

## Yates County Job Leads December 18<sup>th</sup>, 2017

### AUTOMOTIVE/DRIVERS

#### **Motor and Walk Route Carriers (Penn Yan, NY)**

- Motor and walk route carriers needed to deliver the Chronicle Ad-Viser. Once a week, no collecting, excellent earnings. Must have dependable, insured vehicle. Either Saturday or Sunday. If interested, please fill out the form in the Chronicle Express and mail to: Chronicle Ad-Viser, 138 Main St., Penn Yan, NY 14527. Chronicle Express 12/13/17

#### **Newspaper Delivery (Watkins Glen, NY)**

- If you would like to pick up some extra dollars on Wednesdays, this job may be right for you. Each Wednesday, deliver newspapers to Schuyler County stores using your vehicle. 10:30-2:30pm. \$12 per hour plus mileage. Call 607-243-7600. Dundee Observer 12/13/17

#### **CDL Class A (Rock Stream, NY)**

- Drivers wanted to go from Watkins Glen, NY area to New Jersey area and back 2 to 3 times per week. Newer international trucks and van trailers. Competitive pay. Call or text John for more details at 315-694-8238. Craigslist post ID: 6399546562 11/24/17

#### **General Maintenance/CDL Driver (Penn Yan, NY)**

- Document Reprocessors of New York, Inc. is looking to hire a general maintenance person who has a CDL license. Craigslist post ID: 6394499885 11/20/17

#### **Substitute Van Driver (Penn Yan, NY)**

- Pro Action of Steuben and Yates, Inc., is seeking applicants for Substitute Van Drivers for our Yates County Office for the Aging Senior Transportation Program. This position entails transporting senior citizens to and from appointments within Yates and surrounding counties. Applicants must have reliable transportation and a COMMERCIAL DRIVER'S LICENSE meeting agency standards as well as the flexibility to work on an as-needed basis. Interested applicants please send a letter of interest and resume 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) OSOS 12/5/17

#### **Driver Helper (Dundee, NY)**

- UPS is hiring individuals to work as temporary, seasonal Driver Helpers. This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. It requires excellent customer contact skills and a lot of walking. As a Driver Helper, you will not drive the delivery vehicle but assist the driver in the delivery of packages. Driver Helpers usually meet the UPS driver at a mutually agreed upon time and location each weekday (Monday through Friday) and typically do not work on weekends or selected holidays. Hours vary but usually begin after 8:00 a.m. and end before 8:00 p.m. Driver Helpers must comply with UPS appearance guidelines. Driver Helper seasonal opportunities are typically between the Thanksgiving and Christmas holiday time period. Apply at <https://my.jobs/f5ea67af21f544b5a57250ec71324c29161> OSOS 12/4/17

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

- Immediate driving positions driving for a non-emergency medical transportation company. Looking for skilled drivers with a clean license and at least 3 years driving experience to drive. Must have a class E license or be able to obtain one. Driver abstract needed to start. Per Diem positions also available- Give us your availability and we'll give you work! Apply in person at 246 East Elm, PY. Workforce Development 12/18/17

## **CUSTOMER SERVICE/SALES**

### **Retail Merchandiser (Geneva, NY)**

- Hallmark currently has a Part Time Retail Merchandiser position available in the Geneva, NY area and we are looking to hire ASAP! The Retail Merchandiser is a part-time position that performs service work in the Hallmark department of various retail stores such as grocery stores, drug stores, department stores and mass retailers. The RM is also responsible for building and maintaining relationships with store management. Retail Merchandisers have a set geographic territory and group of assigned stores they will service regularly. These positions do not service Hallmark Card Shops. If you take pride in making a department your own, this is a great opportunity for you. You will be providing support to various retail stores within 30 miles of 14456. Territory includes 381 HAMILTON ST Geneva to Penn Yan and Newark, NY. This is your opportunity to represent the world's best-known greeting card brand and develop retailer relationships in your community. Hallmark provides paid training, paid travel time, mileage reimbursement and access to a variety of corporate discounts. If interested, please contact Jenn Daugherty at [Jenn.Daugherty@adp.com](mailto:Jenn.Daugherty@adp.com) for direction on next steps!

Craigslis post ID: 6412353844 12/4/17

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

- Merchandise Magazine and Books at area supermarkets. Flexible daytime hours, no nights or weekends. Friday or Saturday 2 hours per week. Ideal for retiree, stay at home mom or someone looking for part time job. Please go to [www.southerntiernews.com](http://www.southerntiernews.com) and complete our application. <https://www.indeed.com/cmp/Southern-Tier-News-Company/jobs/Merchandiser-Maintain-Magazine-Display-22e336a83782ab62>

Indeed 12/18/17

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

- The Sales Associate provides excellent customer service, follows company policies and procedures and sells products to individuals at Byrne Dairy retail stores. Full list of job responsibilities at <https://www.indeed.com/viewjob?jk=def6b9f00b7a75ac&l=penn+yan%2C+ny&tk=1c1l34sik18hb64f&from=web>

Indeed 12/18/17

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

- The Part-Time Detailer is a part-time position that is responsible for merchandising Frito-Lay's complete line of quality products to existing accounts while driving your personal vehicle to a variety of store locations. Detailer hours vary based upon assigned route and average less than 20 hours per week. This includes weekend and holiday work. The Detailer position offers competitive base pay and a flexible schedule. Apply at <https://my.jobs/7d931acbf95848db82f64ee257f415b3161>

