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## Yates County Job Leads February 20, 2018

### AUTOMOTIVE/DRIVERS

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

- Drive truck in Upstate NY delivering food for Dudley Poultry, Middlesex, NY. Home evenings. Full time and OT. Medical, holidays, vacation, personal days. Valid CDL and lifting required. \$15.00 per hour. Call Larry at 585-554-6412.

Chronicle Express 2/7/18

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

- Helena Chemical Company, an agricultural inputs and services supplier, has an opening for an experienced truck driver. Responsibilities include deliveries, loading and unloading products, forklift operation, and general warehouse duties. Required high school diploma or equivalent and class A CDL with hazmat endorsement. We offer a comprehensive benefits package. Apply in person at 3704 Yaegel Road, Geneva or email resume to [wilberm@helenachemical.com](mailto:wilberm@helenachemical.com).

Chronicle Express 2/7/18

#### **Independent Contractor (Rushville, NY)**

- Independent Contractor route available immediately in Rushville/Middlesex for delivery of the Daily Messenger Newspaper. 6 days a week, Tuesday-Sunday. Weekly profit/direct deposit. Must have a valid driver's license, proof of insurance, reliable vehicle. You must be dependable. For more information, call our circulation department at 585-394-7600.

Chronicle Express 1/31/18

#### **Auto Technician (Montour Falls, NY)**

- Immediate opening for full-time Auto Technician at Parmenter Tire, Auto, & Truck Service Montour Falls. Requirements include drug screen, New York State driver's license, New York State Inspector's License, and own tools. Ability to work in a team environment, have good attendance and understand that safety is a priority. Ability to work Saturdays. Generous hourly wage based on experience and commission. If you're interested in joining our team, please send an email to [tbabcock@parmenterinc.com](mailto:tbabcock@parmenterinc.com) or contact Terry or Tim at (607)535-7106. Resume not required. Don't wait!

Workforce Development 1/22/18

### CUSTOMER SERVICE/SALES

#### **Sales Associate (Finger Lakes Region)**

- Requirements: Own vehicle needed. High school diploma required. Sales experience preferred. Flexible hours, set your own hours. Full or Part Time. Description: Sales representative to cover the Finger Lakes area. Need to be a self-starter, with a motivated desire to sell. Good writing and communication skills. Must have professional appearance and conduct. Need basic computer knowledge. Other duties as assigned. Contact Rich at (315)694-2486.

Chronicle Express 1/24/18

#### **Sports Marketing Consultant (Penn Yan, NY)**

- Job Summary: We are looking for a Sports Marketing Consultant for our new, state-of-the-art studio location in Penn Yan, NY. You will target, close, and service new business accounts for several radio stations, events and internet advertising. High energy position in a creative environment with team support. Ideal candidates must be any extremely motivated, organized, fearless, self-starters who love to help clients grow through the power of radio, internet, and event marketing. Responsibilities and Duties: Success in targeting new customers. Building ongoing business relationships. Setting appointments with decision makers. Uncovering key marketing solutions through well planned needs analysis. Create integrated marketing solutions including radio, digital, event sponsorships, et al. Ability to close on new business. Service accounts while building value and uncovering additional areas for growth. Qualifications and Skills: Effective written and oral communication skills. Advanced knowledge of Microsoft Word, PowerPoint & Excel. 1 year experience in Marketing,

