504 Help Wanted Office-Clerical

SECRETARY/OFFICE MANAGER
Needed for Plymouth area law firm. Must know WordPerfect, some bookkeeping, call
ETD Temporary Service 425-6228

SECRETARY

Our client has an excellent career opportunity for promotable Secretary. Flexible office environment and top benefits. Send resume or call.
DIVERSIFIED RECRUITERS CO.
27780 Novi Rd., Ste. 124
Novi, MI 48050 Ad Fees Co. Paid

SECRETARY

part-time for Plymouth Real Estate office. Approximately 20 hours per week. Knowledge of general secretarial duties, typing, filing, phone, etc. Call Tim at
SECRETARY: Typing, phones, office skills. Printing knowledge helpful. Radford area. Excellent wages and benefits. Apply within: 25219 Glendale, Telegraph/95 area.

SECRETARY

$14,000-$21,000 FEE PAID
Nationwide company in need of your strong secretarial experience, typing, word processing and above average writing abilities are required with automotive background a big plus. Top benefits and lovely offices. Call Mary at 464-0300.
SNELLING & SNELLING

SECRETARY

$18,000

Administrative department of a large property management company offers an interesting diversified position. Good benefits, fee paid. Call Bernice at 559-2090.
SNELLING & SNELLING

SENIOR BOOKKEEPER
STEEL WAREHOUSE
Steel warehouse, located in Dearborn, seeks individual for full charge bookkeeper. Responsibilities include all accounting functions, payroll, financial statements and monthly reconciliation through trial balance. Candidate must have computer experience and knowledge at work are preferred. Excellent benefit package. Background should include 4 year degree in accounting and solid work history. Send resume, and salary requirements, to:
PERSONNEL MANAGER
Dept. A
6837 Wyoming Ave
Dearborn, MI. 48126

SKILLED SHIPPING HELP
full & part time. Light assembly & hand & eye coordination a must. 477-7500 ext 300

SOUTHFIELD - TPA has immediate opening for enrollment, billing, statement processing with excellent math & typing skills. Call Darlene: 353-5800. Extention 5659
An Equal Opportunity Employer

TAKE CHARGE Supervisor for a 10 person 24 hr day department. Communication skills & customer relations a must. Benefits. Send resume to: Dianne, 1048 Barstlem Rd. Ste 108, Walled Lake, MI 48088

504 Help Wanted Office-Clerical

SECRETARY WANTED
Experienced Secretary sought by local firm. Applicants should possess good verbal & phone skills. Must be able to type 50 words minimum. Shorthand preferred. Excellent benefits. Salary commensurate with experience. Forward resume to: Personnel Department, po box 2928, Livonia, MI 48151
An Equal Opportunity Employer

SOUTHFIELD Real Estate Management Position - Office Manager with accounting & bookkeeping skills desired. Must be able to assume significant responsibility & supervise personnel. Salary commensurate with experience. Reply to box 922 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SUMMER WORK!

Kelly Services gives you freedom and flexibility to enjoy summer to its fullest and offers excellent wages for tuition, vacations, etc.

• Receptionist (35 wpm +)
• Switchboard Operators
• Personal Secretaries (any software experience)

So come to America's #1 name in temporary help. Make the most of summer with Kelly. We offer competitive wages and the opportunity to work with some of the best companies in town

For more details or to schedule an appointment call.
Livonia 522-4020
I-96 Officenter
33133 Schoolcraft
Farmington Hills 471-2050
37000 Grand River, Ste. 205

KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"The First And The Best"
Kelly Services Never A Fee
Equal Opportunity Employer M/F/H

TELEMARKETER - Experienced, for insurance agency located in Southfield. Salary rate plus bonus. Call for appointment 353-2200

TELEPHONE OPERATOR
Excellent opportunity, will train. Southfield area. Day, evening or midnight shift.
557-5958

TELEPHONE RECEPTIONIST-Some typing and general clerical skills required. High school graduate or GED. Send resume to: V Clark, 114 Orchard Lake Rd, Pontiac, MI 48053

TYPIST - general office. Northwest area talent agency. Heavy phone work. 642-5202

504 Help Wanted Office-Clerical

TELEPHONE RECEPTIONIST
for Insurance Agency. Strong typing skills. Livonia area 471-3500