OSOS 12/9/17

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

- Job Description: Models and delivers a distinctive and delightful customer experience. Registers sales on assigned cash register, provides customers with courteous, fair, friendly, and efficient checkout service. Customer Experience: Engages customers and patients by greeting them and offering assistance with products and services. Resolves customer issues and answers questions to ensure a positive customer experience. Models and shares customer service best practices with all team members to deliver a distinctive and delightful customer experience, including interpersonal habits (e.g., greeting, eye contact, courtesy, etc.) and Walgreens service traits (e.g., offering help proactively, identifying needs, servicing until satisfied, etc.). Operations: Provides customers with courteous, friendly, fast, and efficient service. Recommends items for sale to customer and recommends trade-up and/or companion items. Registers customer purchases on assigned cash register, collects cash and distributes change as requested; processes voids, returns, rain checks, refunds, and exchanges as needed. Keeps counters and shelves clean and well merchandised, takes inventory, and maintains records. Checks in and prices merchandise as required or as directed by store manager or communicated by the shift leader. Implements Company asset protection procedures to identify and minimize profit loss. Ensures compliance with state and local laws regarding regulated products (e.g., alcoholic beverages and tobacco products). Constructs and maintains displays, including promotional, seasonal, super structures, and sale merchandise. Completes resets and revisions as directed. Assists with separation of food items (e.g., raw foods from pre-cooked) and product placement as specified by policies/procedures (e.g., raw and frozen meats on bottom shelves). For consumable items, assists in stock rotation, using the first in, first out method and restock outs. Has working knowledge of store systems and store equipment. Provides customer service in the photo area, including digital passport photo service, poster print and creative machine, suggestive sell of promotional photo products. Assumes web pick-up responsibilities (monitors orders in Picture Care Plus, fills orders (pick items), delivers orders to customers as they arrive at store). Assists with exterior and interior maintenance by ensuring clean, neat, orderly store condition and appearance. Complies with all company policies and procedures; maintains respectful relationships with coworkers. Completes special assignments and other tasks as assigned. Training & Personal Development: Attends

training and completes PPLs requested by Manager or assigned by corporate.  
<https://my.jobs/e2159fc4d85746e7a331b0f6b04e5b25161>

OSOS 12/4/17

#### **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 12/4/17

## **EDUCATION/SCHOOLS**

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

- The Dundee Central School is continually recruiting substitutes for the following positions: Teacher, Teacher Aide, Bus Driver, Cleaner, Food Service Helper, Office Assistant I, LPN/RN. Please apply online or with Yates County Civil Service. Applications can be sent to: Kelly Houck, Superintendent, 55 Water St., Dundee, NY 14837. Dundee Observer 12/13/17

#### **After School Program (Schuyler County)**

- Cooperative Extension of Schuyler County is hiring 4 positions for after school youth development programs in Odessa-Montour and Watkins Glen School Districts and 1 regional community energy educator. To learn about these positions and information on how to apply, please visit <http://cceschuyler.org/jobs>. Dundee Observer 11/22/17

#### **Athletics Specialist (Penn Yan, NY)**

- Under direction of the Program Director, the Athletics Specialist is responsible for implementation of various sports programs. The Athletics Specialist must supervise programming in both traditional and day camp programs. Supervises all program staff. Works with Program Director and Staffing Director to make sure scheduling priorities are communicated to campers and staff. The position is responsible for ensuring that the mission, purpose, image and core values of the YMCA of Greater Rochester is conveyed. For a complete list of responsibilities and qualifications and to apply, please visit <https://www.indeed.com/viewjob?jk=e44892a24cedbcfb&l=penn+yan%2C+ny&tk=1c1349de4185i2hs&from=web>

Indeed 12/11/17

#### **Multiple Positions- Keuka College (Keuka Park, NY)**

- Keuka College has many openings, both faculty and staff & admin. To see these openings, visit [https://keuka.peopleadmin.com/postings/search?utf8=%E2%9C%93&query=&query\\_v0\\_posted\\_at\\_date=&481%5B%5D=2&commit=Search](https://keuka.peopleadmin.com/postings/search?utf8=%E2%9C%93&query=&query_v0_posted_at_date=&481%5B%5D=2&commit=Search)

Workforce Development 12/4/17

## **HEALTHCARE/HUMAN SERVICE**

#### **Personal Care Attendant (Penn Yan-Geneva)**

- We are searching for someone to care for our adult son who has severe limitations. We are looking for someone who is caring and compassionate, who can work a set schedule, plus fill in when needed. This person must be responsible, reliable, and able to work weekends. If you are that person, please contact me for more information and to schedule an interview. Reliable transportation is necessary, located between Penn Yan and Geneva. Employment is with Companion Care of Rochester (CCOR). Annual Health Assessment and PPD are required. PLEASE SERIOUS INQUIRIES ONLY.

Craigslist post ID: 6426194992 12/15/17

#### **Caregivers (Penn Yan)**

- Comfort Keepers is in need of 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, NY area! All Hours Needed! Eligibility requirements include:  
-Must be 18 years or older

- Experience with elderly (personal or professional)
- Reliable and Trustworthy
- Valid Drivers 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: 6424983680 12/14/17

#### **Dental Assistant (Geneva, NY)**

- Dental Assistant. Full time position available for motivated individual looking to be a team player. Busy Geneva Dental office seeking enthusiastic person to assist Doctor chair side. Experience needed. Send resume and references.

