

Yates County Job Leads November 6th, 2017

AUTOMOTIVE/DRIVERS

Motor Route Carrier (Penn Yan, NY)

- Motor Route Carrier needed for Penn Yan area to deliver the Chronicle Ad-Viser on Saturday or Sunday. Must have a good car and valid NYS driver's license. Must be dependable and reliable. Call Bob at 315-536-4422. Chronicle Express 10/18/17

Rural Carrier (Branchport, NY)

- Rural Carrier needed in Branchport to deliver the Chronicle Ad-Viser on Saturday or Sunday. Must have a good car and valid NYS driver's license. Must be dependable and reliable. Ideal for retirees. Call Bob at 315-536-4422.

Chronicle Express 10/18/17

Automotive Service Advisor (Geneva, NY)

- Geneva Foreign & Sports is growing and in need of a Service Advisor! We're a very large Independent shop that is family owned and operated since 1972! Extremely busy and fast pace. Would like Automotive experience but not necessary for the right candidate. Currently running Mitchell Management. Pay based off experience. Paid holiday, time off, health care, and retirement all available. Please call Jay @ 315-521-3507. Craigslist post ID: 6362722168 10/27/17

Truck Driver (Middlesex, NY)

- You're treated with respect as a driver for Dudley Poultry because you earn that respect. We're a small company and don't pay your boss to micromanage you. No desk job for you. With freedom on the road driving a \$100,000 truck comes good common sense expected on the job. That job includes deliveries of chicken, beef, pork, and other products to Upstate NY restaurants, grocery stores and businesses. You'll learn a few of our routes and be assigned the same truck most days. Customers become friends as they see you every week. Most of our drivers have been here for many years so we're looking for someone who fits in the group we're already so proud of. We have a nice fleet of Internationals and Kenworth's, all 18' straight box refrigerated trucks, manual transmissions. Routes start at different times of the day but you can roughly expect to leave Middlesex, NY by 6 or 7 am and get back between 4-7. You'll work more overtime in summer than in winter as that's when we're busiest (think chicken BBQ's). It's a full time, year-round position so you aren't going to starve during the winter. \$15.00 per hour. Nothing overnight. You'll be home evenings. Paid vacation, personal days, profit sharing, life insurance and employee discounts on all the food we sell...now that's a savings on the grocery bill! Chicken, steak, pork chops, ham, mozzarella sticks, chicken tenders, pizza logs, oh boy! Hundreds of products all pennies over cost for Dudley Poultry employees only! Got your CDL? Interested? Reply or give us a call. Craigslist post ID: 6338871907 10/9/17

Driver Helper (Dundee, NY)

- UPS is hiring individuals to work as temporary, seasonal Driver Helpers. This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. It requires excellent customer contact skills and a lot of walking. As a Driver Helper, you will not drive the delivery vehicle but assist the driver in the delivery of packages. Driver Helpers usually meet the UPS driver at a mutually agreed upon time and location each weekday (Monday through Friday) and typically do not work on weekends or selected holidays. Hours vary but usually begin after 8:00 a.m. and end before 8:00 p.m. Driver Helpers must comply with UPS appearance guidelines. Driver Helper seasonal opportunities are typically between the Thanksgiving and Christmas holiday time period. Apply at <https://my.jobs/f5ea67af21f544b5a57250ec71324c29161> OSOS 11/6/17

CUSTOMER SERVICE/SALES

Customer Service Attendant (Geneva, NY)

- Auto Wash in Geneva is looking for motivated individuals that like to work outdoors to fill a full-time or part-time position as a customer service attendant. Please apply online at www.AutoWashCarWash.com or in person, ask for Andy.

Craigslist post ID: 6348304245 10/16/17

Sales Associate (Penn Yan, NY)

- Dollar General is looking to hire a Sales Associate. The Sales Associate will act as the point of contact for customers, assist in setting and maintaining plan-o-grams and programs, stock merchandise adequately, and perform other duties as necessary to maximize profitability, customer satisfaction, and teamwork while protecting company assets. To see a list of essential functions and qualifications and to apply visit <https://retail-dollargeneral.icims.com/jobs/85782/sales-associate-in-penn-yan%2c-ny/job?hub=12>

OSOS 10/2/17

EDUCATION/SCHOOLS

Coaching Positions (Penn Yan, NY)

- Send letter of interest to Tobin Tansey, Director of Athletics, Penn Yan Academy, 305 Court Street, Penn Yan NY 14527. Must meet NYS NFHS coaching requirements. For more information, call 315-536-4408, ext 4005. Modified Boys Basketball, Modified Wrestling, JV Cheerleading, Modified Girls Basketball, JV Wrestling.