### Sales Associate (Penn Yan, NY)

- OBJECTIVE: To greet and assist customers with the selection of merchandise. RESPONSIBILITIES:  
Customer Service: •Smile and greet each customer promptly •Interrupt store tasks to greet, assist, and answer questions for customers •Suggest additional merchandise to customers on sales floor, at wrap stations, and in fitting rooms •Follow-up on customers in fitting rooms to see if they need additional service •Thank the customer by name and invite them to come back at the close of each sale •Handle all returns/ exchanges according to company policies/ procedures, including Always Say Yes •Maintain the store and all wrap stations in a clean, neat, and organized manner •Opt-In (telephone and email capture)  
Personal Productivity: •Sales •Volume Per Hour (VPH) •Units Per Transaction (UPT) •New Accounts •Club 50 •Magazines •Opt-In (telephone and email capture)  
Loss Prevention: •Provide customer service •Alert management of suspicious situations •Follow store procedures •Work with integrity •Follow sensor tagging program (if applicable)  
Credit: •Ask every customer to open a new account •Open and activate a minimum of (1) one new account per month •Always suggest purchase using company charge card •Communicate the Premier Rewards Program  
Merchandise Presentation: •Hang, Fold, Size, Sensor (where applicable), Sign and Steam (where applicable) •Implement merchandising Floor Plans/guidelines •Ensure featured merchandise is appropriately layered to suggest possible wardrobe ideas to the customer •Follow "Folded Merchandise Guidelines" •Create and maintain full, exciting displays •Present clearance merchandise correctly •"Close to Open"  
Store Operations: •Set-up Sales Event prior to sale start date (to include signing) •Complete Price Changes (PCA's) by close of business on the effective date •Complete Transfers by close of business on the effective date •Complete Damages by close of business on the effective date •Merchandise counts •Process in-coming freight including hanging, folding, sensor-tagging, etc. •Housekeeping responsibilities including vacuuming, dusting, restrooms, etc.  
[https://wfa.kronostm.com/index.jsp?LOCATION\\_ID=51516915273&locale=en\\_US&applicationName=SpecialtyRetailersNonReqExt&SEQ=postingLocationDetails&POSTING\\_ID=46224061705&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeedcom](https://wfa.kronostm.com/index.jsp?LOCATION_ID=51516915273&locale=en_US&applicationName=SpecialtyRetailersNonReqExt&SEQ=postingLocationDetails&POSTING_ID=46224061705&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeedcom)  
Indeed 1/22/18

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

- Store Team Members play a meaningful role within the CVS Health family. At CVS Health, we're shaping the future of health care for people, businesses, and communities. With your talents and expertise, you can help us play a more active and supportive role in each person's unique healthcare needs. Join our team of thousands as we positively impact millions...one customer at a time. 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 functions, requirements, or to apply, please visit  
[https://jobs.cvshealth.com/ShowJob/Id/107431/?board=92E050D5-8220-44CC-82A0-A3610D877E65&utm\\_source=Indeed&rx\\_campaign=indeed0&rx\\_group=106219&rx\\_job=22857BR&rx\\_source=Indeed](https://jobs.cvshealth.com/ShowJob/Id/107431/?board=92E050D5-8220-44CC-82A0-A3610D877E65&utm_source=Indeed&rx_campaign=indeed0&rx_group=106219&rx_job=22857BR&rx_source=Indeed)  
Indeed 1/22/18

### Store Associate (Penn Yan, NY)

- Store Associates- \$12.70/hour. We are hiring for our store located in Penn Yan, NY. Apply in-person Monday through Sunday from 9:00am-8:00pm. ALDI, 204 Liberty Street, Penn Yan, NY 14527. For consideration, please apply in person only. Get started now by downloading our Employment Application at  
[https://tbcn.talentbrew.com/company/61/v1\\_0/docs/Aldi-Employment-App-MASTER-2-16.pdf](https://tbcn.talentbrew.com/company/61/v1_0/docs/Aldi-Employment-App-MASTER-2-16.pdf)  
OSOS 2/20/18

### Sales Associate (Penn Yan, NY)

- The Sales Associate is a key employee whose actions have a direct effect on the store quality for our guests, in addition to ensuring profitability of our stores. This position is responsible for providing prompt, efficient, effective, safe and courteous quality services to the guest. For a full description or to apply, please visit  
<https://my.jobs/0b58546f1a484330b8cc278e46467ad6161>  
OSOS 2/12/18

### 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

## **EDUCATION/SCHOOLS**

### **PK-6 Music (Dundee, NY)**

- Dundee Central School has a position opening for PK-6 Music. Must have New York State certification in Music. Starting the 2018-2019 School Year. Interested applicants should submit: letter of intent, resume, references, placement folder, and transcript. Application may be downloaded from website at [www.dundeecs.org](http://www.dundeecs.org). Please respond by March 2, 2018 to Laurie Hopkins-Halbert, Elementary Principal, Dundee Central School, 55 Water Street, Dundee, NY 14837. (607)243-5534.

