - Be able to adjust controls with precision
  - Be able to recognize and solve problems
  - Be able to work well with others and accept positive, constructive criticism that aids in growth
  - Be able to supply and wear safety equipment (e.g. welding helmet, safety glasses, gloves, hearing protection, steel toe boots, jacket (100% wool, leather or cotton or hybrid of these materials) and 100% cotton long sleeve shirt) at est. cost \$150-\$250)
  - Maryland resident (Lower Shore preferred)
  - Be job ready
  - Have reliable transportation
  - Be able to support themselves for the duration of the training
  - Commit to attend classes, be on time, work hard and not give up!

Stick, Flux Core, MIG and TIG Welding is a 455 hour course with 5 hours of instruction per day, Monday-Friday for 18.2 weeks. The course is designed to provide the entry level welder with the skills necessary to secure employment in the welding industry.

Students will begin by developing knowledge to work safely within industry standards and recognize and avoid hazards. Through instruction, discussion, modeling and practice, students will become proficient with blueprint reading, measuring, hand and power tools, and stick/MIG/flux core/TIG set-ups, processes and clean up.

Safely establish and utilize an oxy-fuel outfit for cutting of steel and the basics of the thermal cutting processes. Use power tools for preparation of base metals prior to welding, be able to use measuring devices and fit-up tools effectively.

Identify the AWS classification of electrodes and their application to the various welding procedures as well as the limitations of filler metals. Select the proper polarity and current requirements for various electrodes and identify the common welding processes used.

Recognize common weld discontinuities, defects and successfully inspect work to industry standards set forth in the "AWS D1.1 Structural welding code." Be aware of the requirements of a "Welder Procedure Specification."

Skills will be articulated verbally, in writing and by performance on quizzes, tests, a final exam and destructive bend test prior to seeking employment. Up to twelve welding qualifications may be earned for structural welding.

A welder qualification record (WQR) will be issued to successful completers. Training includes both classroom (20%) and shop instruction (80%).

The intent behind and expectation of the training is to obtain welding employment.



# Wor-Wic Community College

## Construction Academy: Free Training for eligible candidates



**The construction industry on the Lower Eastern Shore needs workers!**

Wor-Wic Community College is offering a "Construction Academy" training program funded by a Department of Labor EARN Maryland grant in partnership with industry representatives, Quality Staffing Services and the Lower Shore Workforce Alliance.

The next two course program runs from Sept.-April each year, one evening per week with a partial/whole day internship component. For more information, please contact Wor-Wic at (410) 334-2815, visit [www.worwic.edu](http://www.worwic.edu) or email Dr. Rhonda Banks at [rbanks@worwic.edu](mailto:rbanks@worwic.edu).

To be considered for this free, career-changing training, contact Quality Staffing Services at 410-742-2600.

- To be eligible for consideration, candidates must:
- Be a Maryland resident (Lower Shore preferred)
  - Have a High School Diploma or GED (Minimum age 17)
  - Be able to pass a pre-employment "5 panel" drug screen
  - Display hand-arm steadiness
  - Display strong near-vision to see details at close range
  - Be able to work in hot, cold, dusty and noisy environments
  - Possess good depth perception and manual dexterity
  - Be able to adjust controls with precision
  - Be able to recognize and solve problems
  - Be able to lift 50 lbs. unassisted
  - Be able to work well with others and accept positive, constructive criticism that aids in growth
  - Be able to supply and wear safety equipment (e.g. safety glasses, gloves, hearing protection)
  - Be job ready
  - Have reliable transportation

The "Construction Academy" is designed to prepare students with basic skills required to enter the construction industry.

Experience "hands-on" instruction on proper and safe use of hand and power tools. Focus on basic safety standards for construction. Review basic math & measurement as they relate to construction (math functions, decimal-fraction conversion and basic geometry), reading a tape measure and print reading. Review drawing plans to determine materials and fasteners needed.