Chronicle Express 10/11/17

Multiple Positions- Keuka College (Keuka Park, NY)

- Keuka College has many openings, both faculty and staff & admin. To see these openings, visit https://keuka.peopleadmin.com/postings/search?utf8=%E2%9C%93&query=&query_v0_posted_at_date=&481%5B%5D=2&commit=Search

Workforce Development 11/6/17

HEALTHCARE/HUMAN SERVICE

Full or Part Time CNA (Penn Yan, NY)

- The Penn Yan Manor Nursing Home is hiring Full or Part Time Evening Shift CNAs. Paid vacation and personal time, shift differential, paid holidays, employer matching 401k and life insurance, dental insurance and health insurance, tuition assistance, recognition bonus, competitive pay. Please send resume and/or application to: 655 N. Liberty St., Penn Yan, NY 14527, fill out an application at the business office or print application from the website: pennyanmanor.com.

Chronicle Express 10/18/17

Certified PCA or HHA (Montour Falls, NY)

- Certified PCA or HHA- FT position available, assisting residents with personal care needs. All services provided in one location, no travel or heavy lifting required. Please send resume or apply at The Falls Home, 117 Schuyler St., Montour Falls. \$1000 sign on bonus.

Dundee Observer 10/11/17

LPN (Montour Falls, NY)

- FT positions available. Supervisory and medication experience preferred but not required. Please send resume or apply at The Falls Home, 117 Schuyler St., Montour Falls. \$1000 sign-on bonus. Offering new wage rate for LPN's.

Dundee Observer 10/11/17

Prevention Youth Counselor (Penn Yan, NY)

- The Prevention Youth Counselor will be held primarily responsible for the delivery of school-based and community education and counseling services in an individual or small or large group format, consistent with the program goals of the prevention program and standards of the Council and the NYS OASAS Prevention Guidelines; and for the planning, monitoring, case review, reporting, record documentation, and program and staff development functions in relation to Prevention Youth Services within the respective counties. Minimum Education: Bachelor's Degree in counseling, psychology, social work or education. Experience: Two years' previous experience in either alcohol/chemical dependency treatment or prevention counseling services with youth desirable. Clinical supervision experience and experience with records helpful. Professional Licensure/Certification: C.P.P. a plus. Other: Training in formal and informal prevention counseling theory and methodology, instructional methodology, technical knowledge of drugs and dependency, knowledge

of human growth and development, adolescent psychology, ability to effectively communicate in oral and written form, knowledge of community resources, creativity, initiative, flexibility in style. Knowledge of federal laws of confidentiality. Ability to supervise; knowledge of crisis intervention. Ability to pass all NYS Justice Center background checks.

Craigslist post ID: 6348751425 10/16/17

Direct Support Professional (Geneva, NY)

- Direct Support Professionals: Lochland School is hiring for full time, part time and per diem staff to work with residents to ensure their safety and encourage independence in activities of daily living. Applicants will be required to possess a high school diploma or GED and a valid driver's license. Please contact Julie Chiccino at 315-789-5208, 1065 Lochland Rd., Geneva, or online applications available at our website at www.lochlandinc.org. \$300.00 Sign on Bonus after 6 months of successful employment.

Craigslist post ID: 6338928952 10/9/17

Finger Lakes Health- Multiple Positions (Penn Yan, NY)

- Biomed Tech II
- Clerk/Receptionist
- CNA or Certified Nurse Aide Training Program
- ED Crisis Evaluator
- Food Service- Nutritional Services Aide
- Housekeeping Aide SSH
- LPN Med Long Term Care- Bedside
- Nurse Manager- LTC
- Nursing Assistant/Unit Clerk
- Paramedic/ Critical Care EMT
- Radiology Tech II
- RN Bedside- Med/Surge Acute
- RN Bedside- Unit II