RECEPTIONIST
GIFT OF Health full time. Sales ability helpful. Nice place to work, good benefits. Bloomfield Hills. 334-4900

TYPIST FOR Southfield attorney. Flexible hours, legal experience preferred. Pleasant manner, good typing skills and be able to work independently. Good opportunity for the right candidate. 552-0245

TYPIST RECEPTIONIST
Experienced in full general office skills & some knowledge of bookkeeping for Birmingham interior design studio. After 2pm 645-1160

TYPIST/WORD PROCESSOR
Troy. 70 wpm plus typing. Macintosh spreadsheet. 10K range. Paid benefits. Fee paid.
B. HAMIL PERSONNEL
424-8470

UNDERWRITING CLERK

Large Mortgage banking office in Troy is seeking an Underwriting Clerk. Requires six months to one year of general clerical experience including some light typing. Competitive salary & benefits available. Please submit resume & salary requirements to:
D & N MORTGAGE CORP.
ATTN: UNDERWRITING MANAGER
3331 W. Big Beaver Rd. Ste 306
Troy, MI 48084
EOE M/F/H/V

UPTOWN IS accepting applications for a part time host person. Flexible hours. Apply Mon-Fri between 2pm-4pm at 1111 W. 14 Mile

WORD PROCESSING trainee, interested applicant will be trained on Macintosh. Call Gloria at Unifocus 646-8501

WORD PROCESSING - secretary, international automotive, WordPerfect 5.0 Farmington Hills. $17,500-$19,000/yr. Call Unifocus 473-2933

WORD PROCESSING secretary - OWL type 60 plus, automotive headquarters, Madison Hts. $19,000-$21,000. Call Kim at Unifocus 646-7662

WORD PROCESSOR - short and long term assignments in Wayne & Oakland Counties.
ETD Temporary Service 425-6228
An Equal Opportunity Employer

WORD PROCESSORS
All systems, all areas.
Up to $10 per hour.
LaraStaff 645-0900

505 Help Wanted Food-Beverage

ABSOLUTELY THE Fastest growing bar & grill around, needs good helpBartenders, Barbacks, utility workers & servers. Excellent pay, work hard, must be 18. Apply New Chat Bar & Grill, 22641 Fenkell Ave Ave.
8 Mile E. of Telegraph

Accepting applications
Bakers Square now hiring
● COOKS TO $8/HR
● SERVERS TO $12/hr
• DISHWASHER TO $8/HR
● JANITOR TO $9/HR
● MANAGERS $21,000 +
Apply in person at the following locations
Birmingham - 425 Bowers
Canton - 5948 Sheldon Rd.
Oak Park - 26500 Greenfield
Warren - 13602 14 Mile

AFTERNOON MANAGER - family style dining. Excellent wage & benefits. 5 day, 50 hour work week. Call 459-2272 for interview. Silverman's Restaurant, 24 hour.

ALL POSITIONS Available. Full & part time. Experience preferred. Apply in person f.a Bordeaux, 30525 W. 8 Mile Rd., Livonia

A NEW
Silverman's Restaurant
is opening at 14 Mile & Haggerty
Accepting applications for all positions. Apply in person at the new location or at 10 Mile & Meadowbrook or 15 Mile & Orchard Lake.

ARBY'S IS NOW HIRING
Full and part time positions available. Willing to pay up to $4.25 per hour, benefits are: free uniform & meals, schedule flexibility, advancement opportunities. Please apply in person anytime Monday thru Saturday, 19000 Middlebelt, Livonia.
An Equal Opportunity Employer

BAKERY
Accepting Applications
Spring/Summer

• Bakery Counter Sales
• Cleanup
• Assistant Baker
• Salad/Sandwich Prep

"Join Our Winning Team"
Apply in person
THE BAKER'S LOAF
29480 Northwestern Hwy.
(North of Franklin)
Southfield

• Sales & Sandwich Prep
32720 Grand River
(Village Commons)
Farmington

BARTENDER - Experienced. Evening work. Good wages and tips. Apply in person: Southfield Manor, 25626 Telegraph, Southfield.

