

## Yates County Job Leads October 2<sup>nd</sup>, 2017

### AUTOMOTIVE/DRIVERS

#### **Heavy Equipment Operator (Potter, NY)**

- Town of Potter is seeking to hire a Heavy Equipment Operator. Position requires ability and willingness to be on-call and to work outside under adverse weather conditions. For more information, please visit <https://mycivilservice@yatescounty.org/>. Application deadline is October 5, 2017. Chronicle Express 9/27/17

#### **Automotive Service Technician (Penn Yan, NY)**

- Penn Yan Express Lube is hiring a full time Automotive Service Technician. Employee must be responsible, clean, punctual, and have the ability to complete work at a fast pace. Must be able to work well on a team. Experience in preferred, but not required, We Will Train You. Apply in Person at Penn Yan Express Lube 2247 State Route 54a Penn Yan, NY 14527. Craigslist post ID: 6322098696 9/26/17

#### **Propane Delivery Driver (Canandaigua, NY)**

- Phelps Sungas is currently looking for a residential propane delivery driver. Must have a class B license with the haz-mat endorsement. We offer competitive pay and benefits. If interested come into any one of our locations and fill out an application or e-mail us. Craigslist post ID: 6315014426 9/21/17

#### **Taxi Driver (Geneva, NY)**

- We are a non-emergency transportation company based in Geneva serving Ontario, Wayne, Seneca, and Yates counties. We are looking for a part-time driver. Starting pay is \$10/hour. Must have a clean driving record and class E license. Craigslist post ID: 6309765295 9/17/17

#### **Bus Operator- Substitute (Penn Yan, NY)**

- Yates Transit Service. Drives bus or other revenue service vehicle to transport passengers over specified routes to local points according to a time schedule. Will assist passengers with boarding and alighting the vehicle. Complies with all local and state traffic regulations. To apply, visit <https://my.jobs/86f3a45981214c4780585dce5390b450161> OSOS 10/2/17

### CUSTOMER SERVICE/SALES

#### **Tasting Room Staff (Hammondsport, NY)**

- Domaine LeSeurre Winery is looking for a hard-working, positive and friendly individual to join our winery. Essential duties and responsibilities include, but are not limited to serving wine and educating tasting room guests. Care and attention to customer service carries through all aspects of the work. All team members work together to maintain general up-keep of tasting room, including stocking wines, cleaning, and supporting the retail duties. Celine & Sebastien Leseurre, owners & winemakers, work hard to make every experience for our guests exceptional. There is a great opportunity to learn about wine in this position. An interest in wine is essential, but previous experience is not. The ideal candidates will have knowledge of the Finger Lakes region. Part-time job opportunities, with potential to continue year-round. Some weekends including holidays. Applicants should be 21 years old or older. Must be able to stand on your feet for long periods and safely lift 40lb cases of wine. Neat, professional appearance is a must. Please apply by responding via email (no calls or drop ins, please) with a resume and letter of interest. Craigslist post ID: 6328600286 10/1/17

#### **Tasting Room Associate (Dundee, NY)**

- Glenora Wine Cellars' busy Tasting Room & Retail Shop seeks friendly, hardworking seasonal staff to join our team. Interested individuals must have an enthusiasm for wine, a passion for taking great care of our guests, an upbeat, team player mentality, and availability to work Saturdays & Sundays on a regular basis (some weekdays may also be available). Job duties may include offering wine tastings, selling wine, assisting guests, giving tours, running the cash register, stocking, cleaning, and other related work. Monthly bonus pay offered when team sales goal is met. Glenora Wine Cellars is open

daily, offering wine tastings and guided cellar tours. If you would like to be a part of Glenora's Retail Shop Team, please apply in person at the winery, 5435 State Route. 14, Dundee, NY 14837. Compensation: Hourly + Sales Bonus.