Discover the importance of work ethic from the employer's perspective. Demonstrate critical thinking and problem solving skills by working through issues related to the construction industry. Focus on construction career paths and understand how a construction team works together. Topics include floor systems, wall systems, basic stair layout, doors and door hardware, drywall installation, drywall finishing, suspended ceilings, trim (window, floor & ceiling) and cabinet installation.

Experience construction through an internship to strengthen all skills. The intent behind the "Construction Academy" is to obtain construction employment.



# RISE

Raising. Independent. Skilled. Employees.

## Workforce Development Program

Do you need help finding a job and maintaining it?  
 Would you like to continue your education but not sure where to start?  
 Interested in obtaining skills to help you get a job?

We can help you!



### We can help you with:

- GED enrollment
- Job Skills Training
- Work Experience (Internships)
- Occupational Skills Training
- Mentorship & Counseling

### Eligibility:

- 16-24
- Male and Female
- Not attending school
- Lives in Worcester, Wicomico or Somerset Counties
- Ready to be successful

Funded By:



Contact Grace Center:  
 (443) 513-4124  
 info@gracematernalhealth.org



THEIR VISION, OUR MISSION



## Telamon Corporation Young Adult Career & Education Program



Jennifer Baker-Lupinetti  
 call 443-359-9930  
 or jbakerylupinetti@telamon.org  
 31901 Tri County Way Salisbury, MD 21804

[www.telamon.org](http://www.telamon.org)

Telamon is an equal opportunity employer and provider of services. Auxiliary aids available upon request. Funding sources and amount available upon request.

*Are you or do you know a 17-24 year old that is not in school?*

*Telamon's young adult career and education program may be able to help them build skills that lead to a successful career. Our program provides education, resources, and personal supports to help make career and life decisions.*





# WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

FREE

ONLINE  
AND  
IN-PERSON CLASS  
OPTIONS!

## English for Speakers of Other Languages/ ESL Classes

### Steps to Enroll into Classes:

1. Watch the Orientation Video  
<https://youtu.be/ItEFyzV3q0s>



2. Complete the Application  
<https://forms.office.com/r/gc5wgX4Wjn>

3. Email [adulteducation@worwic.edu](mailto:adulteducation@worwic.edu) to schedule an appointment and Complete Testing

The program serves adults who are at least 18 yearsold and residents of Wicomico Co., Maryland. (Some exceptions apply.)

Students are placed in classes, after completion of class placement testing, on a first-come, first-served basis.

Intake, testing, and classes are free, and documentation is not required.

For more Information: Call/Text, (443) 669-6373



# WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

FREE

OPCIONES DE  
CLASES  
VIRTUALES Y  
PRESENCIALES

## Clases de Inglés / ESL Classes

### Pasos para Inscribirse en Clases:

1. Escuchar el Video de Orientación en Español:  
[https://youtu.be/Rr\\_haUT5e0](https://youtu.be/Rr_haUT5e0)  

2. Completar la Solicitud  
<https://forms.office.com/r/gc5wgX4Wjn>
3. Envíe un correo electrónico a [adulteducation@worwic.edu](mailto:adulteducation@worwic.edu) para programar una cita y completar las pruebas

El programa atiende a adultos que tienen al menos 18 años de edad y residentes de Wicomico Co., Maryland. (Se aplican algunas excepciones).

Los estudiantes son colocados en clases, después de completar las pruebas de ubicación de clases, por orden de llegada.

La admisión, las pruebas y las clases son gratuitas y no se requiere documentación.