BARTENDER needed for private club. Must be available days & evenings, experience necessary. Call Tues-Fri, 12 noon-5pm 644-2300

BARTENDER
Part time, evenings. Experience helpful, but not required. Some cooking. Flexible hours Livonia area. After 11am 422-0157

BARTENDERS
Have fun while you work at Chaplins Comedy Club. Will train. Apply in person between 12-7PM Sun - Thurs., 16890 Telegraph Rd.

BARTENDERS & PIZZA MAKERS
For Farmington Hills Bowling Center. Evenings & weekends only. No experience necessary. 626-2422

BARTENDERS & WAIT PERSONS
PLUS DOORMAN
Apply in person at Key West, 24230 W. 6 mile, 1 blk W. of Telegraph

BILL KNAPP'S
Family Restaurant, is now accepting applications for a weekend janitor position, offering excellent pay. Apply in person, Mon. thru Fri., 10am-3pm. 30900 Ann Arbor Rd., Plymouth. EOE

BILL KNAPP'S
on the corner of I-275 & 8 Mile, is now hiring for the following positions:
• Dishwasher & Janitor - part time
• Grill Cook - full time with possible management position

Good pay with excellent benefits. No experience needed for we have our own training program. Apply in person, anytime Ask for Jerry or Dave 464-6363

BUDDY'S OF FARMINGTON HILLS
Has hours available.
● DAY BUSSERS
● KITCHEN, (all positions)
● Carry out
● HOSTS/HOSTESSES
Excellent wages, benefits and working conditions.
Apply at: Buddy's, Northwestern & Middlebelt.

BUS PEOPLE, kitchen help, and waitstaff needed. Experience helpful not necessary. Apply at: Fonte De Amore, 32033 Plymouth, Livonia. No phone calls please.

BUS PERSON NEEDED for private club, experience preferred, full or part time, split shift, good wages & working conditions. Call Tues-Fri, 9am-5pm. 644-2300

BUS STAFF
Excellent part & full time Day and Evening shifts now available.
Looking for more great people to join our team, Blake-one's Ranch House of Farmington Hills. Please call for appointment 477-3340

CLARION HOTEL of Farmington Hills is currently accepting applications for the following: Banquet Captain, AM/PM Wait help, Bus help and Host/Hostess-Cashier. Please apply in person: 31525 W. Twelve Mile Rd.

505 Help Wanted Food-Beverage

BURGER KING
Hiring Hostess
All Shifts. Apply at:
32704 Grand River, Farmington

BUS PERSONS
Needed for dinner and night shifts. Experience preferred. Apply at Golden Mushroom, 18100 W. Ten Mile, Southfield.

CHINESE RESTAURANT in Canton seeking wait staff, full or part time for growing business. Good working conditions. Ask for Mel 981-5400

COCKTAIL SERVER
Wanted for a progressive downtown Royal Oak dueling bar. Apply in person Mon. After 9pm 589-3344

COOK & Dishary Aide needed for senior citizen hot lunch program, land. Full & part time positions open. 451-1135

COOK - Full time. Will train. Apply in person: Greenhurst Golf Course, 35345 Six Mile, Redford. 592-8758

COOKS, BAR STAFF & Waitstaff
Apply in person
Lounge. Apply within 6-9pm, 1870 S. Wayne Road, Westland 728-9300

COOKS & HOST/HOSTESSES
Full & part time. Flexible hrs. Excellent salary & benefits available. Please submit resume & salary requirements to:
D & N MORTGAGE CORP.
ATTN: UNDERWRITING MANAGER
3331 W. Big Beaver Rd. Ste 306
Troy, MI 48084
EOE M/F/H/V

COOK
Sweet Lorraine's Cafe was selected "Restaurant of the Year" by Detroit Monthly Magazine. To maintain this high standard, we are looking for a quality minded cook to join our Kitchen Staff. This is an excellent opportunity for the right person. Please call to arrange for interview 559-5988

COOK & WAITSTAFF POSITIONS
available. Country Club atmosphere. Uniforms and meals provided, medical plan available. Experience preferred. Call Mon. Thru Thurs. 350-3066 Ext. 665-6084

COOK WITH a minimum 5 years institutional experience is needed for Cranbrook Schools. Qualified candidates should send their resume to: Jane Waldeck, Director of Personnel, Cranbrook Educational Community, 380 Lone Pine Rd., Box 801, Bloomfield Hills, MI. 48013.
An Equal Opportunity Employer

