



## BROWNSVILLE

### **Purchasing Clerk / Receiving Clerk**

**WORKINTEXAS Job Posting # 14915032**

**Salary: Discussed at time to Interview**

Purchasing Clerk will assist in receiving, storing, and issuing materials, supplies, and equipment and maintain physical monthly inventories. Helps compile Stock Transfer records and forwards packing slips to Accounts Payable. Purchasing Clerk will provide clerical support, such as scanning completed Purchase. Orders into accounting system, typing correspondence and memorandums, maintaining and/or creating the filing system, and entering documentation from Stock Transfers. in the inventory software system. Will assist in filling stock transfer requisitions and delivering them to the end user and will maintain the stockroom in an orderly manner. May assist as courier within clinic sites and other agencies as necessary. Purchasing Clerk may assist in various projects in the Purchasing department and may perform other. duties as required to achieve organizational goals and program objectives.

### **Sales**

**WORKINTEXAS Job Posting # 14914697**

**Salary: Discussed at time to Interview**

Greeting customers as they walk into establishment. Assisting customers with their needs helping to find the right sizes and colors of uniforms. Organizing and stocking merchandise on the floor. Keeping all areas clean and organized at all times. Assisting with answering phones and assisting customers with placing orders.

### **Housekeeper**

**WORKINTEXAS Job Posting # 14914576**

**Salary: \$7.25/HR**

Cleans hotel rooms according to franchise standards and within required timeframes to include but not limited to: making beds; dusting furniture; washing walls, ceiling, and woodwork; sweeping, scrubbing, waxing, and polishing floor; washing windows, door panels, and sills; emptying wastebaskets, and emptying and cleaning ashtrays; cleaning and vacuuming rugs, carpets, upholstered furniture, and draperies; and cleaning bathroom sink, toilet and tubs/showers stalls.

## BROWNSVILLE

### Secretary / Receptionist

**WORKINTEXAS Job Posting # 14914632**

**Salary: \$8.00/HR**

Answering phone calls, taking messages. Taking auto part orders over the phone. Processing shipping orders via UPS or carrier. Must have great customer service and communication skills.

### Adult Daycare Director

**WORKINTEXAS Job Posting # 14900761**

**Salary: Discussed at time to Interview**

Adult Day Care Director creates and directs programs that address the health, psychosocial, and educational needs of older individuals and their caregivers and that provide clients a safe, secure, and positive daily experience. Responsible for recruiting, training, and retention of qualified staff. Adult Day Care Director manages the financial operations for the center including billing, reimbursements, and budgets.

## HARLINGEN

### Business Accounting Specialist

**WORKINTEXAS Job Posting # 14792259**

**Salary: Based on Experience**

Obtain an understanding of the client's business and industry as well as a working knowledge of the client's system cycles and account balances that are within the scope of specifically assigned tasks. Obtain an understanding of the work to be performed and the purpose of the work. Assist with performing substantive and analytical auditing procedures in assigned areas. Assist with preparing working papers which adequately document the tests performed and procedures followed to substantiate conclusions reached. Be alert to the proper and consistent application of accounting principles in performing audit procedures. Assist in the preparation of financial statement and footnotes. Assist with identifying and document control deficiencies or other matters that warrant the attention of senior auditor. Assist with clients' accounting and bookkeeping.

### Office Clerk

**WORKINTEXAS Job Posting # 14724007**

**Salary: Based on Experience**

Organizes, sorts and maintains documentation in patient files in a timely manner. Ensures accurate entry, access and retrieval of data base information. Provides clerical support which may include preparation of admission, orientation and new hire packets, data entry, special projects, filing and copying. Enters patient information in order to generate schedules and regulates forms. Assists with communications which may include phone systems, memos, answer incoming calls, documents and disseminates appropriate messages. Performs special projects and other duties as requested. Helps translating for therapists and parents. Provides computer support and data entry as needed. May assist with the billing and filing procedures. Provide the agency philosophy and mission statement by presenting a positive image to patient/ families, physicians and community agencies.

## HARLINGEN

### Service Technician

**WORKINTEXAS Job Posting # 14325823**

**Salary: Based on Experience**

Will clean, deliver and pick up portable toilets. Some forms of setting up and taking down temporary fence and any other jobs associated with the rental of construction equipment.

### Plumber

**WORKINTEXAS Job Posting # 14912895**

**Salary: \$15.00/HR - \$23.00/HR**

Reading and interpreting blueprints to assess or plan plumbing installations and layouts. Installing, maintaining and repairing plumbing systems and fixtures. Fitting and repairing various household appliances. Cutting, welding and assembling pipes, tubes, fittings, and fixtures. Inspecting and testing plumbing systems for safety, functionality, and code compliance. Handling customer queries and responding to callouts. Troubleshooting and resolving problems. Preparing cost estimates.

