

## Yates County Job Leads September 5<sup>th</sup>, 2017

### AUTOMOTIVE/DRIVERS

#### **Truck Driver (Watkins Glen, NY)**

- Looking for a delivery truck driver to deliver petroleum products to residents and businesses. Full time and part time positions available. Must have a class B driver's license. A tank and hazmat endorsement is required if hired. Hourly pay and benefits available. Prior experience preferred, but not required. Stewart P. Wilson Inc., PO Box 49, Watkins Glen, NY 14891.  
Dundee Observer 8/23/17

#### **Auto Body Technician (Horseheads, NY)**

- Knappy's Auto Body is looking for an Auto Body Technician with experience. Must own your own tools. Friendly environment with benefits. Full time Monday through Friday. Salary: \$31,000 to \$41,000/year. Required experience: 1 year in Auto Body Repair. Must have driver's license. Send resume to [tdknappy@yahoo.com](mailto:tdknappy@yahoo.com)  
Dundee Observer 8/23/17

#### **Automotive Mechanic (Branchport, NY)**

- Automotive Mechanic Wanted with Experience. Must be able to repair basic systems - brakes, alignments, suspensions, exhaust, cooling and electrical. QUALIFICATIONS:  
1) Current, valid driver's license;  
2) Own tools;  
3) NYS Inspector license a plus.  
Apply in person: Branchport Automotive, 3719 Route 54A, Branchport, NY. No phone calls please.  
Craigslis post ID: 6288211228 8/31/17

#### **CDL Drivers (Dundee, NY)**

- Help wanted!!! CARDINAL DISPOSAL is looking for CDL class A and B drivers. We are locally owned and operated. You would be home every night! We offer competitive wages, paid holidays and time off, medical, dental, IRA with Employer match. If interested please apply online at [www.cardinaldisposal.com](http://www.cardinaldisposal.com) or stop in at 635 Shannon Corners Rd, Dundee or call us!! 607-243-7568.  
Craigslis post ID: 6284872130 8/29/17

#### **Auto body Tech/ Painter (Geneva, NY)**

- Established Collision shop seeking collision tech & painter. Must have experience and own tools. Nice shop with clean working conditions. Please call to discuss. Call M-F, 8-5. Ask for Todd. 315-789-9809, Geneva Coach Inc.  
Craigslis post ID: 6255210244 8/8/17

### CUSTOMER SERVICE/SALES

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

- WANTED: 5-6 people in all departments. 10 to 15 hrs. weekly. Must be able to work nights and weekends. Apply at Morgan's Grocery, 100 Hamilton St., Penn Yan.  
Chronicle Express 8/16/17

#### **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.  
Craigslis post ID: 6292761833 9/4/17

### **Cashier/Barista (Keuka Park, NY)**

- AVI Foodsystems, Inc. is now hiring a Part-Time Cashier/Barista in Keuka Park, NY. We are looking for a hardworking, friendly, service oriented person! BENEFITS: Immense training and growth opportunities, a family culture and atmosphere, competitive compensation, 401(k) with generous company match, paid vacations and holidays. JOB DUTIES: Create and serve chilled and hot beverages such as coffee, cappuccinos, espresso, lattes and fruit-blended drinks, operate a cash register efficiently and accurately, prepare products and order stock, ensure the proper signage when needed, maintain clean, neat and orderly areas. REQUIREMENTS: Accurately record guest transactions, ability to make correct change, cashier or Barista experience a plus, ability to make correct change and work in a fast-paced environment. We conduct pre-employment drug testing. TO APPLY, PLEASE CLICK: <http://www.jobs.net/j/JgynUjCH?idpartenaire=10018&jobdetails=true>

Craigslist post ID: 6289186983 9/1/17

### **Retail Supervisor (Keuka Park, NY)**

- AVI Foodsystems, Inc. is hiring a Full-Time Retail Supervisor in Keuka Park, NY. We are seeking a hardworking, friendly, and service oriented person who is passionate about preparing and serving EXCELLENT food! BENEFITS: A family culture and atmosphere, immense training and growth opportunities, competitive compensation, Health, Dental, Vision, and Life Insurance for full time team members, 401(k) with generous company match, paid vacations and holidays. JOB DUTIES: Lead the hands-on food preparation/service teams at retail food locations, ensure excellent customer service in each retail food location, ensure compliance with proper sanitation and safety standards, take a hands-on operational approach; willingness and drive to be involved in the success of the day-to-day operations of the business, comply with all AVI policies and procedures, including but not limited to food and physical safety programs, communicate any issues of concern to management (i.e. customer issues, cleanliness, safety concerns or security concerns), adhere to grooming and appearance standards. REQUIREMENTS: Excellent customer service and communication skills, both written and verbal, background inclusive of franchised quick service restaurant operations, successful team leadership experience, ServSafe certification a plus, working knowledge of Microsoft Office: Word, Excel and PowerPoint, knowledge of POS systems a plus. To apply, use this link: <http://www.jobs.net/j/JRppEUih?idpartenaire=10018&jobdetails=true>. We conduct pre-employment drug testing.