Dundee Observer 2/7/18

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

- Full-time position available at Penn Yan Academy, eff. 2/26/18. NYS Special Education Teacher Certification required. To apply, submit an online application at: <https://pennyan.recruitfront.com>. Application deadline: 2/5/18.

Dundee Observer 1/31/18

### **Agriculture Teacher (Penn Yan, NY)**

- Full-time position available at Penn Yan Academy, eff. 7/1/18. Duties also include FFA Advisor. NYS Agriculture Teacher Certification required. To apply, submit an online application at: <https://pennyan.recruitfront.com>. Application deadline: 2/5/18.

Dundee Observer 1/24/18

### **Substitute Bus Drivers and Bus Attendants (Penn Yan, NY)**

- Needed at the Penn Yan Central School District. Individuals must enjoy being with children. Training is available. Applications are available at 1 School Drive, Penn Yan, NY 14527. Applicants must be Yates County Civil Service approved.

Dundee Observer 1/24/18

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

- Dundee Children's Center has an immediate position for Childcare Worker to join our team! Job duties include but are not limited to interacting with children and their families, provide meals, perform crafts and activities, provide a fun and safe learning environment for children ages 3 years-12 years. Call 607-243-8612 or stop by the Children's Center at 62 Main St., Dundee.

Workforce Development 2/20/18

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

- DUTIES AND QUALIFICATIONS: Applicants are expected to monitor behavior, attend to student comfort and safety and assist students on school grounds, in the school building and in transit on school vehicles (as needed), as well as helping teachers in the educational setting by assisting with routine classroom tasks and chores. Candidates must be in good physical condition, have good interpersonal and communication skills and be able to foster positive relationships with students and co-workers and be able to establish and maintain student respect and discipline. Candidates must successfully pass a physical performance test as a condition of hire. \$10.40/hr. Applicants wishing to be considered for this position must call the Business Office at (607) 243-5533 ext. 7703 or send an email to [mlawson@dundeecs.org](mailto:mlawson@dundeecs.org) and request to be placed on the roster of applicants for consideration on or before the application deadline. Applications available at <https://mycivilservice.yatescounty.org/jobopps>. Deadline 11/25/18.

Workforce Development 2/12/18

### **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 2/20/18

## **HEALTHCARE/HUMAN SERVICE**

### **Staff Social Worker, Sr. Registered Professional Nurse (Schuyler County)**

- Schuyler County Dept. of Community Services is seeking a Staff Social Worker (LMSW). This is a 35 hour per week position, \$28.59/hr. Person hired will need to take Civil Service examination at a later date. The Dept. of Community Services is also seeking a Sr. Registered Professional Nurse. This is a 35 hour per week position, \$26.73/hr. No Civil Service exam required.

Applications to be accepted until position is filled. For required application and information on qualifications, visit [www.schuylercounty.us](http://www.schuylercounty.us) or contact Schuylers County Civil Service, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. Phone (607)535-8190. Dundee Observer 2/7/18

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

- Cleaning, laundry, grocery shopping, and cooking. \$10.50/hr. to start. Up to 30 hours available. Must be reliable, mature, professional. References needed. Call Linda at 607-377-2354. Chronicle Express 1/31/18

#### **Caseworker- Family Case Management (Penn Yan, NY)**

- PRIMARY FUNCTIONS: Under supervision of the Director of Services, is responsible for providing financial literacy, parent training and support, and case management services to parenting men and women, their families and significant others in Seneca and Ontario Counties. This program also provides a group education program for the Day Reporting Program (Probation) and the Ontario County Jail. SPECIFIC DUTIES:

##### **Parent Training**

1. Provide in-home, community, or in-office skills training to parents that includes appropriate methods of discipline, coping, communication-skills, and child development; in addition to household financial management skills.
2. Develop individual service plan with each client and periodically review their progress.
3. Complete intake assessment on all families seen.
4. Participate, as requested, case conferences with Dept. of Social Services staff, with school personnel and other service providers.
5. Maintain records and reports necessary for good casework practice.
6. Lead an educational support group in Cayuga County.