### Journeyman Electrician

**WORKINTEXAS Job Posting # 14658067**

**Salary: Based on Experience**

Responsible for the installation, maintenance, and repair of a variety of Waterworks electrical equipment, camera, and telephone systems including power wiring, control wiring, conduit installation, and construction of control panel. Work is generally performed under direct supervision though independent judgment must often be exercised; however, work is evaluated through observation by the Outside Operations Superintendent and/or outside operations assistant and reviewed according to the overall efficiency of the end product and performance. Courtesy, tact and diplomacy are required in dealing with contractors, co-workers, and public.

## LA FERIA

### Assistant Manager

**WORKINTEXAS Job Posting # 14914718**

**Salary: Based on Experience**

Opening and closing the restaurant. Appointing, inducting, and mentoring new staff members. Scheduling shifts and assigning tables to waitstaff. Resolving customers' questions and grievances in a professional manner. Conducting payroll activities in an accurate, timely manner. Ensuring that the restaurant adheres to pertinent health and safety regulations. Purchasing new ingredients, kitchen utensils, and equipment as stock is damaged or depleted. Sourcing better deals on all resources and equipment that warrant replacing or replenishing. Recording all income and expenses and ensuring that cash registers are balanced.

## LA FERIA

### **Delivery Driver-CDL**

**WORKINTEXAS Job Posting # 14841962**

**Salary: Based on Experience**

Inspect truck/trailer for defects for safe operation. Safely load building materials onto flatbed or boom truck and unload products at commercial and residential job sites. Deliver materials to assigned area as directed by the customer while prioritizing personal safety and the safety of those around you. Maintain records required for compliance with State and Federal regulations. Must report all accidents involving driver or company equipment. Stamina to lift heavy building materials up to 100+ lbs. for load/unload. Excellent customer service skills and professional attitude.

### **Mechanic**

**WORKINTEXAS Job Posting # 14245057**

**Salary: \$10.00/HR - \$15.00/HR**

Diagnose, adjust, repair, or overhaul trucks, or maintain and repair any type of diesel engines. Includes mechanics working primarily with automobile or marine diesel engines.

### **LVN-Field Nurse RGV**

**WORKINTEXAS Job Posting # 14418191**

**Salary: \$26.00/HR - \$31.00/HR**

Care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.

### **Night Driver**

**WORKINTEXAS Job Posting # 14452848**

**Salary: Based on Experience**

Investigate and track the known locations of cars out for repossession. Secure motor vehicles to be repossessed. Tow repossessed vehicles to the appropriate company yard. Ability to act in a discreet manner. Previous experience in driving a tow truck is important. Must have a good driving record.

## LOS FRESNOS

### **Part Time Psychiatrist**

**WORKINTEXAS Job Posting # 14781705**

**Salary: Based on Experience**

Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting. May be expected to respond to and or coordinate response to medical emergencies. Prescribes and monitors psychiatric medication treatment services including monitoring the side effects of medication and/or adverse reactions.

## LOS FRESNOS

### **Home Attendant**

**WORKINTEXAS Job Posting # 14798102**

**Salary: \$10.00/HR**

Help patients with personal hygiene, dressing, bathing, and other daily tasks. Perform basic health care services for patients including checking vital signs or administering prescription medication. Help with general light housekeeping. Make transportation arrangements as needed. Work with a nurse, personal care aide, a CNA, nurse aide, nursing assistant, and other caregivers and in-home care professionals. Observe and report on patient condition. Keep up with in-service training.

### **Caregiver Teacher**

**WORKINTEXAS Job Posting # 14924735**

**Salary: Based on Experience**

Supervise and monitor the safety of children in their care. Prepare meals and organize mealtimes and snacks for children. Help children keep good hygiene. Some experience is required. (Experience in a childcare facility not babysitting) An applicant should be willing and able to work with young children in all capacity (feeding, cleaning, playing, etc.). Children ages 6 weeks to 12 years of age. Will also be assisting older after school children with homework assignments when necessary. Maintains visual supervision of children at all time, paying particular attention to playground and facility safety. Assures that the classroom is left in a clean, orderly condition for the following day.