Para obtener más información: llame /mensaje de texto, (443) 669-6373



# WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

FREE

OPSYON  
VITYÈL AK  
NAN KLAS  
MOUN

## Klas Angle / ESL Classes

### Etap pou Enskri nan Klas yo:

1. Tande videyo oryantasyon an Kreyòl:  
[https://youtu.be/8wih90VC\\_y4](https://youtu.be/8wih90VC_y4)  

2. Ranpli Aplikasyon an  
<https://forms.office.com/r/gc5wgX4Wjn>
3. Imèl [adulteducation@worwic.edu](mailto:adulteducation@worwic.edu) pou pran yon randevou ak ranpli tès plasman klas la

- Pwogram nan sèvi granmoun ki gen omwen 18 an ak rezidan nan distrik de Wicomico, Maryland. (Gen kèk eksepsyon ki aplike.)

Yo mete elèv yo nan klas yo, apre yo fin fè tès plasman klas yo, sou baz premye vini, premye sèvi.

Konsomasyon, tès, ak klas yo gratis epi dokiman pa obligatwa.

Pou plis enfòmasyon: Rele / Tèks, (443) 669-6373



# WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

There are TWO ways to earn a Maryland High School Diploma: Completing the National External Diploma Program® OR Passing the Official GED® Test!

The program serves adults, who are at least 18 years old and residents of Wicomico Co., Maryland. The NEDP® can enroll clients from Worcester and Somerset Co.



The NEDP® can enroll clients residing in Wicomico, Somerset, and Worcester Counties. The NEDP® is a computer-based portfolio, which is accessed online. There is a \$150 fee to enroll into the program, which is paid when the client qualifies on Reading and Math skills tests. Clients earn a diploma after all eight competency areas are 100% demonstrated.



There is a \$45 fee for the complete Official GED® Test for 1<sup>st</sup> time test takers who reside in Maryland. There is a \$30 fee for each GED® Test Subject for re-takes. There are 4 subjects in the complete test. Students schedule for the Official GED® Test at [www.ged.com](http://www.ged.com). The Adult Education Program provides testing and classes to help students prepare for the official test, but we are not authorized to schedule, reschedule, or administer the Official GED® Test.

# WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM



### Steps to Enroll into Classes:

1. Watch the Orientation Video <https://youtu.be/JtEFyzV3q0s>



2. Complete the Application <https://forms.office.com/r/gc5wgX4Wjn>  
3. Email [adulthoodeducation@worwic.edu](mailto:adulthoodeducation@worwic.edu) to schedule an appointment and complete class placement testing

Intake, testing, and classes are free, and no documentation is required.

Students are placed in classes, after completion of class placement testing, on a first-come, first-served basis.

The program serves adults, who are at least 18 years old and residents of Wicomico Co., Maryland. The NEDP® can also enroll clients from Worcester and Somerset Counties.

For more information: Call/Text, (443) 669-6373

### Steps to Enroll:

1. Watch the Orientation Video <https://youtu.be/JtEFyzV3q0s>



2. Complete the Application <https://forms.office.com/r/gc5wgX4Wjn>

3. Email [adulthoodeducation@worwic.edu](mailto:adulthoodeducation@worwic.edu) to schedule an appointment and Complete Testing.

Testing appointments must be scheduled in advance and completed in-person at Wor-Wic Community College or the Downtown Library in Salisbury.

For more information:  
Call/Text, (443) 669-6373



# INTERESTED IN ADULT EDUCATION CLASSES?

We offer Adult Basic Education (ABE) and English as a Second Language (ESL) classes.

Registration is now online!

Use the QR code to sign up or call/email us using the information below.

## ABE & ESL Classes

In-person intake and pre-testing is required prior to joining a class.

Fall Semester: Sept. 13 - Dec. 17  
Spring Semester: Jan. 3 - April 29

We offer day and evening classes with in-person and online options.



OPEN YOUR PHONE'S CAMERA APP AND HOLD IT ABOVE THE CIRCLE TO SIGN UP!

Worcester County Public Schools  
Adult Education Program  
410-632-5071  
adulteducation@worcesterk12.org

Funding for the Adult Education program is provided by the MD Department of Labor



# INTERESADO EN CLASES PARA ADULTOS?

Tenemos clases de educación básica para adultos (ABE) y clases de inglés (ESL). El registro está en línea.