##### **Case Management Services**

7. Educate and refer clients as needed to other services available in the community.
8. Educate clients regarding how to access those community services.
9. Establish and maintain contact with other community services to improve ability to link clients as needed.
10. Stay up-to-date on community resources and services that can benefit parents and children in the program.

##### **Supports Mission of the Agency**

11. Participate in staff meetings.
12. Participate in Continuous Quality Improvement efforts for the program and for the agency.
13. Complete required agency and program reports in a timely manner.
14. Perform other related duties as required/requested.

QUALIFICATIONS: EDUCATION: Bachelor's Degree in Social Sciences or related field or Associates Degree with 2 years of related experience; or Family Development Training & Credentialing (FDC) Program. EXPERIENCE: Two years of experience in human services, knowledge of family and child welfare delivery systems, current parenting skills, child development, and financial literacy. ADDITIONAL REQUIREMENTS: Demonstrate ethical business practices, in conformance with all state and federal laws and regulations, possess excellent verbal and written communication skills, ability to multi-task and prioritize duties, willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques, ability to maintain absolute confidentiality in regards to all records reviewed including consumer records, employee records and billing records, ability to understand the concept of the agency's mandated reporting requirements, and is diligent in reporting situations to the proper authorities when children may be at risk for abuse and/or neglect, proficiency and experience with PC's and Microsoft applications, ability to analyze and interpret data and to handle problem resolution, possession of a valid NYS Driver's license and a driver's record considered acceptable by agency and insurance carrier, continuous use of a reliable, registered and insured vehicle, willing to travel and to attend evening meetings, demonstrate commitment to Agency Mission Statement.

Ability to meet the following physical requirements with or without reasonable accommodation: Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle; Stand, sit, walk, bend, stoop, kneel, and reach; Climb up or down stairs; Able to reach above or below shoulders; Occasionally lift or move objects weighing up to 10 lbs; Sitting at a desk or in a vehicle for long periods of time to perform certain job functions; Be able to read write and interpret written documents.

Craigslist post ID: 6495340056 2/13/18

#### **North American Dental Group- Multiple Positions (Penn Yan, NY)**

- **Hygienist I-** For a full description and list of qualifications, please visit <https://my.jobs/616fdde5ffb04cceb7394d192866985a161>
- **Office Manager-** For a full description and list of qualifications, please visit <https://my.jobs/075a1f7c05a347d4872bbe8b0502c616161>.

- **Dental Assistant I**- For a full description and list of qualifications, please visit <https://my.jobs/c19809fa9e824af6a0933b89cc4d2ef6161>
- **Dentist**- To learn more about this opportunity, please contact Carrie Williams at 717-839-3790 or [williamsca@nadentalgroup.com](mailto:williamsca@nadentalgroup.com).

OSOS 2/20/18

**Principal Social Welfare Examiner (Penn Yan, NY)**

- The work involves responsibility for planning, coordinating, supervising and managing the performance and activities of a group of employees, a unit or section depending upon the organizational structure of the agency. Duties, though similar to those of a Senior Social Welfare Examiner, are broader in scale, are performed with more independence and involve a greater variety of related functions and the exercise of supervision over a greater number of subordinates. The work is performed under general supervision according to prescribed policies and procedures. Supervision is exercised over the work of subordinate staff. Does related work as required. **MINIMUM QUALIFICATIONS:**
    - a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate’s degree or higher; AND two (2) years permanent competitive status as a Social Welfare Examiner or Child Support Investigator; OR
    - b) Graduation from high school or possession of a high school equivalency diploma; AND six (6) years of experience in examining, investigating or evaluating claims for assistance, such as veterans or unemployment benefits or similar programs operating according to established criteria for eligibility.
    - c) One year of experience in a supervisory capacity.
- Apply at <https://mycivilservice.yatescounty.org/jobopps> Workforce Development 2/20/18