### **Cook**

**WORKINTEXAS Job Posting # 14924745**

**Salary: Based on Experience**

Preparing and assembling ingredients for menu items. Preparing high-quality meals and food items according to company recipes. Storing excess food at the correct temperature in order to avoid spoilage. Ensuring that food portions and food presentation meet company standards. Monitoring supplies and re-ordering stock as needed. Ensuring that cooking utensils are clean before each use. Cleaning and sterilizing food preparation areas. Assisting other cooks to ensure that food orders are completed in a timely manner. Efficiently resolving problems with customers' orders. Ensuring that food health and safety regulations are followed.

### **Detention Officer**

**WORKINTEXAS Job Posting # 14890119**

**Salary: Based on Experience**

Conducts or performs numerous detainee security duties, including but not limited to: head counts, searches, sample taking and handling, completing logbooks, reports, and other documents, and patrolling perimeter and various areas of the facility. Assist in the processing of detainees being admitted to or discharged from the facility. Immediately reports any incident or issue relative to assigned post. Provide supervision, care, custody, and control of detainees. Provide escort to detainees moving about the facility. Officers must work overtime if required.

**PORT ISABEL**

**Security Officer**

**WORKINTEXAS Job Posting # 14717908**

**Salary: \$8.50/HR**

Installing security systems and controls. Inspecting and patrolling premises regularly. Monitoring surveillance cameras and reporting suspicious behavior. Communicating with law enforcement, fire departments, and emergency medical personnel. Monitoring public access and ensuring the security of all personnel and visitors. Responding to alarms and analyzing security footage. Investigating suspicious behavior, incidents, and security breaches. Apprehending trespassers and perpetrators. Maintaining an activity log and preparing surveillance reports. Adhering to company policies and legal regulations.

**Home Health Care Provider**

**WORKINTEXAS Job Posting # 14733903**

**Salary: \$9.50/HR - \$10.00/HR**

Help patients with personal hygiene, dressing, bathing, and other daily tasks. Perform basic health care services for patients including checking vital signs or administering prescription medication. Help with general light housekeeping. Make transportation arrangements as needed. Work with a nurse, personal care aide, a CNA, nurse aide, nursing assistant, and other caregivers and in-home care professionals. Observe and report on patient condition. Keep up with in-service training.

**Gate Security Guard**

**WORKINTEXAS Job Posting # 14812849**

**Salary: Discussed at time to Interview**

Installing security systems and controls. Inspecting and patrolling premises regularly. Monitoring surveillance cameras and reporting suspicious behavior. Communicating with law enforcement, fire departments, and emergency medical personnel. Monitoring public access and ensuring the security of all personnel and visitors. Responding to alarms and analyzing security footage. Investigating suspicious behavior, incidents, and security breaches. Apprehending trespassers and perpetrators. Maintaining an activity log and preparing surveillance reports. Adhering to company policies and legal regulations.

**Cashier**

**WORKINTEXAS Job Posting # 14545622**

**Salary: Based on Experience**

Serve customers of fast food restaurant: Receive customer order and depress keys of automated cash register to simultaneously record order and compute bill. Select requested food items from serving or storage areas and assemble items on serving tray or in takeout bag. Notify kitchen personnel of shortages or special orders. Serve cold drinks, using drink-dispensing machine, or frozen milk drinks or desserts, using milkshake or frozen custard machine. Make and serves hot beverages. Receive payment, process card transactions, and give change. Assist with minor duties to prepare food. Maintain restaurant dining area in clean & orderly manner.

**PORT ISABEL**

**Assistant Manager**

**WORKINTEXAS Job Posting # 14459314**

**Salary: Discussed at time to Interview**

Monitors and ensures prompt, friendly, and courteous customer service. Monitors and ensures all Church's menu products are prepared and served according to standard procedures. Ensures that prepared job assignments and activities are carried out by Team Members. Assists Team Members as necessary to prepare quality products, provide service, and maintain a clean restaurant. Demonstrates proper procedures for Team Members to follow. Ensures that safety and security policies and procedures are enforced. Monitors and performs opening and closing duties as required on the Shift Awareness Checklists. Follows and ensures the use of proper product procedures for preparation of all menu items. Follows procedures for receiving, handling, and storage of food products. Follows proper rotation and icing procedures. Maintains professional and ethical leadership behaviors at all times. Ensures on-time attendance by each employee for shift. Performs other duties as assigned.

**SAN BENITO**

**Diesel Mechanic**

**WORKINTEXAS Job Posting # 14902008**

**Salary: Based on Experience**

Running diagnostic tests on vehicles. Analyzing diagnostic test results. Replacing vehicle engines, steering mechanisms, transmissions and braking systems. Checking vehicle lighting systems. Test-driving vehicles to gauge performance. Performing preventative maintenance on service trucks. Maintaining detailed records of serviced vehicles. Adhering to an inspection procedure checklist. Maintaining a parts inventory. Ensuring the cleanliness of the shop.