COOK - 20 hours per week. Senior residence. Minimum requirements: High school graduate, food preparing experience in institutional setting, & experience in food & menu preparation. Flexible hours & days. Apply to: Marian Oakland West, 29250 W 10 mile, Farmington Hills, or call 474-7704

COUNTER PERSON - grill cook, experienced, for delicatessen.
Good pay, full & part time.
Call Dan 645-1046

DAY BARTENDER, Busstaff, Waitstaff. Apply in person Monday-Friday, 2-4pm. Panache 555 S. Woodward, Birmingham.

DISHWASHERS - days and night positions. Apply in person: Bob Evans of Clarkston & Bar & Grill, Farmington Hills.

DISHWASHERS/MAINTENANCE
Interviewing for am/pm shifts. Apply in person: Golden Mushroom, 18100 W. 10 Mile, Southfield.

DISHWASHERS
Start today! Earn as much as $5.50 per hr. Days shift provided. Full/part time positions. Daytevening shifts. Les Auteurs, 222 Sherman Dr., Royal Oak 544-2887

DISHWASHERS
START AT $4.50 PER HOUR
Taking applications for part time positions (evening shift 5-9pm), to work in senior citizen complex. Good working conditions. Meals & uniforms furnished. Apply in person:
Franklin Club Apts
28301 Franklin Rd.
SOUTHFIELD

DISHWASHERS & COOKS NEEDED
Full and part-time. Must have transportation. Farmington O'Dwyer's. Call 474-8484

DONUT FINISHER
10pm-5am shift. Will train. Apply at: The Looney Baker, 13931 Farmington Rd. (at Schoolcraft) Livonia.

DRIVER/DISHWASHER
27905 ORCHARD LK RD.
High volume restaurant seeks mature, energetic individuals to join our team: servers, bussers, dishwashers, line & prep cooks. Full or part time. Day & night shifts. No experience necessary, will train. Apply in person between 2 & 4.

FOOD SERVICE
Part-time permanent job with cafeteria in Southfield area. At least $5/hr. Call ETD Temporary Service 425-6228

GENERAL HELP for Corporate private dining/cafeteria in Livonia. Mon thru Fri., no holidays. $4.75 per hour. 523-4811

GOURMET FOOD CARRYOUT
A new coffee shop seeking an enthusiastic team player who enjoys people & selling food. Full/part time counter positions available. Good starting salary & opportunity for advancement. Apply: Les Auteurs, 222 Sherman Dr., Royal Oak

GRILL COOK & DISHWASHER full time for restaurant in Auburn Hills. Salary commensurate with experience Call, ask for John. 373-3744

GRILL PERSON - Full & part time positions available. Apply in person at: Bill Knapps, 27925 Orchard Lake, Farmington Hills. Contact: Jolene or Mike, 2-4pm. 553-4821

HELP WANTED

WAITPERSON
DISHWASHER
APPLY:
El Mobile Rock Restaurant
27123 W 8 Mile
Livonia, MI 48152

HOSTESS - days, excellent hours, Clancy's Bar & Grill, Farmington Hills. 477-7177

HOST/HOSTESS - WAIT STAFF wanted, free dining experience, day & evenings shifts. Omelet's of Southfield 557-9910

HOST PERSON/BOOKKEEPER
Day host person with light bookkeeping duties. Full time, Mon-Fri. Call for appointment. 478-7154
Red Timbers Inn, Novi

HOST PERSON/CAPTAIN CHECK
Needed for private club in Farmington. Full time evening position with benefits. Call Tues-Sat. 1-4pm for interview appointment.477-1000

Hotel
ACCEPTING APPLICATIONS FOR:
• PBX OPERATOR
• FRONT DESK CLERK, part-time
Experience preferred. Personable & friendly. Apply Mon-Fri, 9-11am & 1-4pm at:
EMBASSY SUITES HOTEL
28100 FRANKLIN RD.
SOUTHFIELD

KENTUCKY FRIED CHICKEN
OF PLYMOUTH
is now hiring for all shifts. Call 455-0200 or apply in person at 1349 Ann Arbor Rd. between Main & Sheldron

KITCHEN HELP - COOKS, Bussers & Cocktail Servers. Apply in person, C. J. O'Brien's, Prudential Town Center, 3000 Town Center Rd. Southfield.