**Public Health Nurse (Yates County)**

- This position involves responsibility to provide public health nursing services to individuals, families, and population groups. Nursing actions are directed toward the goals of prevention, assessment, risk reduction, and health status improvement for individuals, families and communities. Nursing activities include, but are not limited to, systematic analysis of health data, care plan development, health education and advocacy, coalition building, and collaborating with community partners to promote the health of a population. Public Health Nurses often collaborate and consult within multidisciplinary and multi-agency teams in order to achieve desirable outcomes for families and communities. Public Health nursing interventions occur at individual, family, community and system levels depending upon the responsibilities of the position and the program or issues involved. Work is performed under the general direction of the Supervising Public Health Nurse or Director of Public Health and in accordance with the New York State Nurse Practice Act. Supervision may be exercised over Registered Professional Nurses, Licensed Practical Nurses and General Support Staff. Does related work as required. **MINIMUM QUALIFICATIONS:**
    - Graduation from high school; or possession of a high school equivalency diploma; AND
    - Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate’s Degree or higher in Nursing; AND
    - Licensure and current registration to practice as a Registered Professional Nurse in New York State.**SPECIAL REQUIREMENTS:**
    - Possession of a valid New York State Driver’s license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position;
    - Must be able to be fitted for, and wear a NIOSH 95 mask.
    - One (1) year of full time or equivalent part-time paid experience working as a licensed Registered Nurse is beneficial but not required.
    - Experience in maternal child health, early intervention and/or immunizations in a clinic or community practice setting is preferred.
- Apply at: <https://mycivilservice.yatescounty.org/jobopps> Workforce Development 2/12/18

**Site Coordinator (Yates County)**

- The Child Advocacy Center of the Finger Lakes is hiring a Site Coordinator. **Responsibilities:**
  - Establish rapport and work directly with the Child Abuse Response Team (CART) of Yates County.
  - Develop protocols with Yates County CART in compliance with National Children’s Alliance and NYS Office of Children and Family Services standards.
  - Identify site and oversee opening of satellite site in Yates County.
  - Manage on-going needs of the site and the CART, maintaining strong relationships with each of the partner agencies.

- Establish and maintain strong linkages with appropriate networking affiliations and participate in community coalitions, as assigned.
- Complete periodic tasks to support and maintain organizational structure of CACFL, as needed
- Conduct site tours and community presentations regarding the CACFL model, child safety, and child abuse prevention.
- Participate in trainings to stay current on best practices and relevant issues (may include travel).
- Other projects and tasks as appropriate and necessary, including fundraising activities for the agency.
- Ensures confidentiality and privacy is maintained with respect to all communication and records, unless exempted by law.

**Experience/Education/Skills/Abilities Required:**

- BA in social work, human services, criminal justice or sociology or a related field.
- Working knowledge of the Child Abuse Response Team model.
- Experience (2-5 years) of working with a Multidisciplinary Team.
- Knowledge of sexual abuse dynamics, family violence, criminal justice system, and community resources.
- Excellent organizational, problem solving and priority setting skills.
- Excellent verbal and written communication skills.
- High comfort level with public speaking.
- Ability to openly and respectfully communicate with team members with differing opinions.
- Ability to work a flexible schedule (could include nights and weekends) and travel as necessary locally and regionally.

**CONFIDENTIALITY:** All employees of the Child Advocacy Center of the Finger Lakes are held to highest standards of confidentiality and shall observe and require the observance of applicable County, Federal and State requirements relating to the confidentiality of records and information.

**Other requirements:**

- Valid Driver's license and reliable transportation with current registration, tag and insurance.
- Agree to submit to and successfully complete a criminal background check

**Contact:** Jennifer Brownell, Program Director at [jennifer@cacfingertlakes.org](mailto:jennifer@cacfingertlakes.org). Resume and three references required.