For a more detailed description and to apply for any of the jobs listed above, please visit

https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.categoryList&template=dsp_job_categories.cfm

Workforce Development 11/6/17

Arc of Yates- Multiple Positions (Penn Yan, NY)

- Direct Support Professional (Residential)
- Direct Support Professional (Substitute)
- Speech Language Pathologist/Speech Therapist- Keuka Lake School
- Center for Lifelong Learning Direct Support Professional
- Administrative Assistant to the CEO
- Daycare Aide- Full Time

For more details and to apply for any of the jobs listed above, please visit <http://www.arcofyates.org/Work-With-Us>

Workforce Development 11/6/17

RN (Yates and Schuyler Counties)

- This position is responsible for direct nursing care for home bound patients residing in Yates and/or Schuyler Counties. The RN is responsible for the delivery of patient care. This involves the assessment of patient and family needs, and the development, implementation and evaluation of an appropriate plan of nursing care. This RN may also serve as the case manager, which involves the identification of appropriate services, supervision of home health aide staff and ongoing review and evaluation of the utilization of services. To apply, visit

<https://re12.ultipro.com/EXC1006c/JobBoard/ListJobs.aspx?VT=EXTCan&SVRTRID=19CD2195-403D-4DC4-AC0A-6913EB1EB5F4>

OSOS 11/6/17

Vocational Coordinator- Supportive Services (Penn Yan, NY)

- Implement employment services developed by Office for People with Developmental Disabilities (OPWDD) including but not limited to: Supportive Employment (SEMP) and Community Pre-voc Services. May also be responsible for offering continued support, to develop job/educational opportunities for individuals living with disabilities, HIV/AIDS and/or other chronic illnesses, using a person-centered approach through Managed Care- Home and Community Based Services (HCBS). Supports may include, but are not limited to job coaching, job development, educational support services, and other employment training. Please apply at <https://www.ccsrochester.org/join-our-team/employment-opportunities/11-supportive-services/157-vocpy>

Workforce Development 11/6/17

Direct Support Professional (Penn Yan, NY)

- Catholic Charities Community Services is hiring Direct Support Professionals. The Direct Support Professional will provide support and instruction in activities necessary to promote and maintain independence and self-determination for individuals with intellectual/developmental disabilities receiving services living in a Catholic Charities Community Services residential setting. Qualifications: High school diploma or equivalent, one year practical experience working with individuals with developmental disabilities preferred. Please apply at <https://www.cccsrochester.org/join-our-team/employment-opportunities/9-developmental-disabilities-services/3-dd-dsp-res-py-lyons-sdd12-13> Workforce Development 10/10/17

HOSPITALITY/RESTAURANT

Food Runners & Bussers (Geneva, NY)

- Belhurst Castle, a premier and famous destination in the Finger Lakes is looking to hire the following positions:
 - Food Runners
 - Bussers

Belhurst is offering competitive pay, training and advancement. Interested candidates can expect to work as part of a team and must be dependable! Flexibility required when it comes to working weekend shifts and holidays.

Craigslist post ID: 6348576930 10/16/17

Hostess (Geneva, NY)

- Must have open availability. Sanitation and cleanliness, proper hygiene, team player, preparation. Positive attitude a must. We are a fast-paced restaurant. Established- Aug 2004. We are located on Rt. 5 & 20 across from Hobart & William Smith College Campus. Our menu is located at danastimeoutgeneva.com Please send resume to Dana's Time Out Sports Bar & Restaurant 258 Hamilton St., Geneva NY 14456 (315) 781-2107. Craigslist post ID: 6339225369 10/9/17

Line Cook (Geneva, NY)

- Must have 4 years' experience with Kitchen/ Line Cook/ Catering. Must have open availability. Directly responsible for all kitchen functions including preparation and maintenance of quality standards; sanitation and cleanliness, team player, preparation, plate presentation, portion control. We are a fast-paced restaurant. Established- Aug 2004. We are located on Rt. 5 & 20 across from Hobart & William Smith College Campus. Our menu is located at danastimeout.net. Please send resume to Dana's Time Out Sports Bar & Restaurant 258 Hamilton St., Geneva NY 14456. Craigslist post ID: 6339221431 10/9/17

Server (Geneva, NY)