Craigslist post ID: 6287586955 8/31/17

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

- Now hiring part-time Tasting Room Servers. Must be 21 or older. Looking for friendly outgoing individuals who are available to work weekdays/weekends and holidays. If interested, please email resume/letter of interest by clicking on reply or faxing to 855-688-7537.

Craigslist post ID: 6282192035 8/27/17

### **Store Associate (Penn Yan, NY)**

- Apply in person during our One-Day Event at 204 Liberty St., September 18, 2017 from 9am-8pm. Get started now by downloading our Employment Application at [https://tbcfn.talentbrew.com/company/61/v1\\_0/docs/Aldi-Employment-App-MASTER-2-16.pdf](https://tbcfn.talentbrew.com/company/61/v1_0/docs/Aldi-Employment-App-MASTER-2-16.pdf). Our Store Staff is the face of the ALDI shopping experience, and our most valuable asset. Their hard work makes it possible to uphold our company philosophy: Provide the highest quality products at the lowest possible prices. Their smiles and pleasant demeanors keep customers coming back time and time again. We have important requirements for all potential ALDI employees. You must be able to lift and stock merchandise up to 45 pounds. You must be able to multitask and communicate effectively with your fellow staff, while being open to new ideas. Excellent customer service skills and communication are a must, as well as a flexible schedule. We provide an extensive period of training that will give you the tools, skills, and confidence you need to excel at ALDI. You must be at least 18 years old and a high school diploma or equivalent is preferred. You must also pass a drug background check.

OSOS 8/28/17

### **Winery Sales Associate (Penn Yan, NY)**

- Seneca Shore Wine Cellars is looking for Wine Sales Associates to work in our Tasting Rooms. Shifts available 7 days/ week, 10 am until 5 pm. One Weekend day is required. Must be at least 18 years of age and have reliable transportation. Applicants should appreciate high volume environments and have a sense of pride in their work. Skills required: Communicating well with others, being a team member, ability to work independently. Wine knowledge and sales experience desired but not required. Dependable hard working individuals should apply now! Major Skills Needed to Perform Job: 1. Customer Service 2. Team Mentality 3. Sales Experience. [jody@senecawine.com](mailto:jody@senecawine.com)

OSOS 8/16/17

### **Store Team Member (Penn Yan, NY)**

- The Store Team Member position provides an opportunity, in a leading retail setting, to excel in a growing, high impact, customer focused role, working both independently and as a member of a team, to positively impact the lives of others. For a detailed job description and to apply, please visit <https://jobs.cvshealth.com/job/penn-yan/store-team-member/5770/1819824>.

OSOS 8/28/17

### **Shift Supervisor Trainee (Penn Yan, NY)**

- The Shift Supervisor Trainee role is an entry-level, short-term role that prepares an employee to perform a higher-level supervisory role, such as Operations Supervisor or Shift Supervisor. The Shift Supervisor Trainee performs work as directed in order to prepare for future supervisory responsibilities, completes basic operations and management skills training, and also learns about key aspects of the business (e.g., building customer loyalty through exceptional service) and CVS/pharmacy culture. Upon successful completion of the training program, Shift Supervisor Trainees are eligible to be considered for promotion to open Operations Supervisor or Shift Supervisor positions. Education: High school diploma or equivalent required. Please apply at <https://jobs.cvshealth.com/job/penn-yan/shift-supervisor-management-trainee/5770/3571673> OSOS 8/28/17

### **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 8/28/17

### **Lead Sales Associate (Penn Yan, NY)**

- Dollar General is hiring full and part time lead sales associates. Lead sales associates function as a Cashier and/or Stocker and act in a lead capacity in the absence of the Store Manager or Assistant Store Manager, assist in setting and maintaining plan-o-grams and programs, provide exemplary customer service, perform other duties as necessary to maximize profitability, customer satisfaction, and teamwork, while protecting company assets and reducing losses. To see a list of essential functions and to apply, visit <https://retail-dollargeneral.icims.com/jobs/85784/lead-sales-associate-pt-in-penn-yan%2c-ny/job?hub=12> OSOS 8/28/17

### **Tasting Room Associate (Keuka Park, NY)**

- Greet customers; provide information about the winery and our tasting room; provide samples of the wine and information about our products; encourage customers to buy our product and assist with selection; complete transactions. Cleaning of facility, other outdoor and indoor tasks, labeling wine during slower times will also be required. Must be able to carry on a conversation with customers; have experience with or be willing to learn about wine to provide accurate information to our customers. Must be a minimum of 18 years old. Must be willing to work weekends. Job is part-time and seasonal with responsibilities starting in mid-August and ending in early November. Apply at <https://www.indeed.com/cmp/Winery/jobs/Tasting-Room-Associate-14796ce5d05d25de> Indeed 8/14/17

### **Sales Associate (Penn Yan, NY)**

- Full Time with earned benefits (401k, paid vacation, medical). Valid Driver's License Required. Assist customers with purchases of hardware, appliances, and paint. Attention to detail and excellent customer service skills are a must. Weekend availability is required. The schedule rotates with other employees to cover weekends. Starting at \$10.75 per hour. Apply in person at Pinckney Hardware, 24 Main St., Penn Yan. Workforce Development 8/7/17