Craigslist post ID: 6312694272 9/19/17

#### **Customer Service (Geneva, NY)**

- WORK CAN BE FUN AND REWARDING! Join our team and receive: FREE AFLAC, holiday pay, paid vacation and performance rewards to all qualifying team members. We are looking for fun, outgoing people to join our team for all shifts, full and part time. Apply in person: Pit Stop Convenience Store, 14 Exchange St., Geneva, NY 14456 or apply online @ [www.pitstopc-stores.com](http://www.pitstopc-stores.com).  
Craigslist post ID: 6310610635 9/18/17

#### **Winery Tasting Room Sales (Keuka Lake)**

- Ravines Wine Cellars is looking for energetic people with a passion for wine & food to join our team at our tasting room in Keuka Village. Candidates must have excellent communication and customer service skills, an outgoing and positive personality and enjoy working with the public. Ravines is committed to the production of high quality wines and we strive to create a unique and entertaining tasting experience for our customers. Our sales team is responsible for presenting the wines to customers in a friendly and informative manner, restocking wine displays which requires the ability to lift 40 lb cases of wine, work behind a tasting bar during sales presentations and help with set up and service for special wine and food events. Candidates must be able to work weekends. We are looking for friendly people interested in wine. Please email resume to hiring manager. Part-time and full-time seasonal positions available. Keuka Lake Tasting Room at 14630 State Route 54, Keuka Village.  
Craigslist post ID: 6307472765 9/15/17

#### **Front Desk Representative (Geneva, NY)**

- Belhurst Castle, a premier and famous destination in the Finger Lakes is accepting applications for Front Desk Representatives. Belhurst Front Desk Representatives will be the first point of contact for all guests and customers and will be responsible for assisting in any daily office needs. Interested individuals should have excellent customer service skills and enjoy talking with guests and customers. Individuals must be motivated, hardworking and reliable. Good organizational skills are required, as well as strong communication and people skills. Applicants will be expected to provide support to the Lodging Manager and assist with various administrative needs. Must be willing to work flexible hours.

Craigslist post ID: 6292761833 9/4/17

#### **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

#### **Customer Service (Penn Yan, NY)**

- Penn Yan Express Stop is now hiring! Stop in at 101 North Ave, Penn Yan to pick up an application.

Workforce Development 9/11/17

## **EDUCATION/SCHOOLS**

#### **Teaching Assistant (Penn Yan, NY)**

- Full-time position at Penn Yan Academy providing math assistance. Available immediately. Submit an online application at: <https://pennyan.recruitfront.com/>  
Chronicle Express 9/27/17

#### **Program Educator II (Schuyler County)**

- Cornell Cooperative Extension of Schuyler County is hiring a Program Educator II- Family Play and resource Center Educator. To apply, please visit: <http://cceschuyler.org/jobs>.  
Dundee Observer 9/13/17

#### **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](https://keuka.peopleadmin.com/postings/search?utf8=%E2%9C%93&query=&query_v0_posted_at_date=&481%5B%5D=2&commit=Search)  
Workforce Development 10/2/17

## **HEALTHCARE/HUMAN SERVICE**

### **School District LPN (Dundee, NY)**

- School District LPN- The Dundee Central School District has an opening for a full-time, 10 month LPN. Starting salary is \$13.50/hour, with an increase after six months and on July 1 of each year. The position is eligible for paid leave, state retirement, and employer cost sharing for medical insurance. Visit the school district's employment opportunities link on its Website at [www.dundeecs.org](http://www.dundeecs.org) for more information and how to apply. Application deadline is October 11, 2017.

Chronicle Express 9/27/17

### **Home Health Aide (Penn Yan, NY)**

- Home Health Aide needed to assist elderly lady in her home. Call 315-694-7555 for information.

Chronicle Express 9/13/17

### **CNAs (Penn Yan, NY)**

- 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 & life insurance, dental and health insurance, tuition assistance, recognition bonus, competitive pay. Please send resume and/or application to: 655 N Liberty Street, Penn Yan, NY 14527. Fill out an application at the business office or print application from the website: [pennyanmanor.com](http://pennyanmanor.com).