- Must have 4 years' experience with Serving/ Catering. Must have open availability. Directly responsible for sanitation and cleanliness, team player & service preparation. Positive attitude a must. Must have valid driver's license. We are a fast-paced restaurant. Established- Aug 2004. We are located on Rt. 5 & 20 across from Hobart & William Smith College Campus. Our menu is located at danastimeoutgeneva.com Please send resume to Dana's Time Out Sports Bar & Restaurant 258 Hamilton St., Geneva NY 14456 (315) 781-2107. Craigslist post ID: 6339218508 10/9/17

Café Worker (Penn Yan, NY)

- We are hiring someone for a part time position in a fast-paced environment. You must have great customer service skills and work ethic, some food experience, as well as the ability to multi task and problem solve. Candidate must be available M-F and some Saturdays during our normal hours of operation. Apply at The Flour Shop Café and Bakery, 223 Main St., Penn Yan, NY 14527. Workforce Development 11/6/17

Servers (Penn Yan, NY)

- The Wagner Restaurant is looking for experienced servers. Please stop in to the restaurant to grab an application. Workforce Development 10/10/17

Finger Lakes Premier Properties- Multiple Positions (Penn Yan, NY)

- Sales Agent
- Sales Development Representative
- Administrative Assistant (Real Estate)
- Maintenance Technician

For full descriptions and to apply, please visit <http://flpllake.hrmdirect.com/employment/job-openings.php?search=true&internal=3170&dept=-1&city=-1&state=-1>

Workforce Development 11/6/17

Hampton Inn (Penn Yan, NY)

- Security- part time
- Maintenance- part time

Please stop into the hotel for an application if interested.

Workforce Development 10/19/17

LABOR/AGRICULTURAL

Water and Sewer Maintenance (Penn Yan, NY)

- The Village of Penn Yan is seeking to hire a full time Water and Sewer Maintenance Worker. For more information and to apply, visit <https://mycivilservice.yatescounty.org/joboppps>. Application deadline is November 17th.

Chronicle Express 11/1/17

Facilities Worker (Montour Falls, NY)

- Full time position. Performs duties primarily structural in nature: carpentry, painting and grounds. Must have sufficient mechanical skill to handle on-call duties. Routine boiler procedures. High School Diploma or equivalent required. 3 years experience in construction/painting/finishing/tile setting preferred. Apply at jobs@schuylerhospital.org.

Dundee Observer 10/11/17

Construction Contractor (Penn Yan, NY)

- Keuka Housing Council, Inc. is seeking general construction contractors for a variety of home improvement projects. Minority and women owned contractors are urged to participate. Must be EPA certified, carry liability and workers comp insurance. Call Shawn Blauvelt at 315-536-8707 Ext 5 for more information.

Dundee Observer 10/11/17

Evening Cleaning Position (Geneva, NY)

- Evening Cleaning Position – Geneva. Hours: Monday 8:30pm-10pm, Tuesday 8:30pm - 10pm, Wed. 6pm - 7:30pm, Thursday 8pm - 9:30pm, Friday 5:30pm - 7pm, Saturday 4pm - 5:30pm. Candidate must possess the following: own reliable transportation, cell phone, dependable and responsible, would prefer cleaning experience. Please respond with name and contact number if interested.

Craigslis post ID: 6359462085 10/24/17

Part-time Merchandiser (Penn Yan, NY)

- Are you looking for a company with flexible scheduling to demonstrate your merchandising, customer service and organizational skills? Lawrence Merchandising has a great opportunity for you! Lawrence Merchandising Services (LMS) is a visual merchandising company that services many of the nation's top retailers and brands. As a Part time Merchandiser, you will help ensure client satisfaction by: Signing up to be a contact for us when merchandising services are available in retailers near your home. Check in daily to opt-in on projects as they come available in your area. The amount of projects available depends on your location. Some locations have continuous weekly projects, others will vary. Servicing your local retail stores by completing projects in a timely manner, and always delivering quality. For a full list of job duties or to apply, please visit <https://my.jobs/1fa58433999e40148fe9c22b60a78387161>.

