HELP WANTED

HOME HEALTH & HOSPICE CLERK Morrow County Health District is seeking a skilled office professional for a full-time position in the

Home Health and Hospice Office in downtown Heppner. Flexible schedule will allow for family activities whenever possible. Must be proficient in Microsoft Word and Excel and have excellent customer service skills. Medical Office experience preferred. Looking for highly organized, detail oriented individual who can work

independently and use various software programs, Medicare billing, prepare deposits and payments and a variety of other duties. Will train the right candidate with excellent office experience. Salary range \$18.29 - \$20.23/hr DOQ and excellent benefits. Full job description, Application and Benefits List are available at www.morrowcountyhealthdistrict. org and in person at the

Home Health and Hospice

Office, Main St., Heppner,

and at Pioneer Memorial

ment background check

and drug screen required.

Pre-employ-



DAY CARE

Hospital.

EEOE.

12-15-4c

Do you love to cook? Interested in helping provide nutritional meals to children? Heppner Day Care, Inc. has an immediate opening for a Part Time Cook! 20- 30 hours a week; \$15 per hour

Job Goal: To prepare USDA appropriate meals and help support a positive & engaging learning environment.

Cook Essential Duties & Responsibilities:

- Prepare CACFP creditable meals according to HDC monthly menus, utilizing CACFP recipes and other HDC approved recipes. Meals include Breakfast, Lunch, and Snack.
- Maintain appropriate records, including but not limited to: receipt tracking and meal tracking.
- Help to plan monthly menus, utilizing seasonal and local food when avail-
- Maintain a clean and or-
- derly kitchen
- Ensure proper handling and storage of food and supplies
- Clean and sanitize dishes/ tableware, pot, pans, etc. in a timely manner
- Support Teacher in providing classroom nutritional activities • Maintain positive re-
- lationships with parents/ caregivers, ensuring to greet them as they enter the building
- Follow and implement Heppner Day Care, Inc. Center's Policies
- Support positive, social mealtimes
- Ensure Center complies with State Licensing requirements
- Maintains confidential-
- Attend staff meetings and trainings as required, including but not limited to trainings required by state licensing (ORO)
- Other duties as required Education Requirements:
- High School Diploma • ECE credits or CDA preferable
- Experiences and Skills
- Have (or obtain within 30 days of hire) CPR and
- First Aid • Have a Food Handler's
- Card • Enrollment (or ability to enroll) in Central Background Registry

• Desire to work with chil-

dren and their families Ability to keep accurate

• Communicate effectively with staff, children, fam- Buying a home in a For ilies, and the public on the Sale By Owner can be phone, face-to-face, and in complicated. I would like group settings

- Ability to occasionally lift 50 pounds
- Ability to easily get down to children's level, including squatting/bending, and up and down off the floor 11-17-8c

UTILITY WORKER

The City of Heppner Public Works is seeking a Utility Worker. The employee would be able to operate light to heavy equipment and some physical labor. This is a full time position and the employee will be expected to work overtime with additional pay as needed, to handle emergencies and to be on call. The position pay is depending on certifications held, qualifications and possession of a CDL. Benefits worth up to \$16,000 per year with annual wage increases included. Applicants must be at least 18 years of age, possess a valid Oregon driver's license and have the ability to obtain a CDL within 6 months of being hired.

Prospective employees are required to send a resume to the City of Heppner. A complete job description is available at Heppner City Hall or on our website at cityofheppner.org. Recruitment is opened until filled. EOE

Please submit inquiries and resumes to City of Heppner, PO Box 756, Heppner, OR 97836. Phone: 541-676-9618 or email to heppner@cityofheppner.org. 9-22-tfn

REAL ESTATE **BUYER AGENT**

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ESTATE to help you through all the details involved in the purchase. I can handle Negotiations, Sales Contract Preparation, Inspections, Sale Contingency Protections, Setting up Escrow, Working with your Lender etc. My Buyer's Agent Services can help you through the entire process of purchasing your new home, land, or other property. Call me. I can also work as a Seller's Agent on the sale of your property. Contact me for a no obligation price quote for my services.