Chronicle Express 9/13/17

### **Caregivers (Dundee, Watkins Glen, NY)**

- Comfort Keepers needs compassionate and motivated individuals who are interested in becoming caregivers for the elderly. Comfort Keepers provides in-home companion care that helps seniors and disabled adults to remain safe in their community for as long as possible. Currently looking to hire in the Dundee, Watkins Glen, Montour Falls locations! Eligibility requirements include: must be 18 years or older, experience with elderly (personal or professional), reliable and trustworthy, valid driver's license, reliable vehicle, clean background check, no certifications or medical background necessary! Apply Online Today! <https://ck476.ersp.biz/employment/index.cfm> or send resume & cover letter to [Briellewirth@comfortkeepers.com](mailto:Briellewirth@comfortkeepers.com).

Craigslist post ID: 6320089502 9/22/17

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

- Administrator Long Term Care
- Biomed Tech II
- CNA or Certified Nurse Aide Training Program
- ED Crisis Evaluator
- Food Service- Nutritional Services Aide
- Housekeeping Aide SSH
- In-Patient Counselor
- LPN Med Long Term Care- Bedside
- Medical Biller/Patient Accounts
- Paramedic/ Critical Care EMT
- Radiology Tech II
- RN Bedside- In-patient Mental Health
- RN Bedside- Med/Surge Acute
- RN Bedside- Unit II
- RN- Clinical Leader
- Security Officer

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

Workforce Development 10/2/17

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

- Center for Lifelong Learning Direct Support Professional
- Direct Support Professional (Residential)
- Direct Support Professional (Substitute)

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

Workforce Development 10/2/17

### **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 10/2/17

#### **Speech Therapist (Yates and Schuyler Counties)**

- Provides physician ordered speech/language therapy services, which include assessment, planning, developing and implementing an individualized patient therapy plan. Coordinates speech/language therapy with the interdisciplinary team care plan. To apply, visit <https://re12.ultipro.com/EXC1006c/JobBoard/ListJobs.aspx?VT=EXTCan&SVRTRID=19CD2195-403D-4DC4-AC0A-6913EB1EB5F4>

OSOS 10/2/17

#### **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.ccsrochester.org/join-our-team/employment-opportunities/9-developmental-disabilities-services/3-dd-dsp-res-py-lyons-sdd12-13>

OSOS 9/25/17

## **HOSPITALITY/RESTAURANT**

#### **Hotel Positions (Watkins Glen, NY)**

- The Harbor Hotel in Watkins Glen is now hiring for the following:  
**Hotel:** Concierge F/PT, Room Attendants (9am-5pm), Turn0Down Attendants (5pm-11pm)  
**Restaurant:** Servers AM/PM, Banquet Servers AM/PM, Host/Hostesses AM/PM, Bussers AM/PM  
**Kitchen:** Line Cooks (PM) shift F/T (previous experience required)  
Customer service skills, outgoing demeanor, great work ethic, weekend and holiday availability. Apply anytime online at [www.watkinsglenharborhotel.com](http://www.watkinsglenharborhotel.com). Watkins Glen Harbor Hotel, 16 North Franklin Street, Watkins Glen, NY 14891.  
Dundee Observer 9/6/17

#### **Restaurant Help (Prattsburgh, NY)**

- New busy restaurant in Prattsburgh looking for experienced bartenders, wait staff and cooks. Buffalo Ridge Restaurant and Bar would like to have some motivated people looking to make good money. Must be willing to work weekends.  
Craigslis post ID: 6323073600 9/27/17