## **EDUCATION/SCHOOLS**

### **Substitute Teachers (Penn Yan, NY)**

- Penn Yan Central Schools is seeking individuals interested as serving as substitute teachers. Please apply online at <https://pennyan.recruitfront.com/> Chronicle Express 8/23/17

### **PYCSO Positions (Penn Yan, NY)**

- Substitute Custodians, Custodial Workers, Bus Drivers, Bus Attendants, Substitute Registered Nurses, and Teacher Aides needed at the Penn Yan Central School District. Bus Driver/Attendant training is available. Apply to 1 School Drive, Penn Yan, NY 14527. Applicants must be Yates County Civil Service approved. Chronicle Express 8/23/17

### **Special Education Teacher (Penn Yan, NY)**

- Penn Yan Central School District is hiring a Special Education Teacher. Full-time, middle school level. NYS secondary special education certification required. To apply, submit an online application at <https://pennyan.recruitfront.com/>. Deadline: 9/6/17. Dundee Observer 8/30/17

### **Speech Teacher (Dundee, NY)**

- Dundee Central School is currently seeking a Speech Teacher to begin in the 2017-2018 school year. New York State Certification is required. All employees must be fingerprinted through the NYS Education Department. An application can be found online and should be sent by September 15, 2017 to: Laurie Hopkins-Halbert, Elementary Principal, Dundee Central School, 55 Water Street, Dundee, NY 14837. Dundee Observer 8/30/17

### **Substitute Positions (Hammondsport, NY)**

- Hammondsport Central School is now accepting applications for substitutes in the following areas:  
Instructional: Teacher and Teacher Assistant  
Non-Instructional: Teacher Aide, Cleaner, Bus Driver, and Food Service  
Interested persons may obtain an application from the District website, [www.hammondsportcsd.org](http://www.hammondsportcsd.org). Completed applications, letter of interest, resume, credentials, and proof of NYSED fingerprint clearance may be emailed to Nancy Clark, District Clerk, Hammondsport Central School, 8272 Main Street, Hammondsport, NY 14840 or submitted directly to the District Office. Dundee Observer 8/30/17

### **School Caseworker (Dundee Observer)**

- The Dundee Central School District has an anticipated vacancy for a full-time, 11 month school caseworker. This position will provide casework and counseling services for students and their families and will act as liaison with various agencies, and works closely with other district staff and administrators in formulating, implementing, and monitoring plans to meet the needs of students and/or their families. Applicants must be knowledgeable of Federal, State and local social and human service programs and must demonstrate the ability to establish positive relationships with children and adults. A Bachelor's degree in Psychology or Human Services is required along with a minimum of two years of casework experience. This is a competitive Civil Service position, candidates must take and pass an exam to be considered for permanent appointment. Salary range \$35,000-\$38,000. Please apply by September 15, 2017 to Yates County Personnel Department. Dundee Observer 8/30/17

### **Teacher Openings (Bath, NY)**

- Snell Farm Children's Center- Bath, NY. Physical/Health Education, Math, Special Education. Resumes to Melissa, [moneill@hillside.com](mailto:moneill@hillside.com) Dundee Observer 8/16/17

### **Middle School Mathematics Teacher (Geneva, NY)**

- Middle School Mathematics Teacher. St Francis de Sales- St. Stephen School seeks a full-time Math teacher for the 2017-2018 school year. Requires a strong background in middle school mathematics and thorough knowledge of Next Generation Math Standards. We hire knowledgeable, creative teachers with a passion for fostering student potential, an ability to craft inquiry based lessons using Math skills to solve real world problems, proficiency in instructional technology, and excellent classroom management skills. Ideal candidate will be comfortable using Google Tools for education and implement Project-Based learning in the classroom. Located at 17 Elmwood Avenue in Geneva, NY, we are a regional school serving students in pre-kindergarten through eighth grade from ten communities in the Finger Lakes. We are a DOR Catholic school, accredited by the Middle States Association of Colleges and Schools. Submit a resume, cover letter, certifications, and three professional references to Mrs. Mary C. Mantelli, Principal, via e-mail to [mary.mantelli@dor.org](mailto:mary.mantelli@dor.org). Dundee Observer 8/16/17

### **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 8/16/17

## **HEALTHCARE/HUMAN SERVICE**

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

- Penn Yan Manor Nursing Home- paid vacation and personal time, shift differential, paid holidays, employer paid pension and life insurance, dental and health insurance, tuition assistance, recognition bonus, EOE, competitive pay. Positions open: Full Time Night Shift LPN, Full or Part Time Evening Shift CNAs. 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 web site: pennyanmanor.com  
Chronicle Express 8/16/17

### **Resource Advocate/Family Educator (Yates County)**

- Join our team of caring professionals providing high quality services to families and children. Pro Action's Head Start Program is seeking applicants for the position of Resource Advocate/Family Educator in the Penn Yan and surrounding Yates County area. Responsibilities: Duties of this 10 month, full time position include enrolling eligible children and families; completing home visits with program participants; providing educational activities for pregnant women, infants/toddlers, or 3-year-old children in a home-based setting; as well as supporting families in goal setting and accessing additional resources, as needed. Qualifications: A Home Based CDA is preferred. Equivalent coursework as part of an Associate's or Bachelor's Degree in Early Childhood will be considered. Must have excellent organizational and time management skills and flexibility. Must have a driver's license meeting agency standards and reliable transportation. To apply: Please send a letter of interest, resume, and copies of unofficial transcripts to: Human Resources, Pro Action of Steuben and Yates, Inc., 117 E. Steuben St., Bath, NY 14810 or email to: [Jobs@proactioninc.org](mailto:Jobs@proactioninc.org) Chronicle Express 8/23/17