David Sykes Sykes Real Estate Licensed Oregon Principal Broker 541-980-6674 Cell (call or text) 541-676-9228 Office david@rapidserve.net 188 W. Willow St Heppner, OR 97836 Broker license: 990400057 Real Estate Business li-

PROPERTY WANTED

cense: 201106044



I have buyers looking for homes, land and building lots in the Heppner, Lexington and Ione area. Good time to sell! Call, text or email me. David Sykes Sykes Real Estate 541-980-6674 - cell 541-676-9228 - office Heppner, OR david@rapidserve.net 10-21-tfn

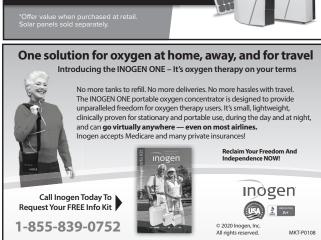
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Mon-Thurs: 8am-11pm, Fri-Sat: 8am-5pm, Sun: 2pm-8pm EST | Promo Number: 285 ose who qualify. One coupon per household. No obligation estimate valid for 1 year. **Offer valid at time of estimat consumer reporting agency conducted a 16 month outdoor test of guiter guards in 2010 and recognized Leafflit ordessionally installed gutere guard system in America." Manufactured in Plainwell, Michigan and processed at LMT N



CALL TODAY - For \$100 Gift Card Promo Code: DISH100

1-866-373-9175 Offer ends 4/13/22.

SYKES REAL **ESTATE**

Owner/Broker David Sykes 188 W. Willow P.O. Box 337 Heppner, OR 97836 david@sykesrealestate.net

541-980-6674



bedroom and bath downstairs. The workshop has a cold storage room for the hunter and a great workspace. Renters are currently in the process of moving out.

535 ELDER ST Heppner



the woodworked dining room and open kitchen with island, this 4 bedroom 3 bath home is a unique find. The large living room is overlooked by a balcony upstairs where three of the bedrooms are located. Master bedroom is on the main floor with bath and walk-in closet. Skylights give natural light to the interior. Home includes a two car garage and basement for storage along with a big utility room. Call for an appointment to see this!

195 N GALE ST Heppner



New Two -3 bedroom 2 bath 1,270 sq ft duplexes (four total units) in Heppner, Oregon. Each unit rented for \$1150 per month. Will make a great investment. Strong rental market has given these two duplexes an almost 100% oc cupancy rate with a cap rate of 5.44 and a gross rent multiplier of 12.07. Renters pay own water and sewer. Quality construction. P&Ls reports available. Call me for details 515 E COWINS ST Heppner



Brand new two unit duplex. Two total units with 3 bedrooms 2 baths in each unit. Located in lone, Oregon. Each unit rented for \$1150 per month. Will make a great investment. Strong rental market has given this duplex an almost 100% occupancy rate. Live in one and rent out the other one. DELBERT ST lone



it is. From the light airy kitchen, to the comfortable living room this three bedroom home would be perfect for your family. Has a fenced yard for the kids and pets, and a patio for those summer-evening barbeques with friends and family. You'll like the nice sized laundry room with lots of storage, and the master bedroom has a walk-in closet. And as an added bonus - this property is not in the flood zone. Call me today for a showing! 340 E HILL ST Heppner

Buyer Agent Services

Buying a home in a For Sale By Owner can be complicated. I would like to help you through all the details involved in the purchase. I can handle Negotiations, Sales Contract Preparation, Inspections, Sale Contingency Protections, Setting up Escrow, Working with your Lender etc.

My Buyer's Agent Services can help you through the entire process of purchasing your new home, land, or other property. Call me. can also work as a Seller's Agent on the sale of your property. Contact me for a no obligation price quote for my services.

David Sykes • Sykes Real Estate

Licensed Oregon Principal Broker 541-980-6674 Cell (call or text) • 541-676-9228 Office david@rapidserve.net 188 W. Willow St · Heppner, OR 97836

Broker license: 990400057 • Real Estate Business license: 201106044

I Have Buyers Looking!

I have buyers looking for homes in the Heppner, Lexington and Ione area. Now is the time to sell! Call, text or email me.



This is a fixer upper in Lexington being sold as is. Call for a tour and see what the condition is. Will be a cash sale bwith conveyance via Special Warranty Deed.

150 EAST ST Lexington



Cute little two bedroom one bath home on a quiet street in Heppner. Has been completely redone and is in good condition. Will make a good home or a rental unit. Stove and refrigerator included so it is ready to move in to. As a bonus it comes with a .11 ac city lot next door.

340 E AIKEN ST Heppner



Information deemed correct







HAPPY NEW YEAR

THE HEPPNER GAZETTE-TIMES

SYKES BROTHERS PRINTING



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MONDAYS 5:00 P.M.