#### **Bussers, Dishwashers, Food Runners (Geneva, NY)**

- Fine dining in a very casual, tourist oriented atmosphere, overlooking Seneca Lake. This is an extremely popular high volume restaurant. Check out our reviews on Trip Advisor and Facebook. We are very flexible with scheduling and offer very competitive wages plus tips. Operating hours are Tu - Sat starting at 4:00pm closed Sun-Mon. Part time positions for applicants age 15 or older. Apply in person or complete our on-line application at: [portscafe.com](http://portscafe.com). Ports Cafe 4432 West Lake Road (route 14 south) Geneva, NY 14456. [www.portscafe.com](http://www.portscafe.com).  
Craigslis post ID: 6317324616 9/22/17

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

- Sales Agent
- Sales Development Representative
- Seasonal Reservation Specialist
- Human Resources Specialist
- Administrative Assistant (Real Estate)
- Housekeeper (Best Western Hotel)
- Night Auditor

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 9/25/17

### **Hampton Inn (Penn Yan, NY)**

- **Room Attendant-** Thoroughly clean, sanitize, and maintain guest rooms and other assigned areas in a timely and organized manner to ensure guest satisfaction and rooms meet or exceed established standards.  
Please apply in person at the front desk.
- **Laundry Attendant-** Stripping linens, loading and unloading washers and dryers, folding and putting away laundry.  
To apply for any of the jobs listed above, please apply in person at the front desk. Workforce Development 9/18/17

## **LABOR/AGRICULTURAL**

### **Maintenance Mechanic (Watkins Glen, NY)**

- Watkins Glen Central School District is hiring a Full-Time Maintenance Mechanic. Salary: As per contract. Starting ASAP. This is a Civil Service position. Civil Service approval required. Interested applicants must apply at Civil Service. NYSED fingerprinting required. Interested candidates should respond to Jerry Harriger, Superintendent of Building and Grounds, Watkins Glen Central School District, 303 12<sup>th</sup> St., Watkins Glen, NY 14891. (607) 535-3271. Dundee Observer 9/27/17

### **Experienced Roofer/Laborer (Penn Yan, NY)**

- Driver's license preferred. Send letters of interest to Box #587 c/o The Chronicle Express, 138 Main St., Penn Yan, NY 14527. Chronicle Express 9/6/17

### **Alpaca Farm (Pulteney, NY)**

- Responsible person with reliable transportation wanted to help part time on Alpaca Farm. Duties will vary but include feeding, cleaning, hay etc...hours can vary and we can be flexible. Must be responsible and have good work ethics. Pay depends on experience and willingness to learn and work hard. Call or Text to set up time for interview. (607) 868-5401. Craigslist post ID: 6326597667 9/29/17

### **Package Handler (Geneva, NY)**

- Position: Package Handler - Part-Time. Job Group: Manual Operations. Location: Geneva, NY 14456 - Geneva Center. Sunrise (3:30 AM - 9:00 AM). UPS is hiring individuals to work as part-time Package Handlers. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. Part-time employees usually work 3 - 4 hours each day and workdays can vary (Monday Friday) or (Tuesday Saturday) depending on the building needs. Package Handlers typically do not work on holidays. Package Handlers receive a competitive hourly rate and also an attractive benefits package. Please note that these opportunities are part-time only working approximately 17 1/2 20 hours per week. APPLY NOW:  
[https://ad.doubleclick.net/ddm/clk/316087345;144276249;!https://www.jobs-ups.com/job/geneva/package-handler-part-time/1187/758935/?Howheard=P4927&utm\\_source=craigslist.com&utm\\_campaign=region\\_7\\_district\\_36&utm\\_medium=job\\_board&utm\\_content=job\\_posting&ss=paid](https://ad.doubleclick.net/ddm/clk/316087345;144276249;!https://www.jobs-ups.com/job/geneva/package-handler-part-time/1187/758935/?Howheard=P4927&utm_source=craigslist.com&utm_campaign=region_7_district_36&utm_medium=job_board&utm_content=job_posting&ss=paid)  
Craigslist post ID: 6325861918 9/29/17