## ESL & ABE Virtual Sesiones

Se requiere admisión y pruebas previas en persona antes de unirse a una clase.

Semestre de otoño: 13 de sept - 17 de dic.  
Semestre de primavera: 3 de enero - 29 de abr.

Ofrecemos clases diurnas y nocturnas con opciones presenciales y en línea.



¡ABRE LA APLICACIÓN DE LA CÁMARA DE TU TELÉFONO Y MANTÉNLA SOBRE EL CÍRCULO PARA REGISTRARTE!

Worcester County Public Schools  
Adult Education Program  
410-632-5071  
adulteducation@worcesterk12.org

La financiación del programa de educación de adultos es proporcionado por el Departamento de Trabajo de Maryland



# ENTERESE NAN KLAS EDIKASYON POU GRANMOUN?

Nou ofri Edikasyon Debaz pou granmoun (ABE) ak klas angle tankou yon dezèm lang (ESL) Enskripsyon an kounye a sou entènèt.

## ESL & ABE klas yo

Semès Otòn: 13 septanm - 17 desanm  
Semès prentan: 3 janvyè - 29 avril

Nou ofri klas jou ak aswè ak opsyon an pèsòn ak sou entènèt.



LOUVRI APP KAMERA TELEFÒN OU AN EPI KENBE LI ANWO SÈK LA POU ENSKRI!

Worcester County Public Schools  
Adult Education Program  
410-632-5071  
adulteducation@worcesterk12.org

Finansman pou pwogram Edikasyon pou granmoun se bay nan Depatman Travay MD

<b>Area Adult Education Providers</b>
---------------------------------------

**\*\* You may enroll with any program that is convenient for you no matter which Maryland county that you live in.\*\***

**Dorchester County**

Chesapeake College

1000 College Circle

Wye Mills, Maryland 21679

Phone: 410-822-5400

Services offered: Classes in Reading, Writing, Math, English for Speakers of Other Languages, GED Test Preparation and National External Diploma Program

**Somerset County**

Princess Anne One-Stop Office

30415 Mount Vernon Rd.

Princess Anne, MD 21853

Phone: 410-677-4261

Services offered: Classes in Reading, Writing, Math, English for Speakers of Other Languages (ESOL), and GED Preparation.

**Wicomico County**

Wor-Wic Community College

32000 Campus Drive

Salisbury, MD 21804

Phone: 443-669-6373

Email: [adulthoodeducation@worwic.edu](mailto:adulthoodeducation@worwic.edu)

Services Provided: Adult Basic Education Classes, GED Preparation, English as a Second Language (ESL) Classes, and the National External Diploma Program

**Worcester County**

Worcester County Board of Education

6270 Worcester Highway

Newark, MD 21841

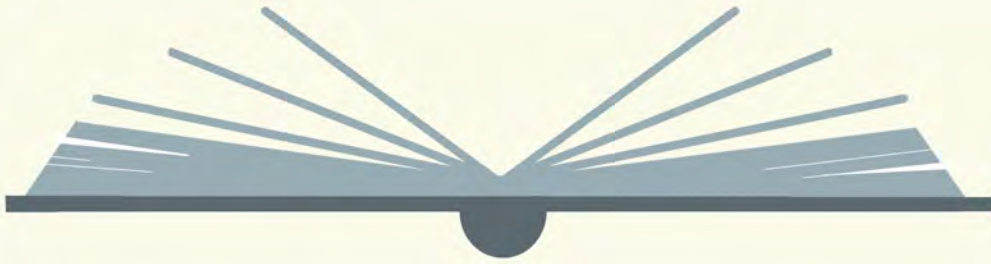
Phone: 410-632-5071

Services Offered Adult Basic Education (ABE) and English as a Second Language (ESL)

Need information for another county?