KITCHEN, WAIT, BAR
Day & night shifts. Come work for the best. The Robber Baron, 521 S. Lapeer, Lake Orion. 693-8474

LINE COOKS & DELI COUNTER
Experienced only. Day & night available. Coach's Deli, 35572 Grand River, Farmington. 477-2820

LUNCH Wait Staff - Experienced. Fast paced. Hours 10AM-3PM. Will peel & serve. Latate's Italian Cafe, Rochester Hills. 852-0027

MEADOWBROOK COUNTRY CLUB
Hiring full and part time bus staff. Excellent pay, meals & benefits. Apply in person Wed.-Fri., 2-5pm. 40841 W. 9 Mile Rd., Northville.

NIGHT HOST/HOSTESS
Apply Mon.-Fri. after 2pm. Ginopolis Restaurant, 27815 Middlebelt, Farmington Hills.

505 Help Wanted Food-Beverage

MANAGER
Hiring Now!
All Shifts. Apply at:
32704 Grand River, Farmington

MANAGER WANTED - excellent benefits. Full & part time. Rustic Cafe Di Modesta, Southfield. 358-0344

BUS PERSONS
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Apply Mon.-Fri. after 2pm. Ginopolis Restaurant, 27815 Middlebelt, Farmington Hills.

505 Help Wanted Food-Beverage

WAITSTAFF - experienced, serving breakfast, lunch & dinner, beer & wine. Come join our team. Apply in person, Detroit's Restaurant, 3905 17 Mile Rd., Sterling Hgts.

WAIT STAFF

Ideal hours for housewives with children. Senior citizen dining room. Wait staff. Good working conditions. Meals & uniforms furnished. Apply in person:
Franklin Club Apts
28301 Franklin Rd.
SOUTHFIELD

WAIT STAFF NEEDED
Have fun while you work at Chaplins Comedy Club. Will train. Apply in person between 12-7PM Sun - Thurs., 16890 Telegraph Rd.

WAIT STAFF - Wanted full or part time, nights. Good pay, good working environment, experience preferred. Call for appointment.
Ask for Dave 477-0099

WANTED WAITPERSON, Cashier & Dishwasher, Days & nights. Apply at Bloomfield Restaurant, 28705 Plymouth Rd., Livonia.

WE DO IT RIGHT
WE'RE DOING IT DO IT
Seeking aggressive individuals full & part time, grill cook & kitchen prep cook positions for both days & nights. We offer hourly rate commensurate with experience. Paid vacations after 1 year, 401K retirement investment plan, profit sharing retirement, stock plan after 5 years, full medical benefits after 9 months, life insurance, paid holidays, bonus monthly merit & performance reviews. Apply in person at:
IDOI EVANS RESTAURANT
13914 Middlebelt Rd. - Livonia

$$$$ - BOB EVANS

Now hiring experienced Servers
Apply in person Monday-Friday
cooks (premium pay), am & pm.
Apply: 19½ Mile & Telegraph, Southfield

506 Help Wanted Sales

A Basic Choice
PRESENTING THE
COLDWELL BANKER
DIFFERENCE
America's premier real estate company is 100% committed to your success. Come join us for an hour or so, and we'll tell you more about:
● Advertising & promotional support
● Best Training & Best Seller Systems
● Fast Start Beginners Training
● Advanced Agent Training
● Management Opportunities
● Aggressive Commission Schedule
● National Awards & Recognition
● Plus much more

Dates: April 25, 1990
PLACE: Farmington Hills office
TIME: 7 PM

Seating is limited. Call John Collison for a reservation

737-9323

A
BETTER HOMES
AND GARDENS
Office produces FREE PRE-LICENSE training to qualified individuals and FREE TRAINING after licensing. Call our NORTHVILLE office manager
CHUCK FAST
349-1515
Schweitzer
REAL ESTATE
BETTER HOMES & GARDENS
21 OFFICES