### **Security Officer (Keuka Park, NY)**

- Looking to reinvent your future? Then this position may be the right position for you! We provide security services for a variety of large and small business clients where health, safety and security is our #1 priority. This is a public environment with the corresponding levels of traffic (employees, visitors, customers, etc.). Qualifications and Experience for this position includes:
  - High school diploma or GED equivalent.
  - At least two (2) years of directly related experience is preferred.
  - A valid Driver's License and an acceptable driving record for the past three (3) years to be eligible under NMS' vehicle insurance policy.
  - Must be fluent in speaking, reading, and writing English.
  - Ability to work rotating shifts, weekends, callouts in various areas of the plant and work overtime as requiredSound like the opportunity you've been waiting for? Apply today! We look forward to hearing from you. Full Job description can be found by going to: <https://nana.taleo.net/careersection/nms/jobdetail.ftl?job=NMS00986&tz=GMT-08%3A00>  
Craigslist post ID: 6324679176 9/28/17

### **Contractor (Penn Yan, NY)**

- We're a general construction company based out of Penn Yan, NY. We do most everything- hard scaping, drywall, electrical, plumbing, framing, custom baths and kitchens, tile work, siding, windows, doors this is just to name a few. I'm looking for a qualified candidate that can read a tape measure, has basic hand tools, has a driver's license and a reliable vehicle to get

back and forth to jobs. Must be ok with heights and being on ladders. We have a ton of local work from Penn Yan, Dundee, Canandaigua, Waterloo and Geneva. When replying to this ad you must understand that we're busy and I will get back to you as soon as I can. I appreciate your time reading this and look forward to working with one of you. Thank you.

Craigslist post ID: 6298987011 9/9/17

#### **Maintenance Technician (Penn Yan, NY)**

- Conifer Realty is a nationally ranked, full-service real estate company specializing in the development, construction, management and ownership of high-quality, affordable housing communities. Come Grow with us! We are a Friendly, Professional and Caring Organization with excellent benefits and a competitive salary. We are in need of an experienced Maintenance Technician (part-time) for our apartment complex in Penn Yan, NY! Duties will include painting, apartment turnovers, cleaning, general property maintenance, mowing and snow removal. On-call hours are mandatory. We are seeking a self-starter who works well independently, and enjoys making a positive difference in the lives of the residents. Attention to detail and a positive attitude are important. Experience with Property maintenance a plus. 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. Interested in joining our team? Please click on the link for more information and to APPLY: <https://www.infinityhr.com/extranet/recruiting.aspx?id=0EB4AA97-B72F-4D18-AB99-AA9DF9E78778&src=Craigslist&rqid=8316CB87-E1AC-41B8-81A6-26AB0FE9C5A7>

Craigslist post ID: 6293887381 9/5/17

#### **General Laborer (Watkins Glen, NY)**

- Seasonal position - Outside general laborer with light mechanical duties. Duties may include, but not be limited to, oil changes, winterization of boats, assisting in shrink-wrapping, and various other duties, as needed. Must work weekends and have own transportation. Hours are 10:00-5:00, Mondays and Tuesdays off. Must be willing to be drug-tested and background check. Please e-mail resume if interested in interview.

Craigslist post ID: 6290393666 9/2/17

#### **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](mailto:jan.connectaserviceinc@gmail.com)

OSOS 10/2/17

#### **Grape Picker (Wayne, NY)**

- Picking grapes by hand, no tractor experience necessary. Could do some lifting. Could help draw out grapes and stack onto wagon and lift again to load. Box of grapes level full could be 33 pounds. If candidate has tractor experience, it may be helpful. Will accept trainee, but must be able to pick 4 boxes an hour. Picking experience preferred. Needs own transportation. Wage - minimum or by the box. To apply, contact Marcy by phone. (607) 368-3449.

