

Welcome  
to the

Elmer Winter Career Center  
Located in Metcalfe Park  
Ph: 414-874-3750

Sponsored by:

ELMER & NANNETTE WINTER FAMILY FOUNDATION, INC.  
P.O. Box 2053, Milwaukee, WI 53201

September, 2006

Dear Friend:

We invite you to use the free services of the [Elmer Winter Career Center](#). This is a referral service designed to help you meet your employment needs. Our staff is well prepared to meet your requirements for employees to work in your office, factory, warehouse, delivery department or in special institutions.

The persons that our [Career Center](#) will send to you will be primarily residents of Metcalfe Park and surrounding areas in Milwaukee. We will prescreen applicants in a professional way and provide a certain amount of soft skills training before assignment. Our job is to save you time in reviewing the many applications you receive. We will make selections to meet your needs through our screening and indoctrination process.

May we introduce ourselves to you: I was the co-founder and served as president of Manpower for 28 years until my retirement. During the time of my presidency, I had occasion to help build an international organization which today has 4,300 offices in 68 countries. I have served on numerous committees sponsoring job development ... committees that were organized by President Johnson and President Nixon. I served as the Chairman of the Milwaukee Volunteer Equal Opportunity Council. I retired in 1976 from Manpower and have spent my time since then in assisting nonprofit organizations.

I tell you this so that you will understand my background in sponsoring the [Elmer Winter Career Center](#).

Turning for a moment to the Elmer & Nannette Winter Family Foundation, Inc. (parent of the [Elmer Winter Career Center](#)), we have been active in numerous ways ... both on a local and a national basis ... particularly in the areas of job training and job placement. You will be interested in knowing that the Elmer & Nannette Winter Family Foundation, Inc., has recently completed a program of refurbishing 1000 computers which have been provided to us by Milwaukee companies and then turned over to Milwaukee Central City High Schools.

It is also the purpose of the [Elmer Winter Career Center](#) to improve the quality of life of those persons who live in the Metcalfe Park area through job placement. We believe that by providing jobs we will be improving the quality of employees who will be called upon to work in our Milwaukee companies in the future.

We operate our [Elmer Winter Career Center](#) at the Fitzsimonds Boys & Girls Club located at 3400 West North Avenue, Milwaukee, WI; telephone 414-874-3750.

We are open to assist you now. Here are some of the jobs that the [Elmer Winter Career Center](#) is prepared to fill:

Assembly Worker  
Child Care Worker  
Construction Worker  
Electronic Assembler  
Fork Lift Operator  
Garage Attendant

Food Store:

*Check-out Clerk*  
*Carry-out Clerk*  
*Meat Cutter*  
*Stock Clerk*

Office:

*Administrative Assistant*  
*Clerical Worker*  
*Data Entry Clerk*  
*Data Typist*

Automotive Worker  
Delivery Worker  
Elderly Care Worker  
Factory Assembly Worker  
Gas Station Attendant  
Lawn Cutter

Hotel:

*Baker*  
*Bartender*  
*Bellhop*  
*Dishwasher*  
*Office Worker*  
*Porter*  
*Waiter/Waitress*

Restaurant:

*Baker*

Appliance Repairer

Bank:

*Credit Clerk*  
*File Clerk*  
*Teller*

Gardener

Mail Clerk

Maintenance Worker

Messenger

Material Handler

Printing Company:

*Bindery Worker*  
*Folding Machine*  
*Photocopy Machine*  
*Press Operator*  
*Repair Worker*

*File Clerk*  
*Payroll Clerk*  
*Receptionist*  
*Records Clerk*  
Telephone Sales Clerk  
Truck Driver Helper  
Warehouse Worker

*Carhop*  
*Checkroom Attendant*  
*Cook/Kitchen Helper*  
*Counter Worker*  
*Dishwasher*  
*Hostess*

*Wrapper*  
Route Driver  
Security Guard  
Set-up Worker  
Small Engine Repairer  
Telephone Operator  
Yard Worker

Let me answer some of the questions that you might have relating to the services which the **Elmer Winter Career Center** is prepared to provide to you:

**Question: Why should we utilize the services of the Elmer Winter Career Center?**

Answer: I think you will agree that there are a large number of resumes submitted to you by residents of the Metcalfe area and others living on the northwest side of Milwaukee who are seeking employment with you. Many of these resumes will come to you via Internet.

By using the facilities of the **Center** (free), you will be receiving a service that will save you time and money as we will analyze resumes and make proper selections of the best applicants to do the jobs that you might have.

**Q: What will be the relationship of the persons whom the Center refers to us?**

A: You will be the employer of the persons referred to you by the **Center** and employed by you. There is no charge for this service. The applicants that the **Center** sends to you for your approval will not pay any charge. You will be responsible for wages, insurance, etc., in the same manner that you are for your other employees.

**Q: What is the skill level of the persons who are available to us through the Center?**

A: You will have the opportunity to describe the skill level needed to the interviewer at the **Center**. It will then be the responsibility of the **Center** to make the very best selections for you consistent with your requests.

**Q: Will we have the opportunity to make an employment decision after we contact the Center and make a request for a referral?**

A: Yes, you at all times, as the potential employer, will make the final employment decisions. If, during the course of employment of a person referred by the **Center**, you are not satisfied with the work performed, you have the privilege of terminating the employment. We would ask that you give the **Center** the opportunity to replace such person.

**Q: How is the pay to be determined for the persons whom we employ who have been referred to us by the Center?**

A: You will make the decision and pay the employees referred to you according to your standards. You will, of course, be subjected to minimum wage legal requirements.

**Q: What training does the Center provide to the persons who are referred to us?**

A: Basically, the job training needed will be provided by your company. However, prior to our referring candidates to you, we will place the persons referred into a brief soft skills training program which will give applicants a better understanding of what an employer requires of its employees.

**Q: Who provides the insurance covering persons referred to us?**

A: Since you are the employer, you will provide the same insurance to the persons the **Center** refers to you that you provide to your other employees.

**Q: Who pays the people the Center refers to us?**

A: Since you are the employer, all salary payments with appropriate deductions will be made by you.

**Q: What hours will the persons, referred by the Center to us and hired by us, work for us?**

A: You will set the hours in accordance with your policies and in accordance with the availability of the persons referred to you.

**Q: What if we conclude that the persons who the Center refers to us are not working out satisfactorily after we hire them?**

A: It is your decision as to whether you wish to continue or discontinue the employment of any persons who are referred to you by the **Center**.

**Q: Will there be any follow-up by the Center after we employ persons referred to us?**

A: Yes, we contact the persons whom the **Center** refers to you shortly after hire to assist them in resolving any employment problems that confront them. We want them to fit in well with the other employees in your company, as well as with the management and policies of your company.

**Q: Are there any special words of advice that the Center would like to share with us if we hire persons referred to us?**

A: Yes. We do ask that you assist us in making the best possible employment assignment to those whom you hire through the **Center**. You will be providing an important service if you assign a buddy to our referrals so that they can get a good understanding of what is required in working for you. May we suggest that a little effort on your part will go a long way in paving the way for our referrals to have a future life effectively working for private companies.

**Q: Are we required to pay the Center for services rendered?**

A: No, neither you nor the persons who the **Center** refers to you will be subjected to any charges. This is a voluntary service freely offered through the **Elmer Winter Career Center**.

Thank you for your assistance. We appreciate the opportunity to work with you. May I suggest that you call Yolanda Collier, our Director, at 414-874-3750 and discuss your job needs so you can hopefully place a job order.

*Elmer*

Elmer L. Winter, Co-founder and Past President, Manpower  
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