Craigslist post ID: 6424668771 12/13/17

#### **Adult Care Aide (Hopewell, NY)**

- OVERNIGHT COVERAGE. Helping hand for elderly female with slight dementia. Companionship meal prep, assistance with daily activities. Compassionate individual willing to spend the night. Must be reliable. Canandaigua (Hopewell) area. Looking for 8 hours per day 10:00 pm- 6:00 am. Send resume and references.

Craigslist post ID: 6408096891 12/1/17

#### **Ophthalmic Assistant (Geneva/Canandaigua, NY)**

- We're Growing! Come Join Our Team! The Eye Care Center is one of the most complete eye care facilities in the Finger Lakes Region with offices in both Canandaigua and Geneva. We offer services in a rural community that are usually found only in big cities. Our services include routine eye exams, cataract surgery, retina surgery, glaucoma treatment, cornea treatment and surgery, oculoplastic surgery, cosmetic treatments and laser vision correction. The Ophthalmic Assistant/Refracting Tech assists the practice doctors in all matters involving patient care, including starting the patient visit, taking histories and completing refractions as appropriate. The right candidate will be able to expand their training and knowledge by learning to assist in minor surgical and cosmetic procedures in our offices. COA's, LPN's or CMA's preferred, but we will train the right candidate! Visit us at [www.theeyecarecenter.com](http://www.theeyecarecenter.com) to learn more about us. We can't wait to hear from you! See more at: <https://regionalhelpwanted.com/finger-lakes/jobs-ophthalmic-refracting-technician-the-eye-care-center-canandaigua-ny/118586745/#sthash.t2ALdmC1.dpuf>

Craigslist post ID: 6408082072 12/1/17

#### **Direct Support Professional (Geneva, NY)**

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

Craigslist post ID: 6407914393 12/1/17

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

- **Telehealth Communications Facilitator**- As our Telehealth Communications Facilitator, you will be working with providers and patients to promote better health outcomes through our telehealth program. You'll assist our patients with making appointments, assuring their attendance, and connecting them to support services. You will also get the opportunity to learn about and utilize the telehealth technology that is used in the clinical setting.
  - **Staff Accountant**- The Staff Accountant will, under the direction of the Chief Financial Officer and Controller (CFO), oversee the administration of the finance department consistent with Finger Lakes Community Health policies and procedures. The Staff Accountant will be involved with all accounting operations.
  - **Maternal/Child Community Health Worker**- As a Community Health Worker, you will be helping our patients improve their quality of life by advocating for them, educating them, making their appointments, and visiting them at their home or place of work. It is your job to encourage patients to follow our advice to stay well and get the healthcare they need. It's an important responsibility. Being a good communicator is an important skill you need to be successful in this position. You will be talking on behalf of our patients to specialists, insurance companies, or social services organizations.
- To apply for any of the jobs above, please visit <https://www.flchealth.org>.

OSOS 12/4/17

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

- Ambulance Driver
- Biomed Tech I
- Biomed Tech II

- CNA or Certified Nurse Aide Training Program
- Critical Care Tech
- ED Crisis Evaluator
- EMT Basic
- Food Services Supervisor
- Housekeeping Aide SSH
- LPN Med Long Term Care- Bedside
- LPN Meds Acute- Bedside
- Nurse Manager- LTC
- Nursing Assistant/Unit Clerk
- Paramedic/ Critical Care EMT
- Pharmacy Tech II
- RN Bedside- Med/Surge Acute
- RN Bedside- Unit I
- RN Bedside- Unit II
- RN- Cardiac Rehab Nurse

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 12/18/17

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

- Direct Support Professional (Substitute)
- Direct Support Professional- Residential Overnights
- Center for Lifelong Learning- Direct Support Professional
- Special Education/General Education Teacher- Keuka Lake School
- Residential Direct Support Professional
- Job Coach- Part Time

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

Workforce Development 12/18/17

#### **Direct Support Professional (Penn Yan, NY)**

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

Workforce Development 12/11/17

## **HOSPITALITY/RESTAURANT**

#### **Overnight Kitchen Manager (Geneva, NY)**

- Belhurst Castle, a premier destination in the Finger Lakes is seeking an Overnight Kitchen Manager. This position is full time. Interested candidates must have flexible working hours, including weekends and holidays and must like working as part of a team. Reliability is a must! The Overnight Kitchen Manager will be responsible for overseeing and managing the overnight kitchen staff and will report directly to the Executive Chef.

Craigslist post ID: 6425643411 12/14/17

#### **Barista (Geneva, NY)**

- We are a new coffee shop opening in Geneva, NY. We plan to provide a high-level coffee experience to the Finger lakes region and are looking for a warm, friendly, and reliable barista who has an eye for aesthetic and a passion for quality products. Everyday tasks will include crafting espresso based drinks, pour over, and drip coffee as well as serving food, stocking, and cleaning.