Maryland's providers are listed at: <http://www.dllr.state.md.us/gedmd/programs.shtml>





# PROJECT READ

**Need Help Reading?**

**Enroll in Project READ!**

Do you need to improve your reading, math or other literacy skills in order to get a job or earn your GED? Find out how to enroll in Project READ.



**Want to become an Adult Literacy Coach?**

Would you like to help an adult learn how to read? Find out how you can make a difference in someone's life by becoming a volunteer Adult Literacy Coach.



For more information ask a staff member or contact the Project READ Coordinator at 410-749-3612 x159  
[www.wicomicolibraries.org](http://www.wicomicolibraries.org)



Project READ is funded by the Wicomico Public Libraries in partnership with Rotary Club of Wicomico County, The United Way of the Lower Eastern Shore, and The Richard A. Henson Foundation, Inc.

# EXPUNGEMENT CLINIC



**Required Information to bring with you:**

- \* Income information for all household members
- \* The value of your house, if you have one
- \* The value of your car, if you have one
- \* How much you have in your checking or savings account, or any investment accounts

**Attorneys CAN provide information on:**

criminal record expungement, family law, housing, consumer, income tax, and estate planning and administration.

**Attorneys CANNOT address:**

criminal cases, personal injury lawsuits, employment law questions and class actions.

**MARCH 8** | **OCEAN CITY**  
from 4-6 PM | **BRANCH**

Clients attend this session in person and receive assistance from volunteer attorneys. Register under the events page on website or call 410-524-1818 for assistance.

REGISTER UNDER EVENTS AT

[WorcesterLibrary.org](http://WorcesterLibrary.org)



# LEGAL RESOURCES

## Maryland Courts Self-Help Centers

410.260.1392  
mdcourts.gov/selfhelp

Monday-Friday, 8:30 AM to 8:00 PM

## Family Law Hotline

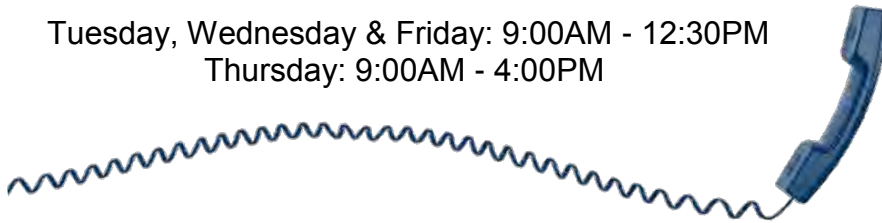
800.845.8550

Monday-Friday, 9:30 AM to 4:30 PM

## Legal Forms Hotline

800.818.9988 (English)  
877.293.2507 (Spanish)

Tuesday, Wednesday & Friday: 9:00AM - 12:30PM  
Thursday: 9:00AM - 4:00PM



These organizations may assist you with free or reduced cost legal representation:

## Disability Rights Maryland

800.233.7201  
disabilityrightsmd.org

## Legal Aid Bureau Inc.

800.444.4099  
mdlaborg

## Maryland Volunteer Lawyers Service, Inc.

800.510.0050  
mvslaw.org

## Pro Bono Resource Center of Maryland, Inc.

800.396.1274  
probonomd.org

## Family Law Assistance

**Divorce • Domestic Violence  
Custody • Adoption  
Visitation • Child Support  
Guardianship • Name Change**

### Dorchester County

#### Circuit Court

206 High Street  
Cambridge, Maryland

Mondays, Noon to 3:30 PM

410.228.1395

### Somerset County

#### Circuit Court

11770 Somerset Avenue  
Princess Anne, Maryland

Fridays, 9 AM to Noon

410.651.4618

### Wicomico County

#### Circuit Court

101 North Division Street  
Salisbury, Maryland

Mondays, 9 AM to Noon

410.334.3127

### Worcester County

#### Circuit Court

1 West Market Street  
Snow Hill, Maryland

Mondays, 9:30 AM to 2:30 PM

410.632.5638