### **Public Health Nurse (Yates County)**

- Yates County Public Health is seeking to fill a Public Health Nurse Position. For a full explanation of job duties, please refer to <https://mycivilservice.yatescounty.org/jobopps>. Application deadline: September 22<sup>nd</sup>, 2017 at 2:00pm. Candidates who meet the minimum qualifications will receive an evaluation of their education, training and experience against the background of the duties of the position.  
Dundee Observer 8/30/17

### **LCSW (Watkins Glen, NY)**

- Position: Licensed Clinical Social Worker. Salary: As Per Contract. Starting: September 2017. Civil Service Approval Required. NY LCSW License Required. Qualified candidates should respond to: Schuyler County Civil Service. Any questions should be directed to: Renee Angle, Administrative Assistant, Watkins Glen Central School District, 303 12<sup>th</sup> St., Watkins Glen, NY 14891.  
Dundee Observer 8/23/17

### **LPN- Medication Supervisor (Montour Falls, NY)**

- \$1000 Sign-on bonus. FT position available. Supervisory and medication experience preferred but not required. Please send resume or apply at The Falls Home, 117 Schuyler St, Montour Falls.  
Dundee Observer 8/16/17

### **PCA/HHA (Montour Falls, NY)**

- PCA/HHA: 2 FT openings available assisting residents with personal care needs. Please send resume or apply in person at The Falls Home, 117 Schuyler St, Montour Falls.  
Dundee Observer 8/16/17

### **Regional Care Manager (Penn Yan, NY)**

- PRIMARY FUNCTIONS: Conduct engagement services within the Care Coordination (CC) Department including eligibility screening and intake activities as well as provide care management services to individuals living with HIV/AIDS and/or other chronic illness that live in the Finger Lakes and Southern Tier Region. For specific duties, qualifications, additional requirements, and to apply, please visit [www.cccsrochester.org](http://www.cccsrochester.org).  
Craigslist post ID: 6287848729 8/31/17

### **Caregivers (Yates County)**

- Comfort Keepers is hiring 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 Penn Yan, Middlesex, Branchport, Potter, and Naples locations. Eligibility requirements include:
  - Must be 18 years or older
  - Experience with elderly whether personal or professional
  - Reliable and trustworthy
  - Valid Driver's License
  - Reliable Vehicle
  - Clean Background Check
  - No certifications or medical background necessary

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

- Administrator Long Term Care
- Biomed Tech II
- CNA or Certified Nurse Aide Training Program
- Critical Care Tech
- ED Crisis Evaluator
- Food Service- Nutritional Services Aide
- Housekeeping Aide SSH
- In-Patient Counselor
- LPN- Clinic
- LPN Med Long Term Care- Bedside
- Medical Biller/Patient Accounts
- Nursing Assistant/Unit Clerk
- 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.flhealth.org/body.cfm?id=107>

Workforce Development 8/30/17

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

- Center for Lifelong Learning Direct Support Professional
- Special Education Teacher- Keuka Lake School
- Direct Support Professional (Residential)
- Agency Registered Nurse
- Direct Support Professional (Substitute)
- General Education Teacher
- Speech Language Pathologist/Speech Therapist

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

Workforce Development 8/30/17

**Pharmacy Technician-in-Training (Penn Yan, NY)**

- As a Pharmacy Technician in Training, you are a vital part of our wellness store team responsible for assisting the Pharmacist and Pharmacy Manager in serving our customers/patients and maintaining the Pharmacy department. In order to be able to properly serve our patients and to assist the Pharmacist and Pharmacy Manager it is essential that you become properly certified to assume the position of a certified Pharmacy Technician. The role of community pharmacies in the health care industry continues to evolve as does the role of the Pharmacy Technician. For more details and to apply, visit <https://careers.info.riteaid.com/jobs/82930>. OSOS 8/28/17

**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](https://re12.ultipro.com/EXC1006c/JobBoard/ListJobs.aspx?_VT=EXTCan&_SVRTRID=19CD2195-403D-4DC4-AC0A-6913EB1EB5F4) OSOS 8/28/17

### **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 8/28/17

### **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 8/28/17

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

- CVS Health is hiring a Pharmacy Technician. The Pharmacy Technician Trainee is a training position where you can move to a Pharmacy Technician upon successful completion of CVS Pharmacy Technician Training Program and per local state pharmacy guidelines. This position provides an opportunity, in a leading retail pharmacy setting, to excel in a complex, high impact patient focused role and to positively impact the lives of others. The ideal candidate must be able to triage pharmacy tasks, balance efficiency with accuracy, work both independently and as a team in a fast-paced environment, and achieve excellence in customer service through compassion and genuine care for all patients while ensuring all medication needs and regulatory compliance standards are met. Pharmacy Technicians must demonstrate ethical conduct and maintain patient confidentiality at all times. Essential functions and qualifications listed online. Education: Must have high school diploma or equivalent. Apply online at <https://jobs.cvshealth.com/job/penn-yan/pharmacy-technician/5770/1816910> OSOS 8/28/17