Workforce Development 2/12/18

**Multiple Positions- Pro Action of Steuben and Yates**

- Full Time Opportunities:
  - EHS Food Service/Support Staff- Hornell
  - Home Based Family Educator
  - Early Childhood Education Teachers
  - Early Head Start Home Visitors
  - Resource Advocate / Home Visitor
  - Construction Laborer
- Part Time Opportunities:
  - Project Care Van Driver
  - Bus Driver – Hornell
- Substitute Opportunities:
  - Substitute Drivers – Yates OFA Transportation
  - Substitute Van Drivers – Senior Nutrition
  - Head Start Classroom Substitutes – Wayland
  - Head Start Classroom Substitutes – Corning
  - Head Start Classroom Substitutes – Addison
  - Head Start Classroom Substitutes – Savona

For full descriptions and to apply for any of the positions listed above, please visit <http://proactioninc.org/job-opportunities/>

Workforce Development 2/12/18

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

- Certified Nurse Aide Training Program
- Computer Operator II
- ED Crisis Evaluator
- EMT Basic- Cohocton
- Food Service- Nutritional Services Aide
- In-Patient Counselor
- LPN Med Long Term Care- Bedside
- LPN Meds Acute- Bedside
- Nurse Manager- LTC

- Paramedic/ Critical Care EMT
- Pharmacy Tech II
- Registration Representative
- RN Bedside- Emergency Department
- RN Bedside- Med/Surge Acute
- 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 2/20/18

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

- Substitute Residential Direct Support Professional
- Substitute Direct Support Professional - Center for Lifelong Learning
- Direct Support Professional- Community Support Services
- Direct Support Professional - Center for Lifelong Learning
- Residential Direct Support Professional

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

Workforce Development 2/20/18

#### **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 2/12/18

## **HOSPITALITY/RESTAURANT**

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

- AVI Foodsystems, Inc. is now hiring part time Utility Workers/Dishwashers in Keuka Park! We are looking for friendly and service oriented people to join our team! 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: A family culture and atmosphere, immense training and growth opportunities, competitive compensation, 401(k) with a generous company match, paid vacation and holiday time, advancement opportunities. JOB DUTIES: Assist with cleaning the kitchen and maintaining a sanitary work area, wash dishes, glassware, flatware, and 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 all established sanitation and safety standards, request supplies and equipment needed for cleaning and dishwashing. REQUIREMENTS: Previous dishwashing experience preferred, ability to maintain a safe work 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. TO APPLY, PLEASE VISIT: <http://www.jobs.net/j/JbHFCqUn?idpartenaire=10018>

Craigslist post ID: 6488946267 2/8/18

#### **Housekeeping Attendant (Geneva, NY)**

- Belhurst Castle, a premier and famous destination in the Finger Lakes is accepting applications for Housekeeping Attendants. Part time positions are available! Interested individuals must be willing to work flexible hours including weekends and holidays. Must have reliable transportation to and from work. Must be able to walk stairs. Responsibilities include but are not limited to: Assist in coordinating the activities of the Housekeeping Team by attending monthly department meetings, inspect all areas of the hotel: rooms, public space, etc. to ensure sanitation and that all health and safety standards are met, tasks like vacuuming, cleaning, sanitizing, making beds, cleaning showers/bathrooms, etc.

Craigslist post ID: 6480555024 2/1/18

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

- Job Description: Create and serve, with a smile, chilled and hot beverages such as coffee, cappuccinos, espresso, lattes and fruit-blended drinks, maintain a level of excellence through great service and small-talk with each customer you assist, maintain clean, neat, and orderly cash atmosphere, counter and prep area, greet your customers as soon as they are seen at the counter. Job Requirements: Ability to multi-task and work in a fast-paced environment, previous Barista experience is a plus, ability to make the correct change for all customers. Benefits: 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, immense training and growth opportunities, company provided uniforms, discount program. We conduct pre-employment drug testing. Apply at: <https://my.jobs/d4149e8bed30463195c3f26077f518e8161>