Craigslist post ID: 6408825440 12/1/17

### **Line Chef, Pastry, and/or Salads (Geneva, NY)**

- The most popular restaurant in the Finger Lakes is seeking career minded, creative individuals who have passion and a dedication to quality. This is a full-time position offering competitive pay and time and half for overtime. Also, paid vacation and holidays, bonus, and retirement plan. Candidates at all experience levels will be considered. Offering- full time and part time line positions (tues-sat, 1pm-10pm), dinner service. Learn about us at our website [portscafe.com](http://portscafe.com), Facebook, and trip advisor. Please complete our on-line application at <https://4gt.wufoo.com/forms/ports-cafe-employment-application/>. Ports Cafe 4432 West Lake Road (route 14 south) Geneva, NY 14456. 315-789-2020. Craigslist post ID: 6406560462 11/30/17

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

- Description: Working at Pizza Hut® is about making hungry people happy. It's about being independent and having fun, making new friends and earning extra cash. As a Pizza Hut team member, you can be the smiling face behind the counter that greets and serves the customers or a cook who makes things happen in the kitchen. Working with us will give you the financial rewards and flexibility to suit your lifestyle. You'll learn new things, get recognized for your efforts and learn skills that last a lifetime. Requirements: What are we looking for? The good news is that your training will teach you everything you need to know to succeed on the job. But there are a few skills you should have from the get-go: • You're a fun and friendly person who values customers and takes absolute pride in everything you do. Communication skills are key – you're not going to be able to text message customers back and forth. In other words, you should be comfortable talking to strangers. • You've got a positive attitude and understand the need to be on time, all the time. With loads of energy, you understand that work is easier – and more fun – with some teamwork. • And you're at least 16 years old. Keep in mind, this is just basic information. You'll find out more after you apply. Additional Info: We've got great jobs for people just starting out in the workforce, looking for a flexible second job or staying in the workforce after retirement. If you want a fun, flexible job with an innovative company, look no further than Pizza Hut. Apply today! <https://jobs.pizzahut.com/job/-/1671/5729909>  
Indeed 12/11/17

### **Laundry Attendant (Penn Yan, NY)**

- Provides excellent guest service in an efficient, courteous professional manner; following the company standards of friendly hospitality while adhering to guidelines and procedures. Maintains the laundry and appropriate facilities in a clean and orderly manner. Is responsible for the cleanliness of the laundry, as well as, the usage and organization of supplies. For a full list of responsibilities and qualifications, please visit <https://www.indeed.com/viewjob?jk=025bd7d3e03043c8&l=penn+yan%2C+ny&tk=1c133r03c185i4mn&from=web>.  
Indeed 12/11/17

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

- Provides excellent guest service in an efficient, courteous professional manner; following the company standards of aggressively friendly hospitality while adhering to guidelines and procedures. Is responsible for the cleanliness of public space, as well as, the usage and organization of supplies. Assist room attendants ensuring cleanliness standards are met. Assist maintenance department with minor repairs and work orders. For a full list of responsibilities and qualifications and to apply, please visit <https://www.indeed.com/viewjob?jk=30e78105c776be1d&l=penn+yan%2C+ny&tk=1c1349de4185i2hs&from=web>  
Indeed 12/11/17

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

- Responsible for supervision, labor and cost controls of the Housekeeping Department. Maintains clean guest and public areas at all times. Provides excellent guest service in an efficient, courteous professional manner; following the company standards of friendly hospitality while adhering to guidelines and procedures. For a full list of responsibilities and qualifications and to apply, please visit <https://www.indeed.com/viewjob?jk=cda8870e0316ab42&l=penn+yan%2C+ny&tk=1c1349de4185i2hs&from=web>  
Indeed 12/11/17

### **Kitchen Staff (Penn Yan, NY)**

- Under direction of the Director of Operations, the Kitchen Staff is responsible for working with the Cooks, Dining Hall Coordinator and other Camp Cory Staff to assure that meals are presented to the camp community in a timely, appealing, healthy and appropriate manner. The Kitchen Staff will ensure that the kitchen is clean, well-supplied and runs efficiently. The position is responsible for ensuring that the mission, purpose, image and core values of the YMCA of Greater Rochester is conveyed. For a full list of responsibilities and qualifications and to apply, please visit <https://www.indeed.com/viewjob?jk=6a8179691918eeeb&l=penn+yan%2C+ny&tk=1c1349de4185i2hs&from=web>  
Indeed 12/11/17

### **Dining Hall Coordinator (Penn Yan, NY)**

- Under direction of the Program Director, the Dining Hall Coordinator is responsible for supervision of the dining hall including mealtime coordination and sustainability education. Works with Program Director and Staffing Director to make sure scheduling priorities are communicated to campers and staff. The position is responsible for ensuring that the mission, purpose, image and core values of the YMCA of Greater Rochester is conveyed. For a full list of responsibilities and qualifications and to apply, visit <https://www.indeed.com/viewjob?jk=485e465f74a647a3&l=penn+yan%2C+ny&tk=1c133r03c185i4mn&from=web>

Indeed 12/11/17

### **Front Desk Agent (Penn Yan, NY)**

- Serves as the guest's liaison for both hotel and non-hotel services. Functions are an extension of guest service representative duties. Assists the guest regardless of whether inquiries concern in-hotel or off-premises attractions, facilities, services, or activities. Knows how to provide concise and accurate directions. Guest Service Representatives have access to guestrooms and property; therefore, character traits of honesty and trustworthiness are essential to this position. Experience in service, sales, telesales or guest relations type of industry is helpful, not mandatory. Must be able to perform major life activities: Standing, lifting, bending, learning, reading, concentrating, thinking, and communicating. For a full description and to apply, visit <https://www.indeed.com/viewjob?jk=0bc7feb5805dc600&l=penn+yan%2C+ny&tk=1c13305if185i7lb&from=web>

Indeed 12/11/17

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

- Housekeeper - general house cleaning/janitorial services. Pay – negotiable. Benefits - To be determined at later date. Duration - to be full-time, part-time, flexible. Work Days - as needed Monday thru Friday, some weekends possible. To apply, contact the employer in person, by telephone, or by email: Jan Butler, 2772 State Route 54A, P.O. Box 630, Penn Yan, NY 14527. (315) 536-4733. [jan.connectaserviceinc@gmail.com](mailto:jan.connectaserviceinc@gmail.com).