## **HOSPITALITY/RESTAURANT**

### **Housekeeping (Montour Falls, NY)**

- Immediate day shift position available. Responsibilities include bed making, vacuuming, mopping, dusting, etc. in resident rooms and common spaces. Please apply at The Falls Home, 117 Schuyler St., Montour Falls. Dundee Observer 8/16/17

### **Cook (Keuka Park, NY)**

- AVI Foodsystems, Inc. is hiring Full-Time Cooks in Keuka Park, NY. We are looking for hardworking, friendly, service oriented people who are passionate about preparing and serving excellent food. JOB DUTIES: prepare and cook food for service, maintain proper grill cooking temperatures, ensure that all kitchen equipment is clean at all times, manage food inventory, continually maintain a safe work environment, encourage good customer relations through product promotion. REQUIREMENTS: culinary experience is a plus, strong work ethic, ability to lift 30 pounds, ability to multi-task in a fast-paced environment, exceptional food presentations skills, bending, standing, moving, carrying, writing, lifting, reaching. BENEFITS: AVI is proud of its team members and appreciates the hard work, loyalty and committed service they provide every day, which is why we offer the following: competitive wages, commensurate with experience, health, Life, Dental and Vision coverage for full time team members, 401(k) with a generous company match, paid vacation and holiday time, advancement opportunities, and much more. We conduct pre-employment hair drug testing and are proud to be an Equal Opportunity Employer. TO APPLY, PLEASE VISIT: <http://www.jobs.net/j/JyEvVeCj?idpartenaire=10018&jobdetails=true>

Craigslis post ID: 6280962546 8/26/17

### **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 competitive wages. 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: 6276878085 8/23/17

### **Waitress/Server (Penn Yan, NY)**

- The Keuka Restaurant is looking for experienced servers for their wait staff. Flexible hours/scheduling. Please stop in to the restaurant to fill out an application. Workforce Development 8/31/17

### **Jail Cook (Penn Yan, NY)**

- These duties involve responsibility for the preparation, cooking and serving of meals for inmates for the County jail. The work is performed according to established procedures under the direct supervision of the Jail Cook Manager, with considerable responsibility for the exercise of independent judgment in emergencies. Does related work as required. For qualifications and to apply, visit <https://mycivilservice.yatescounty.org/jobopps> Workforce Development 8/28/17

### **Café Worker (Penn Yan, NY)**

- Immediate openings for full or part time employee. Candidate must have a strong work ethic, be self-motivated, be able to problem solve and the have the ability to multi task. General kitchen knowledge and great customer service skills a must. Does require standing for long periods of time, some lifting and some stairs. 223 Main St, Penn Yan, NY 14527. Workforce Development 8/7/17

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

- Sales Agent
  - Sales Development Representative
  - Seasonal Reservation Specialist
  - Housekeeper (Best Western Hotel)
- For full descriptions and to apply, please visit <http://flplake.hrmdirect.com/employment/job-openings.php?search=true&internal=3170&dept=-1&city=-1&state=-1> Workforce Development 8/16/17

### **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 8/21/17

### **Pizza Hut- Multiple Positions (Penn Yan, NY)**

- Assistant Manager- Apply at <https://my.jobs/7b5c339cbc964477aa16c836894624e8161>
- Shift Manager- Apply at <https://my.jobs/9845aa5591df46e88dd4369bce2eac28161>
- Restaurant General Manager- Apply at <https://my.jobs/c6097b7fdc954df5a4e11a3f0701a7a8161>
- Server- Apply at <https://my.jobs/2d5b074242ff4239b9f0cf8c63329aeb161>
- Team Member- Apply at <https://my.jobs/3a3d240792eb428f898cc1890650b516161>
- Delivery Driver- Apply at <https://my.jobs/5f80915d9e7d49c9ad17dc97e022cf5a161>
- Production/Cook- Apply at <https://my.jobs/a46b46ef7b91429c89d4c50ea4f4c6fd161> OSOS 8/28/17

## **LABOR/AGRICULTURAL**

### **Carrier (Dresden, NY)**

- Carrier needed for Village of Dresden to deliver the Chronicle Ad-Viser on Saturday or Sunday. Must be dependable and reliable. Must be at least 11 years old. No collecting to do. Call Bob at (315)536-4422. Chronicle Express 8/30/17

### **Vineyard Worker (Dundee, NY)**

- Tabora Vineyards, Inc. is looking to hire a full time year round vineyard worker. Contact Phil at 607-207-7403. Chronicle Express 8/9/17

### **Cleaning and Counter (Penn Yan, NY)**

- Part-time Colonial Motel. Combination cleaning & counter work. Must be available weekends. High school students welcomed. Apply in person: Colonial Motel Office, 1756 West Lake Rd., Penn Yan. No phone calls please. Chronicle Express 8/9/17

### **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

### **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 required. Sound 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=NMS00982> Craigslist post ID: 6287958852 8/31/17