A CAREER IN SALES
We are looking for individuals to make sales calls in Oakland County. If you are
• Personable • Self-motivated
• Competitive • Success oriented
We offer:
• A lifelong career
• High income opportunity
• A progressive, innovative company
• Sales of consumable products
Send resume in confidence to:
Sales Manager, P. O. Box 412, Acme, MI 49610

AMERICAN EXPRESS
IDS/American Express is offering a financial services career with a leader with management potential. Substantial salary and bonuses. Degree and 2 years sales or professional experience required. Call for confidential interview.
Mr. Kempf 827-1230

APPAREL SALES

Now Hiring Aggressive
Salespersons for
Women's Clothing &
Sportswear

Full/Part-time Available
Experience preferred
Excellent wages/Discounts

Apply in person:
KLEIN'S
of Livonia
Newburgh Plaza
6 Mile at Newburgh Rd.

ARE YOU COMPETITIVE? Looking for a challenging and rewarding career? Century 21 AREA CORPORATE TRY RIDGE we offer a "FREE" pre-license class, on the job training, 100% compensation program. Call for a personal interview. Ask for Kay Smith, 348-6767, Wayne County - OR- Barb Warkowski, 474-3303, Oakland County.
*Small materials charge

506 Help Wanted Sales

ADMISSION ADVISOR for busy modeling agency. Must have strong sales background & modeling knowledge 358-1197

AGGRESSIVE, ARTICULATE, serious sales people needed for premium pet food related products. Part time, flexible hrs., $8 hr. Apply in person: 12924 Farmington Rd., Livonia Trade Center, Tue., Apr. 17.

A GREAT PLACE TO WORK
AMBITIOUS?
CONSCIENTIOUS?
WE WANT YOU!!!

Investigate the exciting world of real estate with
MICHIGAN'S LARGEST
REAL ESTATE COMPANY

REAL ESTATE ONE!

Complete Training Program

Call Joe Malnik, Mgr.
Plymouth/Canton
455-7000

Mary/Terry
Westland/Garden City
326-2000

"APPRAISER TRAINEE"
Local office of National Organization needs (2) full-time career minded individuals willing to work hard. We offer Trainer Earn-While-You-Learn, Choice of locations, Potential 1st year earnings in excess of $32,000.
Call Bob Hoffman 476-7006

A REAL ESTATE CAREER is waiting for you. Contact Larry Harwin at our free information seminar.
CENTURY 21 MJL CORPORATE TRANSFEREE SERVICE.

AREA SUPERVISOR NEEDED
Sharp ambitious person needed in the area to be trained to hire and supervise home decorating party sales. Work from your home. Weekly pay plus car allowance. Full and Part time training. Free $300 sample kit. Call between 8am & 9pm, 352-6244

ARE YOU LAID OFF FROM THE AUTO INDUSTRY? Are you tired of pursuing a temp job? Do you want to be paid what you're worth? Do you want a new career? If so call George 522-2200

ARE YOU LIKE ME?
I work hard & I want the better things in life. I want my career rewards to reflect my efforts. I want between 42 & 48 hours in a well displayed showroom. I enjoy people and get great personal satisfaction from knowing that their lives will be better for having purchased my product. I presently earn in excess of $3,000/mo. and I'm not the highest paid salesperson in my company. I also have a full benefit package including major medical, prescription & dental and even profit sharing.
If this sounds like you, we should talk. Call Mr. Fisher at 476-8870
ART VAN FURNITURE

ATTENTION
Air Conditioning & Heating Contractor is seeking an experienced Sales Person for residential sales.
Call 522-3310

ATTENTION HOMEMAKERS!
Earn $150-$200/wk. for 6-10 hrs per week. Call 569-5157

ATTENTION - Ideal for homemakers who can not get out to work. Work part time from your home - calling for Purple Heart. Call Mon. thru Fri. 9-5 728-4572

ATTENTION SALES ASSOCIATES
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When: Wed., April 18, 7pm.
Where: 25505 W. 12 Mile Rd. Suite #1500
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We are looking for a mature self-starter who is detail oriented, well organized & detail minded. Prior experience and/or Advanced Secretarial training is definite plus. We will provide appropriate job training, benefits and salary commensurate to the right candidate. Please forward resume in confidence to
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These are both entry and non-entry level positions, salaries are commensurate with your experience. Send your resume to:

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505 Help Wanted Food-Beverage

workbench

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