OSOS 12/4/17

### **Utility Worker/Dishwasher (Keuka Park, NY)**

- Assist with cleaning the kitchen and maintaining a sanitary work area, wash dishes, glassware, flatware, pots and/or pans using dishwashers or by hand, ensure all kitchen work areas, equipment and utensils are clean, professional and in an orderly condition at all times, place clean dishes, utensils and cooking equipment in proper storage areas, ensure the workspace meets or exceeds all established sanitation and safety standards, request supplies and equipment needed for cleaning and dishwashing duties, perform other duties required as needed. Job Requirements: Previous dishwashing experience preferred, superior customer service standards, ability to maintain a safe work environment, ability to multitask and work in a fast paced environment, knowledge of, or ability to learn, standard cleaning methods and equipment used in dishwashing work, ability to understand and carry out oral and written instructions, ability to exert continuous physical effort including frequent bending, walking and heavy lifting, excellent interpersonal skills for communicating with fellow team members and customers. Benefits: AVI is proud of its team members and appreciates the hard work, loyalty and committed service they provide every day and we offer the following: Immense training and growth opportunities, a family culture and atmosphere, competitive compensation, Health, Dental, Vision, and Life Insurance for full-time team members, 401(k) with generous company match, paid vacations and holidays. We conduct pre-employment drug testing. <https://my.jobs/a72ab795bd7b45eea6eb65a8fb7afdcf161>

OSOS 12/4/17

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

- The Wagner Restaurant is looking for a few servers WITH EXPERIENCE. Part time and full time positions are available. We have flexible hours so stop in for an application!

Workforce Development 11/24/17

## **LABOR/AGRICULTURAL**

### **Help with Dogs (Penn Yan, NY)**

- Help wanted with dogs. Part time, very flexible hours. Must have experience handling and cleaning dogs plus love and enjoy them. Must be honest, dependable, and have interest in growing business. Reply to [miamonter@yahoo.com](mailto:miamonter@yahoo.com)

Chronicle Express 12/13/17

### **Recycling Sorters (Stanley, NY)**

- No experience? No Problem! First shift positions (6am -- 2:30pm) available immediately. No experience necessary. Pay rate 10.50 per hour. Please call at 585-393-9250 to get started!

Craigslist post ID: 6425249877 12/14/17

### **Decking/Framing Carpenter (Geneva, NY)**

- Unique fabrication company in need of experienced trade worker. Both decking experience and roofing experience is desired. Welding skills a plus. Benefits including health insurance and vacation are available. Exceptional year end performance bonus. If you like being outdoors 100% of the time working near any one of our beautiful lakes then this is the job for you. Transportation will be provided from the shop and you will work anywhere around the Finger Lakes. This position will be available early spring. Please call 585-393-9250. Craigslist post ID: 6417298850 12/8/17

### **Farm Help (Penn Yan, NY)**

- Part-time, hours can be flexible for the right person. Horse farm. Stall cleaning, feeding, turnouts. Looking for an ambitious worker with reliable transportation and some horse/large animal experience. Respond to this ad with your contact information and a brief description of experience. Craigslist post ID: 6410694880 12/3/17

### **Skilled Carpenter/Laborer (Watkins Glen, NY)**

- Looking for skilled persons for residential remodeling & new construction. Starting \$10 -\$15 per hour depending upon experience. Work in Watkins Glen, Elmira, Corning area. You must have own transportation and tools. Please DO NOT contact if you do not have a driver's license and access to a working vehicle. Looking for someone who is willing to work, dependable, honest and trustworthy. Full time, temporary to permanent. If interested please email John with a short overview of your skills, references and your contact information through this craigslist ad. Start immediately. Craigslist post ID: 6402113775 11/26/17

### **Truck Loader (Middlesex, NY)**

- Dudley Poultry is accepting applications for NIGHT WORK loading trucks. \$11.50/hour plus overtime. 40-50 hours a week in summer, around 40 in winter. Keep in shape. Work away from the hot summer weather. Paid medical, paid vacation, paid personal days, paid holidays, life insurance, and insanely reduced prices (10% off) on all products we sell just for being an employee of Dudley Poultry! Wings, tenders, mozzarella sticks, sausage, bacon, pizza logs, steaks, pork chops, and of course, fresh chicken! Reliable transportation or reliable ride to work, good work ethic and honesty. If you've got that, you might get this job. Apply in person M-F 8-5. Dudley Poultry, 910 Route 245, Middlesex, NY 14507. Or if you have a resume, you may send it by email, or simply request an application via email. Craigslist post ID: 6395739710 11/21/17

### **Property Maintenance (Hammondsport, NY)**

- Now looking for an exceptional associate to fill the role of facilities manager at this premier hotel located at: 8440 State Route 54, Hammondsport, NY 14840. SUMMARY: Directs activities in operating and maintaining facilities and equipment in the hotel such as by performing the following duties personally. For duties and qualifications and to apply, visit <https://www.indeed.com/cmp/The-Hammondsport-Hotel-Best-Western-Plus/jobs/Property-Maintenance-1493882d9e82f8e3> Indeed 12/11/17