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

- Cleaner positions available. Person must be reliable and detail oriented. Must have experience using floor cleaning equipment. Overnight hours. Good pay. Please call (315)345-3309 if interested or reply to this posting. Leave your name, contact number and location you are calling about (Penn Yan). Craigslist post ID: 6273740187 8/21/17

### **General Labor (Penn Yan, NY)**

- Remedy Staffing has partnered with The Finger Lakes Premier stocker of organic grains, oats, seeds, and beans which is seeking a solid general labor candidate to work first shift. Hours are 7am to 4pm - Monday through Friday. Must be available to work OT as needed. The ideal candidate is able to think on their feet for a 8-9 hour day. Must be organized and highly attentive to details, work well with a small close team of co-workers and customers, be physically able to lift 50 and 80 lbs. bags routinely, be attentive to safety rules, the ability to drive forklift and operate motorized pallet jack a plus, work at ambient outdoor temperature year round, must have 10+ years of solid work history with good references on reliability. Craigslist post ID: 6269702279 8/18/17

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

- Looking for Carpenter/Apprentice/Foreman in the Finger Lakes area. Growing company looking for motivated people with construction background. Must have reliable transportation and a valid drivers license. Must have own hand tools. Pay base varies depending on experience. Work performed: residential and commercial remodeling, new construction, renovation. Craigslist post ID: 6266885641 8/16/17

### **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 8/29/17

### **Vineyard Laborer (Penn Yan, NY)**

- Prior vineyard experience not required but helpful -Knowledge of vineyard equipment use & maintenance a plus. - Demonstrate professionalism, initiative, creativity and flexibility. -Possess excellent overall communication, organizational, and project management skills. -Flexible work schedule will be required to execute the job function. Major Skills Needed to Perform Job: 1. Pruning 2. Mowing 3. Weed Reduction [jody@senecawine.com](mailto:jody@senecawine.com) OSOS 8/16/17

### **"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 8/11/17

### **Delivery/Installation/Service Technician (Penn Yan, NY)**

- Full Time with earned benefits (401k, paid vacation, medical). Valid Drivers License Required. Basic Mechanical Skills. Good customer service skills. Training Provided. Must be able to lift and move heavy appliances while working as a team and

taking care to not damage customer's property. Starting at \$10.75 per hour. Apply in person at Pinckney Hardware, 24 Main St., Penn Yan. Workforce Development 8/7/17

## **OFFICE WORK/MANAGEMENT**

### **Clerk/Treasurer (Dresden, NY)**

- The Village of Dresden is accepting applications for the part-time position of Clerk-Treasurer to conduct the day-to-day business and financial operations of the Village. Applicants should have experience in municipal government, a background in bookkeeping, accounting, strong record-keeping, organizational skills, and good interpersonal communication skills. Apply by visiting <https://mycivilservice.yatescounty.org/jobopps>. Application deadline is September 1. Hours and pay to be discussed. Chronicle Express 8/23/17

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

- Office Assistant in Penn Yan. P/T-F/T; multi-tasking. Send resume to Box #856, The Chronicle Express, 138 Main Street, Penn Yan, NY 14527. Chronicle Express 8/9/17

### **Village Treasurer (Watkins Glen, NY)**

- The Village of Watkins Glen is accepting applications for the position of Village Treasurer. This full-time position requires an Associate's Degree in the finance field or a combination of education, experience, and skills; knowledge of and experience with municipal accounting is preferred; expertise in Microsoft Word and Excel; must have superb customer service, financial and judgment skills; the ability to maintain confidentiality and excellent organizational skills. Applications are available on our website [www.watkinsglen.us](http://www.watkinsglen.us) or by stopping in the Village Office at 303 N. Franklin St., Watkins Glen, NY during business hours. Monday-Thursday from 7:30am-4:30pm and Fridays from 7:30am-1:30pm. Applications will be received until 4:30pm on Thursday, September 14, 2017. Dundee Observer 8/30/17

### **Museum Director (Montour Falls, NY)**

- Museum Director for the Brick Tavern Museum in Montour Falls. Details at [www.schuylerhistory.org](http://www.schuylerhistory.org). Resumes by Sept 15. Dundee Observer 8/30/17

### **Receptionist (Montour Falls, NY)**

- Immediate PT position available. Excellent 2<sup>nd</sup> job/income. Good communication skills a MUST. Experience preferred, but will train. Please apply at The Falls Home, 117 Schuyler St, Montour Falls. Dundee Observer 8/16/17

### **Part Time Teller (Penn Yan, NY)**

- Five Star Bank in Penn Yan is looking to hire a part time teller. Position is scheduled for 25 hours per week with a salary range of \$9.62-\$15.30 per hour. To apply, please visit <https://my.jobs/ed72fe750ae44001951938df994d6c46161>. OSOS 8/28/17

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

- Dollar General is hiring an assistant store manager. The store manager will supervise store employees, assist with efficient management of inventory and effective presentation of merchandise, and ensure a safe working environment while providing for the protection of company assets. For a full list of essential functions and to apply, visit <https://retail-dollargeneral.icims.com/jobs/85783/asst-store-mgr-in-penn-yan%2c-ny/job?hub=12> OSOS 8/28/17