OSOS 9/25/17

#### **"Yard Dog" Mechanic Assistant (Penn Yan, NY)**

- Individual needed for cleaning boats, pumping gas, checking rental boats in and out, sweeping, weed eating, helping mechanics with winterization of boats, running cash register. Customer service is a must! \$9.70 hourly. To apply, contact the employer in person, or by telephone: Cheryl Bowers, 6508 East Bluff Dr., Penn Yan, NY 14527 (315) 536-8236. Full time. Both short term and long term positions available.

OSOS 10/2/17

## **OFFICE WORK/MANAGEMENT**

#### **President/CEO (Penn Yan, NY)**

- Yates County Chamber of Commerce is seeking a President/CEO. Chief administrative executive ultimately responsible for the total operations of the organization. Serves as the primary staff point of contact for the Executive Committee (officers), Board of Directors, and members. Coordinates the organizations strategic plan, work programs, structure and procedures. Qualifications: Bachelor's degree preferred in business, communications, marketing or related field, two years related experience working in the public policy arena, two years' supervisory experience, excellent communication, presentation, organizational, and people skills, flexible with hours and accepting new responsibilities, proficient computer skills related to

data base, spreadsheet, word processing and other software packages to all for efficient office operation. Send cover letter, resume, and three references no later than September 30, 2017 to Kathy Waye, Yates County Chamber of Commerce Board Chair at PO Box 403, Penn Yan, NY 14527 or [kwaye6565@gmail.com](mailto:kwaye6565@gmail.com) or (315)412-4426. Chronicle Express 9/13/17

#### **Executive Director (Penn Yan, NY)**

- The Yates County History Center is looking for a part-time Executive Director due to a pending retirement. Interested individuals are directed to the website page [www.yatespast.org/ExecDir.pdf](http://www.yatespast.org/ExecDir.pdf) for a copy of the position description and instructions. Craigslist post ID: 6324746589 9/28/17

#### **Bookkeeper (Hammondsport, NY)**

- Job Summary: Position will be responsible for a variety of accounting tasks including general ledger and sub-ledger activity recordation, account reconciliations and analysis, sales and use tax filings as well as other compliance matters, solve financial problems and analytical analysis of financial information. Duties also include general administrative tasks. Required Skills, Abilities, and Knowledge: 1. Must be self-starting and able to work without close supervision, 2. Must have strong knowledge of Excel and QuickBooks, 3. Must have bookkeeping/accounting background preferably in the Hospitality industry, 4. Strong analytical skills required, 5. Must use courtesy when answering phones and dealing with internal and external customers and company vendors, 6. Must be willing to accept frequent interruption and be flexible in performing tasks, 7. Ability to prioritize is extremely helpful. Acceptable Experience and/or Training: 1. Associates Degree in Accounting, 2. 3-5 years' work experience. Craigslist post ID: 6324363228 9/28/17

#### **Bookkeeper/Retail Assistant (Penn Yan, NY)**

- Full time Bookkeeper/ Retail Assistant required immediately. Must be proficient in QuickBooks, Data Entry, Microsoft Office and Excel Spreadsheets. This position requires a self-starter with great customer service skills. Must be neat in appearance, reliable and dependable. Must be able to work an occasional Saturday when required. Retail experience preferred but training will be provided if necessary. Please email resume to: [gbcoles@gmail.com](mailto:gbcoles@gmail.com) or call 1-315-536-3879 to schedule an interview. Craigslist post ID: 6322509089 9/26/17

#### **Assistant Store Manager Trainee (Penn Yan, NY)**

- Under the direction of the store manager, oversees the operation of a Walgreen 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 10/2/17

#### **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](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 9/11/17

#### **Administrative Assistant in Legal Office (Penn Yan, NY)**

- Full time, 12 month opening in Penn Yan estate paralegal office. The work involves responsibility for a variety of clerical and office tasks and proficient use of a computer- specifically MS Word and MS Excel. Applicants are expected to act and dress in a professional manner, and must be accurate, detail oriented, organized, and possess good public interpersonal skills. Confidentiality is essential. An aptitude for numbers is required. There is opportunity for professional growth. Each applicant must have a high school diploma or equivalent, and/or paid clerical experience. Knowledge of legal terminology helpful but not required. Send resume and cover letter to [rachaelrobak@gmail.com](mailto:rachaelrobak@gmail.com). Workforce Development 9/19/17