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

- Performs repairs and preventative maintenance work to ensure the hotel maintenance quality standards are achieved and maintained. Provides excellent guest service in an efficient, courteous professional manner; following the company standards of friendly hospitality while adhering to guidelines and procedures. For a full list of responsibilities and qualifications or to apply, please visit <https://www.indeed.com/viewjob?jk=247a35174f2d9633&l=penn+yan%2C+ny&tk=1c134su2g185i7an&from=web>. Indeed 12/11/17

### **Skilled Handyman (Penn Yan, NY)**

- Job Title: Skilled Handyman. Job Description: skilled handyman with tools and experience. Pay - negotiable based on position. Benefits - To be determined at later date. Duration - to be full-time, part-time, flexible. Work Days - as needed Monday thru Friday, some weekends possible. To apply, contact the employer in person, by telephone, or by email: Jan Butler, 2772 State Route 54A, P.O. Box 630, Penn Yan, NY 14527. (315) 536-4733. [jan.connectaserviceinc@gmail.com](mailto:jan.connectaserviceinc@gmail.com). OSOS 12/4/17

### **Mechanic/Boat Shop Assistant (Keuka Lake)**

- Mechanic/Boat Shop Assistant on Keuka Lake-- Full-time-- Boat experience helpful, must have a clean drivers license and be available weekends. Contact Cheryl @ 315-536-8236. Workforce Development 12/14/17

### **Certified Boat Mechanic (Keuka Lake)**

- Experience will dictate salary. Must have a clean license and be available weekends. Contact Cheryl @ 315-536-8236. Workforce Development 12/14/17



## **OFFICE WORK/MANAGEMENT**

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

- Penn Yan Church seeks part-time secretary. Basic computer skills needed. 3 days/week, 3 hours/day. \$20/hr. Call 315-694-2812. Chronicle Express 12/6/17

### **Legal Secretary (Penn Yan, NY)**

- Schuyler County is seeking to fill the position of Confidential Secretary to the County Attorney. No Civil Service exam is required for this position. Successful candidates will have either an Associate's Degree in paralegal studies, business administration, political science, criminal justice or a closely related field AND 2 years of full-time paid legal clerical experience; OR 4 years' work experience described above. Annual salary is \$38,000-43,000 with excellent benefits. Applications must be received by 4:30pm on December 7, 2017. For further details on the qualifications, position duties, and how to apply, go to [www.schuylercounty.us](http://www.schuylercounty.us) or Schuyler County Civil Service, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. 607-535-8190. Chronicle Express 11/29/17

### **Keyboard Specialist (Penn Yan, NY)**

- Position available, 7.5 hours/day; 12 months per year. Rate of pay- \$15.05/hr. Apply to Ms. Cathy Milliman, Assistant Superintendent for Business, One School Drive, Penn Yan, NY 14527 by December 1, 2017. Applicants must be Yates County Civil Service Approved and be on the Certification of Eligibles List. Should a list not exist, candidate will be hired provisionally with the understanding that he/she must score in the top three of the Eligible List. Dundee Observer 11/22/17

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

- Keuka Abstract Corporation, located in Penn Yan, is currently seeking an administrative assistant on a full, or part-time, basis. Duties include word-processing, proofreading, scanning, filing, and other general administrative duties, as necessary. Requirements: Prior office experience; Proficiency using Word, Excel, and QuickBooks is preferred. Must be able to multi-task - have solid, accurate, typing skills (at least 50 wpm), be organized, efficient, and have a strong attention for detail. Good communication skills and ability to work well as a team is also a must. Starting pay is \$15.00 per hour. All interested candidates should send resume with cover letter. Craigslist post ID: 6396902938 11/22/17

### **Document Prep (Penn Yan, NY)**

- Document Reprocessors of New York, Inc. is looking to hire 12-15 employees by Dec 15, 2017 to prepare books and documents for restoration. Craigslist post ID: 6394506566 11/20/17

### **General Office Work (Penn Yan, NY)**

- Document Reprocessors of New York, Inc. is looking to hire an office person to handle switchboard and able to work with MS Office and QuickBooks. Craigslist post ID: 6394490844 11/20/17

### **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!  
Responsibilities:
  - Membership & Personal Training Sales - Responsible for achieving sales goals established by leadership team.
  - Club Management - Lead by example and motivate team members to bring their best every day
  - Service Excellence - Provide members with the best equipment, guidance, and value-added services to help them achieve results.
  - Member Engagement/Involvement - Communicate with members regularly to keep them informed and engaged.
  - Marketing Outreach - Organize and conduct events to build community awareness and drive new memberships.
  - Facility Excellence - Ensure that facility's equipment and cleanliness/tidiness consistently meet company standards.Requirements:
  - Strong communication skills
  - Ability to manage and motivate team members
  - Ability to work with clients from all walks of life
  - Desire for longevity
  - Previous sales experience is a plus
  - Applicant must be a fun and personable team player with a great sense of humor!