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

- Dollar General is hiring a store manager. The store manager is responsible for the management of all employees in the effective planning and implementation of all store processes, including ordering, receiving, stocking, presentation, selling, staffing and support. For a full list of duties and essential functions and to apply, visit <https://storemanager-dollargeneral.icims.com/jobs/136820/store-manager-in-penn-yan%2c-ny/job?hub=12&mobile=false&width=960&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240> OSOS 8/28/17

### **Membership Coordinator (Penn Yan, NY)**

- Snap Fitness is seeking an energetic Membership Coordinator to join our team. The right candidate will have a passion for fitness; desire to motivate others, and a fun upbeat attitude. This is an incredible full-time position and an opportunity for

you to join one of the fastest growing and most exciting fitness companies in the country! For more details and to apply, visit <https://snapfitnesscareers.careerplug.com/jobs/672084/apps/new>. Indeed 9/5/17

#### **Administrative Assistant (Watkins Glen, NY)**

- The Arc of Schuyler seeks a full time Administrative Assistant to provide reception support as well as organizational assistance to various departments that include residential, nursing, human resources, and quality assurance. Position performs receptionist and general secretarial work in addition to playing a key role in monitoring provider quality and regulatory compliance, auditing critical reports, staff scheduling, and coordinating multiple department calendars. Duties include answering and redirecting incoming calls, managing correspondence, word processing, filing, and data entry. Candidate must be well organized and extremely detail-oriented with excellent customer service, writing, reporting, and computer skills. Candidate must also be comfortable with problem solving in a challenging environment and be able to maintain a high degree of confidentiality to ensure protection of sensitive information. High school diploma required; Associate's Degree preferred. Position is 37.5 hours a week, day time shift. Starts at \$11.52/hr. Health insurance, 401(k), paid time off, and other benefits available the first of the month after 60 days. Indeed 8/14/17

#### **Temporary HEAP Clerk (Yates County)**

- Pro Action of Steuben and Yates, Inc., is seeking a Temporary HEAP Clerk to work out of the Yates County Office Building in Penn Yan. This position is scheduled to begin in October, 2017 and is 37.5 hours per week through mid-March, 2018. Responsibilities: The HEAP Clerk is responsible for reviewing and processing HEAP applications in a fast-paced environment. Qualifications: High school diploma and related work experience and basic office skills. Must have excellent customer service skills, knowledge in data entry and be detail oriented. To Apply: Please send a letter of interest, resume and completed employment application by September 15, 2017 to: Human Resources, Pro Action of Steuben and Yates, Inc., 117 E. Steuben St., Bath, NY 14810 or email to: [Jobs@proactioninc.org](mailto:Jobs@proactioninc.org). Workforce Development 8/28/17

## **SKILLED/MANUFACTURING**

#### **Multiple Positions (Penn Yan, NY)**

- Remedy is now 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 and Industrial Spray Painting. Apply today! Call 315-781-6200. Chronicle Express 8/23/17

#### **Inspector/Packer (Penn Yan, NY)**

- Kelly Services currently has temp-to-hire Inspector/Packer openings with a leading manufacturer that has defined the plastic bottle industry for more than 50 years. These positions require candidates to hand pick plastic bottles off the line, inspect for defects, package bottles, palletize boxes, verify load tickets, and communicate with team leaders and supervisors regarding quality issues. You will migrate between multiple lines to break up your day. Multiple spots available for 3rd shift (8:00PM - 8:00AM). Rotating days off, but hours never change! Know your schedule months in advance. Starting pay rate is \$11.75 per hour (for nights). Pay increase if position goes permanent. Temp-To-Hire/Eligible to apply for permanent openings after 90 days. Industrial fans and blowers throughout the production floor. Annual Steel Toe Shoe reimbursement. Overtime often available. Need a day off, but don't want to lose the pay? Try a shift trade! If you meet the qualifications listed below, come be an integral part of this growing team. Apply now! Qualified applicants will be invited to attend a tour/orientation with an opportunity to interview on a Thursday morning. (HS Diploma or GED, ability to work as a team and individually, strong attention to detail - Quality is our number one focus, previous manufacturing experience a plus, but not required. NOTE: Urine and Background screen administered before start. No resume? That's okay! We've got you covered. We can create one from the information you provide during the registration process. If you want to fill out an application or to find out more information; reply to this posting, stop into one of our locations (Canandaigua or Newark), give us a call @ 585-394-8500, or email us at [kerb103@kellyservices.com](mailto:kerb103@kellyservices.com). As a Kelly employee, you will also receive great benefits, including: Weekly pay with direct deposit or payroll card, excellent potential for long term growth with a company who is an advocate of promoting from within, optional medical and dental coverage, holiday pay and year-end service bonus. Craigslist post ID: 6285548888 8/29/17

### **Day and Night Shift Inspector (Penn Yan, NY)**

- We are looking to hire 20 new employees to join our team thanks to increased business demands for 2017. 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. 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: 6256630467 8/9/17