### Technician (Penn Yan, NY)

- Document Reprocessors of New York has full time openings for workers with basic computer skills and a willingness to accept repetitious assignments. Please call Ron Davis at 585-554 4500 or inquire at 26 Powell Lane in Penn Yan New York.  
Workforce Development 9/7/17

## SKILLED/MANUFACTURING

### Multiple Positions- Coach and Equipment (Penn Yan, NY)

- Coach and equipment has the following job openings: Bus Assemblers (Hand tools, carpentry experience) 1<sup>st</sup> shift, Welders (1-2 years' experience MIG welding) 1<sup>st</sup> shift. Coach & Equipment is looking for hard working individuals who can work independently in a fast pace environment. Pre-Hire Requirements: background check, drug/alcohol screening and a physical fitness screening. Benefits: Health Insurance w/ Prescription Benefit, Vision, Dental, 401K w/ company match, Paid Vacation, Paid Holiday, AFLAC, Short Term Disability, Long Term Disability. Apply onsite or online. 130 Horizon Park Drive, Penn Yan, NY 14527. Indeed.com.  
Chronicle Express 9/13/17

### Production/Packer (Dundee, NY)

- Fast paced, high production, organic food handling (dried foods), retail packaging facility. Seeking self-motivated "team player(s)" for production based, full time, entry level position(s). Day Shift Position(s) Available, 8 to 10hrs/day, Mon-Fri, anywhere from 5am to 5pm. Current positions qualify for (up to) an additional \$2.00/hour performance based bonus potential. No specific work experience required. Will receive training upon hire. Descriptions: Standing Positions, Manual Scale Operation, Semi-Automated Scale Operation, Legible/Accurate Documentation Required, Baseline Performance Requirements, Reliable Attendance is A MUST!  
Craigslist post ID: 6305988489 9/14/17

### Production (Geneva, NY)

- Full Steam Staffing is looking to immediately fill 25 positions at Zotos. Experience is helpful but not required as everyone is trained to do the job. The open positions are: 2nd shift 2:40-10:40 Mon-Fri, 2nd shift 3:30pm-11:30pm Mon-Fri, 3rd shift 10:00pm-6:00am or 10:30pm-6:30am Sun-Thur. Blow Molding rotating 12 hour days 6am-6pm or 6pm-6am, every other weekend. Please fill out the interest form below and we will be in touch! <https://form.jotform.us/72484105518153>  
Craigslist post ID: 6295849141 9/6/17

### Plumber/Electrician (Penn Yan, NY)

- Experience in maintenance and repairs, able to go out on their own to a job or work with others. Winterization work is coming up which entails closing up properties properly/also have several repair and renovation jobs. Contact Jan Butler, 2772 State Route 54A, P.O. Box 630, Penn Yan, NY 14527. (315) 536-4733. [jan.connectaserviceinc@gmail.com](mailto:jan.connectaserviceinc@gmail.com).  
OSOS 10/2/17