- Must be very coachable
  - Must be able to instruct others on the Snap Fitness training techniques to help clients achieve their fitness goals
- At Snap Fitness, we like to promote from within. If you are ready to launch a career with real growth potential, then we encourage you to apply for this position! Apply at: <https://snapfitnesscareers.careerplug.com/jobs/672084/apps/new>

Indeed 12/11/17

#### **County Historian (Penn Yan, NY)**

- The work involves responsibility for collecting and preserving documents, maps, photographs and other materials relating to the history of Yates County. The work also includes responsibility for documenting the history of Yates County as it develops. Incumbents also do research writing and public speaking about Yates County and act as a resource for the general public on ethnic, religious, genealogical, archaeological or other related information. Work is performed under the general direction of the County Board of Legislators. Does related work as required. Monday - Friday 17.5 hours a week \*Flexible work hours\* TYPICAL WORK ACTIVITIES: (Illustrative Only) Collects and preserves old documents, photographs and records; Answers questions and does research pertaining to the history of Yates County; Furnishes assistance to the public in search of historical information; Speaks about Yates County history before civil groups; Develops programs and educational projects in conjunction with area educational institutions and historical societies; Prepares genealogy tables of early settlers; Records current events for posterity; Writes grant proposals as needed; Scans and indexes various records; Prepares an annual report to the County Board; Performs other duties as assigned. FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of Yates County history; Ability to coordinate the work of various historical societies and other groups on particular projects; Ability to do historical research; Ability to speak before the public; Ability to prepare grant proposals; Ability to communicate effectively, both orally and in writing; Ability to make independent decisions; Ability to deal effectively with the public; Ability to operate computer equipment; Initiative; Tact; Courtesy; Physical condition commensurate with the demands of the position. MINIMUM QUALIFICATIONS: a) Graduation from high school or possession of a high school equivalency diploma; AND b) Experience in the research and collection of historical records. NOTE: Verifiable part time and/or volunteer experience will be prorated toward meeting full time experience requirements. TO APPLY: To apply, please visit <https://mycivilservice.yatescounty.org/> OSOS 12/4/17

#### **Mortgage Originator Processor (Penn Yan, NY)**

- Responsible for performing various duties to identify new residential mortgage efficiencies. This person will also need to work with the Bank's various departments and branches. He/she is required to participate in the application and implementation of Bank policies and operating procedures as related to the performance of the assigned jobs and responsibilities and interacts with appropriate Bank personnel. Assist in the development of appropriate records and reports in conformity with applicable Bank rules, guidelines and banking regulations and provide training. \*\* REQUIRES: An Associate degree in a related field normally required, specialized banking education and training. A minimum of one year experience in a related position preferred. In addition to the preferred experience requirements, promotion from a Mortgage Underwriter I to a Mortgage Underwriter II is contingent upon the incumbent's ability to effectively perform multiple tasks, duties and jobs throughout the division, department or unit. Must have National Mortgage License Service Number or successfully pass the licensing registration application process. \*\* SKILLS: Proficient reading, writing, grammar, mathematics, communication and sales skills. Thorough knowledge of current mortgage lending regulations. A working knowledge of bank operating policies and procedures which impact mortgage loan services. Thorough knowledge of the features and benefits of all bank mortgage loan products and services. Moderate PC skills, visual and auditory skills, valid Driver's License and reference check. <http://www.BankwithLNB.com> OSOS 12/4/17

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

- Under the direction of the store manager, oversees the operation of a Walgreens store. Assumes full management responsibility in the absence of the store manager and assistant store manager. Improves store sales, profitability and image through proper merchandising, protection of store assets, supervising team members in the absence of the store manager, and modeling and delivering a distinctive and delightful customer experience. Completes Drug Store Management training program during specified timeframe. To apply, visit <https://my.jobs/7008446a87cc421f86c8f08403b84b06161> OSOS 12/4/17

## **SKILLED/MANUFACTURING**

### **Production/Packing (Penn Yan, NY)**

- We are looking for inspector packer production workers in the Penn Yan Area. We have openings on both day and night shifts. The position is inspecting and packaging plastic bottles as they come out of a machine. Fast-paced, repetitive work. Days 8am- 8pm Pay starts at \$11.00 an hour, Nights 8pm- 8am Pay starts at \$11.75 an hour. Days have 1- 30-minute lunch break and 4- 15 minute breaks; all of which are paid. Nights have 2 -30 minute breaks and 2- 15 minute breaks; again, all of which are paid. All positions are contract to hire. Pay starts at \$11 (+ shift differential) Upon being hired directly with Silgan pay goes up another \$1 with raises every 6 months. Perfect Attendance bonuses are offered as well. (\$100 per month for perfect attendance). HSD/GED is required. Drug screen is required. If interested call or text with your name and "Penn Yan" to 585-412-8534. Craigslist post ID: 6407269401 11/30/17

### **Architectural Millwork Engineer/Drafter (Hall, NY)**

- Well established mill work company seeking qualified drafter to design and engineer cabinetry and casework on a full-time basis. Candidate must be able to verify field dimensions and produce accurate shop drawings for approval and fabrication. Candidate must be able to multi-task and be able to demonstrate problem solving skills with other team members. QUALIFICATIONS: Requires AutoCAD skills, CNC machine experience a plus, Microvellum experience a plus, understanding of material (wood, metal, plastic) properties, proficient computer skills in word, excel, outlook, must have positive attitude and interpersonal skills, self-Starter with resourceful initiative, quick learner with strong desire to learn and expand knowledge and experience, excellent decision making skills, self-motivated, strong planning and organizational skills, excellent attention to details and accuracy with strong follow-through, communicate (oral and written) in a positive, professional and effective manner, ability to work under pressure/deadlines. Full Benefit package: Holidays, Vacation and 401K. No Phone calls. Emails with Resume ONLY to [kelly@millcowoodworking.com](mailto:kelly@millcowoodworking.com).