OSOS 10/25/17

Maintenance Technician (Penn Yan, NY)

- Seeking a Part-time Maintenance Technician who will be responsible for the cleanliness and maintenance of the building including grounds and fixtures. Prior maintenance experience preferred. Ability to multi-task, monitor building and grounds to ensure a neat and clean presentation and environment, and effectively communicate with vendors, contractors, and residents. Complete minor or routine painting, plumbing, electrical wiring, carpentry and other related maintenance activities using hand tools. Complete grounds maintenance duties such as mowing, trimming shrubbery, cultivating flower beds along with snow, ice and debris removal. Remove trash and dispose of in designated areas. Emergency on-call duties as required or assigned. May be required to work overtime. May be required to assist at other Conifer locations as needed. PHYSICAL AND MENTAL FUNCTIONING REQUIREMENTS: Ability to function both inside and outside in all types of weather. Medium to heavy work requiring prolonged or repeated standing, walking, climbing, stooping, kneeling, crouching and lifting to a maximum of 100 lbs. on occasion with frequent lifting and carrying up to 50lbs. Good eye/hand coordination essential. Color perception, the ability to differentiate between colors in terms of hue, and the ability to identify a particular color or color combination from memory. Must be able to read. TYPE OF MACHINES, TOOL AND VEHICLES REQUIRED TO BE USED: Hand tools normally used in construction, maintenance and landscaping. Power tools including, circular saw, power drill, bench grinder, string trimmer, hedge trimmer, power floor cleaner, carpet shampoo machine, power drain cleaner, chain saw and key machine, etc. Conifer offers a competitive salary commensurate with experience and excellent benefits.

Conifer Realty LLC is an equal opportunity employer and does not discriminate on the basis of any legally protected status or characteristic. Minority/Female/Sexual Orientation/Gender Identity/Disability/Veteran. For more information and to apply: <https://www.infinityhr.com/extranet/recruiting.aspx?id=0EB4AA97-B72F-4D18-AB99-AA9DF9E78778&src=NYJobs&rqid=7D63A5D7-4DC0-4FA3-BEAF-367A6A12CC35>

OSOS 10/20/17

Cleaner (Penn Yan, NY)

- Pay based on experience. Benefits discussed at interview. Clean drivers license preferred. Contact employer for application and resume. Work independently & with others. Work days as needed, willing to train, duration based on need, flexible shifts. 15+ hours per week. To apply, contact the employer in person, by telephone, or by email: Jan Butler, 2772 State Route 54A, P.O. Box 630, Penn Yan, NY 14527. (315) 536-4733 . jan.connectaserviceinc@gmail.com. OSOS 11/6/17

Laborer (Penn Yan, NY)

- Laborer - landscaping, cleaning, carpenter helper, etc. - Services include - HOME IMPROVEMENTS ADDITIONS - REPAIRS - RENOVATIONS PLUMBING - ELECTRICAL INTERIOR DRYWALL & FINISH WORK INTERIOR & EXTERIOR PAINTING & STAINING PRESSURE WASHING CARPENTRY - REMODELING & NEW CONSTRUCTION NEW & REPLACEMENT WINDOWS PAVERS - PATIOS MASONRY LANDSCAPING - MOWING - WEEDING - MULCHING DOCKS IN & OUT OF WATER - REPAIRS CLEANING/CLEANOUT SERVICES: HOME/COTTAGE/OFFICE CLEANING CARPET CLEANING FLOOR STRIPPING & WAXING WINDOW WASHING PACKING - MOVING GUTTER - CHIMNEY CLEANOUTS YARD CLEANUPS - DEBRIS REMOVAL. To apply, contact Jan Butler, 2772 State Route 54A, P.O. Box 630, Penn Yan, NY 14527. (315) 536-4733. jan.connectaserviceinc@gmail.com OSOS 11/6/17

Cleaner (Penn Yan, NY)

- Sheen & Shine, Inc. a Commercial Janitorial Company located in Rochester, NY is looking for part time cleaners in the Penn Yan, NY area. Must be reliable. Experience helpful but will train. Email resume to don@sheenandshine.com. Workforce Development 10/11/17

OFFICE WORK/MANAGEMENT

Village Clerk (Watkins Glen, NY)