### **Industrial Sewer (Canandaigua, NY)**

- Full time opportunity in Canandaigua. 4-day work weeks, Monday-Thursday, 6:30am-5pm. Openings for 1st shift. Employer sponsored health insurance and paid holidays after 3 months of employment. Responsible for sewing various types of materials and fabrics into various sizes and shapes (tents, pouches, covers). Experience is preferred, but not necessary, will train. Ability to read drawings/patterns a plus. Apply in person, Select Fabricators, 5310 North Street, Bldg. 5, Canandaigua.      Workforce Development 8/7/17

### **Machinist (Dresden, NY)**

- Abtex in Dresden is searching for a machinist to support the growth of their business. Qualified candidates should have experience with and be comfortable using basic machine tools including mills, lathes, drill press, etc. and producing parts and components from engineering prints. Abtex offers an attractive compensation including year-end bonus, profit sharing, 401k plan with match, health care and paid vacation time. Join a comfortable, team oriented work environment. Please forward your resume to [ladler@abtex.com](mailto:ladler@abtex.com).      OSOS 8/28/17

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

- Our electrical service company is growing quickly, and we're hiring! We are currently in need of an experienced and skilled Electrician to join our team. We offer competitive pay and full benefits, and invite professionals who are looking for steady work to apply today! Electrician responsibilities include but are not limited to: Read blueprints or technical diagrams. Install and maintain wiring, control and lighting systems. Identify electrical problems using a variety of testing devices. Repair or replace wiring, equipment or fixtures using hand and power tools. Follow state and local building regulations based on the National Electric Code. Direct and train workers to install, maintain or repair electrical wiring or equipment. Resumes expected and can be emailed to [daileyelectricinc@gmail.com](mailto:daileyelectricinc@gmail.com) with the word "Resume" in subject line. Call Leah at 315-531-8108 for inquiries. Applications also may be picked up the office.      OSOS 8/7/17

### **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.
- **Maintenance Technician- 2<sup>nd</sup> shift**  
Maintenance technicians have the job of keeping our facility running at the very peak of performance. The duties they do are invaluable to us, because without them our operations might grind to a halt! High School / GED required, Associate's degree preferred. Must have experience with electro-mechanical, pneumatics, PLC controllers, and process instrumentation, 2-3 years' experience or equivalent employment, specialized training in forklift operations.
- **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.
- **HTST (Yogurt) Processor**  
This is a very important position at KanPak. Our HTST (High Temperature Short Time) Operator will perform various tasks that may include operating multiple Pasteurizers, cleaning and sanitizing equipment and perform visual quality checks.
- **Wastewater Treatment Operator- 2<sup>nd</sup> and 3<sup>rd</sup> shift**  
Our Wastewater Treatment associate operates treatment facilities to control flow and processing of water/wastewater, sludge, and effluent.
- **Janitor/Housekeeper**  
This entry level position requires the performance of repetitive tasks to be completed in a sanitary and orderly manner. This is a fast-paced position.
- **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.

To apply for any of the jobs listed above, please visit <http://www.hirebridge.com/v3/jobs/list.aspx?cid=7799> OSOS 9/5/17

### **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/>

## September 2017

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

**\*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 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**



## Mechatronic Technology Training Program

Searching for a career path? Enter the field of advanced manufacturing technology! Well-paying high-tech jobs in our area are waiting for skilled employees. This twelve week training program is designed to provide the introductory skills and knowledge required to perform in the following entry level job opportunities: industrial-mechanical operators, automation operators, electrical-mechanical operators, fabricators and assemblers. This program prepares you for a career in the field of manufacturing where advanced technical skills are needed to perform various functions with precise specifications.

### CLASS REQUIREMENTS – Mechatronic Technology participants **MUST**:

- ✦ Be 18 years old
- ✦ Have a high school diploma or GED
- ✦ Have a Valid NYS driver's license
- ✦ Clear drug screen
- ✦ Tuition - \*\$4000.00. All course materials are provided \*\**(tuition subject to change without notice)*  
*Funding may be available to those that qualify*

### COURSE CONTENT

Lockout/Tagout	Basic Metrology/Measurement
OSHA 10 Gen Industry Safety	Print Reading
IPC-610 Certification	Mechanical Fundamentals
J-STD 001 Certification	Basic Electrical Theory
Technical Math 1 & 2	Intro to Precision Manufacturing

*Starting salary for an entry level employee in the industry of mechatronic technology is \$11.00 to \$14.00.  
Those that demonstrate advanced skills completing the program may start at higher rates.*

*If this sounds like the career for you contact FLCC Professional Development and Continuing Education at:  
[pdce@flcc.edu](mailto:pdce@flcc.edu), [andrea.badger@flcc.edu](mailto:andrea.badger@flcc.edu), or 585-785-1906*

***Don't delay! Our next class starts September 25<sup>th</sup>, 2017! RSVP for the orientation today!  
Follow us on Facebook / FLCC Manufacturing Programs***

### Mandatory Orientation Information:

***Call to set up a one-on-one orientation today!!!!***

**Orientation Location: FLCC Victor Campus: 200 Victor Heights Parkway, Victor, NY**

**Class Location: FLCC Victor Campus, Room 209**

**Class Date(s): September 25<sup>th</sup>, 2017 – December 22<sup>nd</sup>, 2017**

**Class Time(s): 8am to 2pm (hours may vary)**

Finger Lakes Community College does not discriminate based on an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.