Craigslist post ID: 6396884650 11/27/17

### **Bus Assembly Production (Penn Yan, NY)**

- Coach and Equipment in Penn Yan, NY is looking for qualified individuals that would like to start a career with a world class Bus Manufacturer. Coach and Equipment is located at 130 Horizon Park Drive right off route 14A. Qualified applicants must have: High school diploma or GED. Minimum 18 years of age. Willing to work independently in a fast-paced safe work environment. Willing to wear steel toe safety boots, ear protection and safety glasses at all times. Work either shift: 1st Shift 6am-2:30pm. 2nd Shift 2:30pm-11pm. Willing to work overtime when required. Able to use power tools safely and productively. Candidates must be willing to work as a temp for 90 days prior to being hired on fulltime employee. Positive working attitude. Focused on safety and the highest-level quality and detail. Skill sets we are looking for: Manufacturing experience, Construction experience. Ability to use a variety of hand tools. <https://www.indeed.com/cmp/Coach-and-Equipment-Mfg/jobs/Bus-Assembly-Production-Worker-424a9247b1ed4c97> Indeed 12/18/17

### **Production Supervisor (Watkins Glen, NY)**

- Cargill Salt is currently looking for a Production Supervisor at our Watkins Glen, NY location. This position will lead and develop direct reports, lead safety and process efficiency initiatives, manages a department budget, and manages capital and expense projects. The position is responsible for the general operations of a Packaging Department. This position is accountable for leading a team of 10-15 employees across all shifts. This position requires collaboration with other department supervisors, maintenance, quality, supply chain, customer service, and production team members to achieve goals. A high performer in this position will identify problems or bottlenecks in production processes and resolve issues; ensure production resources (including materials, equipment, and human resources) are available as needed to maintain product schedules; support continuous improvement goals in safety, quality, cost, and customer service. Required:
  - 4 year Degree in a related Engineering field OR equivalent practical experience
  - Supervisory experience, directly supervising and developing others
  - Must be able to work flexible hours, including some weekend work as assigned
  - Must have effective interpersonal communication skills, both verbal and written and maintain a positive attitude
  - Must have demonstrated decision-making and problem-solving skills
  - Strong computer skills including Microsoft Office (Word, Excel and PowerPoint)
  - Demonstrated skills of team building, conflict resolution, innovation and change within the workforceTo apply, visit: <https://cargill.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=WAT00164&src=JB-11960>

Indeed 12/11/17

### **Quality Lab Technician (Penn Yan, NY)**

- Summary/General Job Description/Mission: The primary function of this position is to perform testing in the Quality Control Main and Polishing Labs on raw materials, in-process materials and finished product as required by ISO procedures. For a detailed description and specific job duties, please visit <https://my.jobs/0eba4e6158024ebab18009e9b2830909161>.

OSOS 12/4/17

### **Quality Control Technician (Penn Yan, NY)**

- Kelly Services is looking for a Quality Control Technician to work with a leading global supplier of technology-based functional coatings and color solutions for ceramic, metal and glass products. The primary function of this position is to perform testing in the Quality Control and Polishing Labs on raw materials, in-process materials, and finished products as required by ISO procedures. This will be a direct hire position for the right candidate. Salary is approximately \$20/Hour, more or less depending on experience. For a detailed description, or to apply, please visit <https://my.jobs/506b2f028a8648979eafa554ee76e8c7161>

OSOS 12/4/17

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

- **Packer - Downline- F/T- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> shift**
- **Quality Control Auditor- Line- 3<sup>rd</sup> shift**
- **Blender Operator- 1<sup>st</sup> shift**
- **Maintenance Technician- 2<sup>nd</sup> shift**
- **Machine Operator- All shifts**

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

Workforce Development 12/18/17

### **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/>

## December 2017

### December 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	<p style="text-align: center;"><b>HSE:</b> 9am-12pm</p> <p style="text-align: center;"><b>JRT:</b> 9:15am-12pm</p> <p style="text-align: center;"><b>Career Navigator:</b> 9am-1pm</p>	<p style="text-align: center;"><b>Exempt Meeting:</b> 11am</p> <p style="text-align: center;"><b>Career Navigator:</b> 9am-1pm</p>	<p style="text-align: center;"><b>HSE:</b> 9am-12pm</p> <p style="text-align: center;"><b>Life Skills:</b> 1:30pm – 3:30pm</p> <p style="text-align: center;"><b>Career Navigator:</b> 9am-1pm</p>	<p style="text-align: center;"><b>Personal Soft Skills:</b> 9am-3pm</p> <p style="text-align: center;"><b>Career Navigator:</b> 9am-1pm</p>	8	9
10	<p style="text-align: center;"><b>HSE:</b> 9am-12pm</p> <p style="text-align: center;"><b>JRT:</b> 9:15am-12pm</p>	12	<p style="text-align: center;"><b>HSE:</b> 9am-12pm</p> <p style="text-align: center;"><b>Life Skills:</b> 1:30pm – 3:30pm</p>	14	15	16
17	<p style="text-align: center;"><b>HSE:</b> 9am-12pm</p> <p style="text-align: center;"><b>JRT:</b> 9:15am-12pm</p>	19	<p style="text-align: center;"><b>HSE:</b> 9am-12pm</p> <p style="text-align: center;"><b>Life Skills:</b> 1:30pm – 3:30pm</p>	21	22	23
24	25	26	27	28	29	30
	<b>CHRISTMAS Office Closed</b>		<p style="text-align: center;"><b>Life Skills:</b> 1:30pm – 3:30pm</p>			

**\*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**