- The Village of Watkins Glen is accepting applications for the position of Village Clerk. Qualifications: Must be a Schuyler County resident with a high school degree or GED; have a minimum of 2 years of working in an office; previous legal, human resources and union experience; ability to multitask while working in a fast-paced environment; ability to communicate well with superiors, co-workers, various professionals and most importantly with the general public along with an outgoing and pleasant personality. This is a full-time supervisory position that includes a robust benefit package. Applications can be found on the Village website www.watkinsglen.us or picked up in the Municipal Office, 303 N. Franklin Street no later than Wednesday, November 15, 2017. Dundee Observer 11/1/17

Bookkeeper/HR Rep (Geneva, NY)

- The Council on Alcoholism of the Finger Lakes, a non-profit agency located in Geneva, NY is currently seeking a part-time Bookkeeper/HR Representative who is motivated, organized, a problem-solver, and a self-starter. Strong mathematical, accounting, and communication skills are required. As the Bookkeeper/HR Representative you will be expected to perform the following functions: complete monthly bank reconciliations, process accounts payable and accounts receivable, writing checks and submitting payments of bills in a timely manner, process, submit, and record bi-weekly payroll, preparation and maintenance of financial statements, routine administrative record keeping and general office coordination, monitoring and processing of all employee fringe benefits, including new employees as hired and employees as they leave the agency. Requirements: Associates Degree (A.S.) in Accounting or related field, experience in Microsoft Office and QuickBooks, detail oriented, effective oral and written communication skills are a must as you will need to correspond with clients and vendors via email and the telephone, must possess a professional attitude to represent the agency in a positive manner, valid Driver's License or ability to consistently arrive at program site as appropriate. Job type: Part-time. Pay rate: \$15.00/hour. Required experience: 3 years in bookkeeping/finance. Craigslist post ID: 6348736710 10/16/17

Teller (Penn Yan, NY)

- Responsible for providing quality customer service while performing a variety of duties to support the paying and receiving functions of the branch office. Coordinating work within the department as well as with other departments. Reporting pertinent information to the immediate supervisor. Responding to inquiries or requests and referring where appropriate.

Accepts deposits for various account types, cashes checks with approved authority and operating policy, sells cashier checks, money orders and certified checks, etc. and accepts loan payments. ** REQUIRES: A high school diploma or equivalent with an emphasis in a business or accounting curriculum. Moderate reading, writing and grammar skills. Proficient analytical, mathematics, communication and interpersonal relations skills. Good hand-eye coordination and visual and auditory skills. Ability to operate various office machines with basic PC and keyboarding skills. Ability to lift approximately 50 pounds of coin. Cash handling, customer service and sales experience. Reference check. Apply at: 70 Elizabeth Blackwell Street, GENEVA, NY 14456. OSOS 10/30/17

Assistant Store Manager Trainee (Penn Yan, NY)

- Under the direction of the store manager, oversees the operation of a Walgreens store. Assumes full management responsibility in the absence of the store manager and assistant store manager. Improves store sales, profitability and image through proper merchandising, protection of store assets, supervising team members in the absence of the store manager, and modeling and delivering a distinctive and delightful customer experience. Completes Drug Store Management training program during specified timeframe. To apply, visit <https://my.jobs/7008446a87cc421f86c8f08403b84b06161> OSOS 11/6/17

Store Manager (Penn Yan, NY)

- Number one priority: build and lead a terrific team while increasing sales and profits of your operation. This opportunity combines selling, relationship retailing and store operations. You'll wear many hats: supervisor, inventory controller, display and merchandising pro, and driver of increased performance and profits. Don't expect to sit behind a desk; this is a hands-on, sales floor job with a lot of customer interaction that will enable you to make an impact on all aspects of your business. Qualified candidates must have: At least two years' hard lines retail management experience that includes P&L, staff supervision, shrink control and payroll, a valid driver's license for the travel you'll be doing, minimum of a high school diploma/GED (a bachelor's degree in a business, agriculture or related field is desirable), proven communication and leadership skills, ability to relocate within your district if necessary, excellent benefits, outstanding growth opportunities and quality of life are only the beginning. EOE. Apply at http://careersattractorsupply.jobs/penn-yan-ny/store-manager/AE3F60ABC9A5485BB5A74B038CA419BD/job/?utm_campaign=New%20York%20State%20Job%20Bank&vs=161&utm_medium=NLX&utm_source=New%20York%20State%20Job%20Bank-DE OSOS 10/30/17