### KanPak- Multiple Positions (Penn Yan, NY)

- **Packer - Downline- F/T- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> shift**  
Our Downline Packer associates are responsible for product coming off the line from the time it is filled until it has been boxed and stacked onto pallets, ready to go to the warehouse for storage. High School / GED required and 2-3 years' experience or equivalent employment preferred.
- **Warehouse Forklift Operator**  
Our Warehouse associates receive, select, store and load products and/or materials. Safely operate all material handling equipment. Accurately complete all associated paper work and maintain clean work area consistent with company standards.
- **Quality Systems Manager**  
Coordinate Quality activities and operations to meet objectives for quality, food safety, regulatory compliances, cost, safety and customer satisfaction at KanPak. Participate in formulating and administering division's short and long range goals and objectives for business growth.
- **Quality Assurance Auditor/Compliance**  
The Quality Control Auditor is responsible for paperwork review, product release and performing hold reconciliations.
- **Quality Assurance Supervisor/Compliance**  
The Quality Assurance Supervisor - Compliance is responsible for managing daily QA Compliance Team activities including review and release of production run files. Also responsible for monitoring QCHOLD levels, including setting priorities for all steps required to clear holds and setting priority for review of production files required by customers. Process deviation letters will be written by the QA department and communicated to the Process Authority for review and release recommendation. Involvement in Production troubleshooting efforts, QA continuous improvement initiatives and new



plant technology is also required. Perform as QA Technician with review/release responsibilities during production spikes and QA vacation coverage as necessary.

To apply for any of the jobs listed above, please visit <http://www.hirebridge.com/v3/jobs/list.aspx?cid=7799> OSOS 9/18/17

### **Helpful Links**

**Yates County Job Leads:** [www.yatescounty.org/workforce\\_development](http://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/>

## October 2017

### October 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	2 <b>HSE:</b> 9am-12pm  <b>JRT:</b> 9:15am-12pm	3  <b>Exempt Meeting:</b> 11am	4  <b>HSE:</b> 9am-12pm  <b>Life Skills:</b> 1:30pm – 3:30pm	5  <b>WorkKeys:</b> 9am-12pm	6	7
8	9  <b>Columbus Day!</b>  <b>OFFICE CLOSED</b>	10  <b>Training Options:</b> 1pm	11  <b>HSE:</b> 9am-12pm  <b>Life Skills:</b> 1:30pm – 3:30pm	12  <b>Personal Soft Skills:</b> 9am-3pm	13	14
15	16  <b>HSE:</b> 9am-12pm  <b>JRT:</b> 9:15am-12pm	17	18  <b>HSE:</b> 9am-12pm  <b>Life Skills:</b> 1:30pm – 3:30pm	19	20	21
22	23  <b>HSE:</b> 9am-12pm  <b>JRT:</b> 9:15am-12pm	24  <b>Jump Start:</b> 1pm	25  <b>HSE:</b> 9am-12pm  <b>Life Skills:</b> 1:30pm – 3:30pm	26	27	28
29	30  <b>HSE:</b> 9am-12pm  <b>JRT:</b> 9:15am-12pm	31				

**\*Notes:**

\*HSE: High School Equivalency

\*Monthly Exemption Meetings: Held every 1<sup>st</sup> 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 then 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 then searches for the best job openings available, immediately opening the door to

**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 employer.

**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**



REMEDY STAFFING IS PROUD TO BE RECRUITING FOR



This is a great company and awesome benefits! Please apply today!

Several Packaging openings are currently available on both 1<sup>st</sup> and 3<sup>rd</sup> shift.

Please apply at [remedystaffing.com](http://remedystaffing.com) or please call the office 315.781.6200

**Shift Hours:** A and B Shifts 8am-8pm have every other Weekends Off

C and D Shifts 8pm-8am every Other Month is Weekends Off

You will be given a yearly calendar when you are offered any shift.

**Pay:** \$11.00 A and B \$11.75 C and D

**Position:** Working at a fast pace to inspect and identify any defects in plastic bottles then to pack bottles following specific instruction for each type of bottle.

# Looking to Start or Advance Your Career in Health Care?



## Join our team at UR Medicine Thompson Health!

### UR Medicine Thompson Health offers:

- Competitive Compensation
- Career Advancement
- Health Insurance
- Paid Time Off
- Friendly Corporate Culture
- Flexible Schedules
- Tuition Assistance
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### Now Hiring for:

### Certified Nurse Assistant Training Class

Training start date: 11/27/2017

Location: FLCC

Application due date: 10/15



Please apply online at  
[ThompsonHealth.com/Careers](http://ThompsonHealth.com/Careers)