**Restaurant Manager**

**WORKINTEXAS Job Posting # 14914581**

**Salary: Based on Experience**

Hire and train staff members. Ensure that health and safety protocols are adhered to. Keep a meticulous record of income and expenses. Order ingredients in the correct quantities for the kitchen staff. Communicate with customers to receive feedback and manage complaints. Open and close the restaurant on time.

**Entry Level Clerk**

**WORKINTEXAS Job Posting # 14928680**

**Salary: Based on Experience**

Receiving and transferring calls. Assisting taxpayers. Communicating with general public. Data Entry process ownership changes. Other clerical duties as assigned. Must be able to work extra hours when needed. Work in a fast-paced environment. Highly motivated. Customer service oriented. Strong communication skills. PC software knowledgeable (i.e. Microsoft Office).

## SAN BENITO

### Home Meal Deliverer

**WORKINTEXAS Job Posting # 14679300**

**Salary: \$8.01/an hour**

Drives own vehicle or company vehicle to deliver prepared meals to homebound elderly. Examines filled trays for completeness and ensures food is delivered in conformance with standards. Listens to and reports client complaints to supervisor; reports abnormal conditions observed at clients' homes. Records information and completed reports. Ensures all delivery equipment is in good condition and is responsible for the sanitation on a daily basis. Ensures the prepared meal plate is delivered to homebound elderly in hand and/or face to face at all times. Other duties may be assigned.

### Youth Care Worker - 1st Shift

**WORKINTEXAS Job Posting # 14773340**

**Salary: Based on Experience**

Provides direct supervision of children in care and maintain line-of-sight at all times. Provides oversight during recreation, mealtime, relaxing time, and play. Use of manual dexterity, tactile, visual, and audio acuity. Ability to read, write and converse in English and Spanish. Ability to remain calm and composed under stress. Must be able to supervise clients indoors and outdoors throughout the entire duration of their shift period, which lasts 8 hours or more on a typical shift. Must be able to stand, bend, or stoop for the entire duration of the shift. Interacts with children in an appropriate manner, including playing games or during recreational time. Provides reports to manager regarding children's needs, activities and documentation of time/location.

## SOUTH PADRE ISLAND

### Busser / Dishwasher

**WORKINTEXAS Job Posting # 14555249**

**Salary: Discussed at time to Interview**

Busser / Dishwasher - Clean dishes, kitchen, food preparation equipment, or utensils. Wash dishes, glassware, flatware, pots, or pans, using dishwashers or by hand. Maintain kitchen work areas, equipment, or utensils in clean and orderly condition.

### Cooks and Kitchen Staff

**WORKINTEXAS Job Posting # 14597422**

**Salary: Discussed at time to Interview**

Maintain sanitation, health, and safety standards in work areas. Clean food preparation areas, cooking surfaces. Verify that prepared food meets requirements for quality and quantity. Operate large-volume cooking equipment such as grills, deep-fat fryers, or griddles. Read food order slips or receive verbal instructions as to food required by patron and prepare and cook food according to instructions. Clean, stock, and restock workstations and display cases.

## SOUTH PADRE ISLAND

### **Condominium Maintenance Worker**

**WORKINTEXAS Job Posting # 14718980**

**Salary: Discussed at time to Interview**

Pool Cleaning. Removing trash from property. Pressure washing building/ pool/ some common areas  
Mowing lawn once a week. light carpentry and plumbing. some light electrical work, replacing light fixtures, bulbs...etc. Cleaning office, public bathrooms. Trimming landscaping, shrubs, palms...etc. Painting parts of building. Repairing wood floors, wood stairs...etc. Heavy lifting required.

### **Servers**

**WORKINTEXAS Job Posting # 1455254**

**Salary: Discussed at time to Interview**

Servers- Restaurant servers ensure that patrons have an enjoyable dining experience by providing quality customer service. Servers work in the front of the business taking orders, serving food and drinks, and removing dinnerware from the table in a timely manner.

### **Store Associate**

**WORKINTEXAS Job Posting # 14582803**

**Salary: Discussed at time to Interview**

Welcomes customers by greeting them; offering them assistance. Directs customers by escorting them to racks and counters; suggesting items. Advises customers by providing information on products. Helps customer make selections by building customer confidence; offering suggestions and opinions. Processes payments by totaling purchases; processing checks, cash, and store or other credit cards. Keeps clientele informed by notifying them of preferred customer sales and future merchandise of potential interest. Contributes to team effort by accomplishing related results as needed.