Sales Associate (Penn Yan, NY)

- Job Title: Sales Associate, contract position. Job Description: Sell On Air radio advertising, draw up sales contracts, communicate with advertising clients, copywriting and other duties as needed. Experience: Previous sales experience required, must have good writing skills to write Ads, basic computer knowledge. Job location: Towns in the greater Finger Lakes region. Pay: Commission only with advancement possibilities. Benefits: None. Hours per week: Set own hours. Duration: Full or Part-Time. Work Days: M-F. Shift: 1st. Contact: admin@wylf.com. No phone calls please. Workforce Development 10/13/17

SKILLED/MANUFACTURING

Production (Penn Yan, NY)

- Remedy is hiring for Silgan Plastics. Packaging, inspection, and production. Enjoy a clean and safe work environment. Pay starting at \$11/hour. Also recruiting for large part assembly & welding. Apply today! Call (315)781-6200. Chronicle Express 10/11/17

Inspectors (Penn Yan, NY)

- We are looking to hire 10 new employees to join our team thanks to increased business demands. We have both day and night 12 hour shifts available for inspector packer positions. Pay is \$11.00 for days and \$11.75 for nights, with overtime available weekly. Perfect Attendance pay bonus available as well. As an inspector packer, you would be inspecting and ensuring the quality of the finished product before packaging it to go to our consumers. Paid training is provided. These positions are 12-hour shift and would require a person to be on their feet throughout their work day. If you are interested in learning more about these positions and our team text your name and "Penn Yan" to 585 412- 8534. Interviews Immediately!! Craigslist post ID: 6348369905 10/16/17

KanPak- Multiple Positions (Penn Yan, NY)

- Packer - Downline- F/T- 1st, 2nd, 3rd shift

- Quality Control Auditor- Line- 2nd, 3rd Shift
- Production Team Lead- 3rd shift

To apply for any of the jobs listed above, please visit <http://www.hirebridge.com/v3/jobs/list.aspx?cid=7799>

Workforce Development 10/16/17

Helpful Links

Yates County Job Leads: www.yatescounty.org/workforce_development

Ontario County Job Leads: <http://www.co.ontario.ny.us/93/Workforce-Development>

Seneca County Job Leads: <http://www.co.seneca.ny.us/departments/dhs-administration/workforce-department/job-leads/>

Wayne County Job Leads: <http://web.co.wayne.ny.us/workforce-development/workforce-development-job-seeker/>

November 2017

November 2017: Yates County Workforce Development Calendar of Events						
*Important Notice: This calendar is to be used for Temporary Cash Assistance applicants & recipient's activities. You may request copies at the WFD front-desk.						
All events are held at the Workforce Development Office unless listed at the bottom of this calendar in the "Notes Section".						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 HSE: 9am-12pm Life Skills: 1:30pm – 3:30pm	2 WorkKeys: 9am-12pm	3	4
5	6 HSE: 9am-12pm JRT: 9:15am-12pm	7 Exempt Meeting: 11am	8 HSE: 9am-12pm Life Skills: 1:30pm – 3:30pm	9 Personal Soft Skills: 9am-3pm	10 Veteran's Day OFFICE CLOSED	11
12	13 HSE: 9am-12pm JRT: 9:15am-12pm	14 Training Options: 1pm	15 HSE: 9am-12pm Life Skills: 1:30pm – 3:30pm	16	17	18
19	20 HSE: 9am-12pm JRT: 9:15am-12pm	21 Jump Start: 1pm Open House for Veterans 1pm-2:30pm	22 HSE: 9am-12pm Life Skills: 1:30pm – 3:30pm	23 Thanksgiving OFFICE CLOSED	24 OFFICE CLOSED	25
26	27 HSE: 9am-12pm JRT: 9:15am-12pm	28	29 HSE: 9am-12pm JRT: 9:15am-12pm	30		
*Notes:						

*HSE: High School Equivalency

***Monthly Exemption Meetings:** Held every 1st Tuesday of the month at Workforce Development.

“Options Workshop”

An online presentation/discussion using Google Group

PLEASE CALL AHEAD TO REGISTER: FOR WORKSHOPS (315)-539-1905

Work Keys for Job Seekers: The Career Readiness Credential (CRC) enables you to show prospective employers that you possess the basic foundational skills they are looking for and have the trainability for success in an organization. The CRC verifies that you can handle the kinds of tasks – finding information, reading instructions and directions, even working with figures – that are common in today’s workplace.

How does the Career Readiness Credential work?

Building on a Proven Program

The CRC is based on established Work Key assessments, a nationally recognized system. To earn a CRC, individuals undergo testing related to reading, applied math, and locating information through the Work Keys skills assessment system. The credential confirms a person’s competence in these skill areas and provides documentation to an employer in today’s workforce.

How to Earn a CRC

Finger Lakes Workforce customers can obtain a Career Readiness Credential by taking the three Work Keys assessments. Contact a Finger Lakes Workforce One Stop Center Representative or call 315-536-5140 for more information.

Ask about SMART 2010 Today!!!

SMART 2010 is a computer program that analyzes a customer’s resume for skills and work experience. Using that data, the computer can establish matches with current jobs throughout the state. The system the recommends to the client by means of E-mail a number of job matches based on the likelihood that the individual will follow the same career path. Many job seekers possess skills for jobs that they may not consider in their day-to-day job searches. SMART 2010 looks at the entire person as a result of their resume. The program the searches for the best job openings available, immediately opening the door t

Resume 101 (1 hour): An individual’s resume is the first impression for a potential employer. A resume is a summary of experiences, skills, abilities, qualifications, and personal characteristics that are highlighted to present how a person can be an asset to a business or agency. Whether you have a resume prepared or would like to create a resume for the first time, this workshop will help give you valuable information on how to present yourself to a potential employee.

Interviewing Skills (1 hour): You got the interview, now what? Find out what employers want to know through this informational workshop about interviewing skills and techniques. Learn the importance of making a good first impression, how to best present yourself, and answering those tough questions during the interview.

Budgeting Workshop (1 hour): Information on money management including personal checking and savings accounts, credit cards, and personal loan.

Job Club: Come network with other job seekers and gain information about how to effectively seek and obtain employment. As part of this group, you will learn the fundamentals of networking, share leads, provide support, exchange information, and share experiences that will assist you in your job search and career goals. The program is valuable for any occupation and at any level of education; connecting work skills, training, and testing.

Work Keys: The basis for the **National Career Readiness Credential (CRC)**, which certifies that job seekers have the core employability skills required across all industries and occupations. The CRC validates job applicants’ skill levels in the three areas selected by employers as the most important: Reading for Information, Locating Information, and Applied WorkKeys assessments are designed to identify training or remedial training needs to increase a person’s marketability. Skill gaps can be addressed and closed through an online training program, Key Train, designed to bolster your WorkKeys skills.



**Workforce Development • 417 Liberty St., Penn Yan, NY 14527 • Ph.: (315)536-5140 & Fax: (315)531-3456
Career Planning Assistance Computers & High-Speed Internet Copy, Fax & Phone Services Book & Newspaper
References Counselors Available for Assistance**

21st Annual Wayne County Job Fair



Thursday, November 16th 1:00 - 4:30pm
Wayne Finger Lakes BOCES Conference Center
131 Drumlin Court, Newark
Bring your Resume & be prepared to interview!
NEW LOCATION!

Adecco	McAplin Industries
Advanced Atomization Technologies	Micro-Tech Machine
Aerotek/ GW Lisk	Newcut
Auburn Bearing & Mfg.	Optimax Systems
Baldwin Richardson Foods	Pal Mac Schools
Berry Global	Precision Grinding
CDS Life Transitions	Rellant Community Credit Union
Dau Thermo Solutions North America	Remedy Staffing
Dr. Pepper/Snapple Group	Rochester Regional Health System
Elderlee	Samuel R. Parry Machine Co.
Express Mart	Sodexo@ Wayne Ct. Nursing Home
Heritage Christian Services	Terphane
Lifetime Care Network	Ultralife Batteries
Lyons National Bank	UR Medicine/ Thompson Health
Maco Bag	Wayne ARC
Marshall Exteriors	Wayne Finger Lakes BOCES
Marshall Farms	Zoto's International

**Co-Sponsors: Finger Lakes Works & the NYS Dept. of Labor,
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and 1420 WACK Radio & Big Dog Country 103.5**