OSOS 2/5/18

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

- Ever thought about working with us at the brewery? Well, we're hiring! We're now hiring a Tasting Room Server available to work Wednesdays - Sundays in the tasting room. Duties would include pouring tastings, scheduling tastings, events, and tasting room maintenance. No experience necessary but you must be 18 or over and able to lift up to 50 lbs. To apply, send your resume to [rich@keukabrewingcompany.com](mailto:rich@keukabrewingcompany.com)

Workforce Development 1/22/18

### **Hampton Inn- Multiple Positions (Penn Yan, NY)**

- Stop in and fill out an application! Serious inquires only. Filling the following positions:  
Full Time Night Auditor  
Full Time Guest Service Agent  
Part Time Overnight Security

Workforce Development 2/5/18

### **Multiple Positions- Watkins Glen Harbor Hotel (Watkins Glen, NY)**

- Room Attendants and Turn Down Attendants
  - Sales Manager
  - Guest Service Supervisor
- To apply for any of the positions above, please visit

[http://www.watkinsglenharborhotel.com/careers.php?sm\\_au=iVVSTjW2tvwnMVJR](http://www.watkinsglenharborhotel.com/careers.php?sm_au=iVVSTjW2tvwnMVJR)

Workforce Development 2/5/18

## **LABOR/AGRICULTURAL**

### **Cleaner (Dundee, NY)**

- Dundee Central School has an anticipated opening for a cleaner. This is a 12 month, full-time position, with contract benefits including paid leave, cost-sharing medical benefits, state retirement, and annual salary increases. Hourly wage rate is \$10.40, with an additional \$.35/hr. shift differential. After 6 months of successful employment, a wage increase of \$.25/hr. is earned. Applicants must have an approved application on file with Yates County Personnel Office. Application deadline is February 9, 2018.

Dundee Observer 1/31/18

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

- Anticipated position available at Penn Yan Central School District. 12 Month position, 8 hours per day. Apply to Ms. Cathy Milliman by February 5, 2018. Applicant must be Civil Service approved.

Dundee Observer 1/31/18

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

- Part-time custodian at First Baptist Church, 224 Main Street, Penn Yan. Apply Tuesday thru Friday between 9am and noon or call 315-694-0460.

Chronicle Express 2/7/18

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

- Construction background or car painting experience helpful. Apply in person at Reme Casting, 118 Monell Street, Penn Yan.

Chronicle Express 1/31/18

### **Electric Grounds Person (Penn Yan, NY)**

- The Village of Penn Yan has an opening for one electric grounds person. This is a Civil Service position that is full time, 40 hours per week and subject to Civil Service rules for eligibility. For more information and to apply, please visit <https://mycivilservice.yatescounty.org/jobopps>. Application deadline is Friday, February 9, 2018. Chronicle Express 1/24/18



### **Various Positions- Document Reprocessors (Penn Yan, NY)**

- Document Reprocessors at 26 Powell Lane, Penn Yan, has immediate openings for personnel willing to fill various positions. These openings could include light industrial and general labor, data entry, office bookkeeping and other clerical computer applications. Those interested should stop in for an application. Chronicle Express 1/22/18

### **Seasonal Work (Penn Yan, NY)**

- 41 positions- Temporary/seasonal work planting, cultivating and harvesting vegetables and field grown crops, from 3/14/2018 to 12/1/2018 at Hansen Farms, LLC & Hemdale Farms, Inc., Stanley NY and multiple worksites within Ontario and Yates Counties. This job requires a minimum of three months of verifiable prior experience working on a diversified crop farm handling both machine and manual tasks associated with commodity production and harvest activities. Saturday work required. Must be able to lift/carry 60 lbs. \$12.83/hr or current applicable AEW or applicable piece rate depending on crop activity. Raise/bonus at employer discretion. Workers are guaranteed ¾ of work hours of total period. Work tools, supplies, equipment supplied by employer without charge to worker. Housing with kitchen facilities provided at no cost to only those workers who are not reasonably able to return same day to their place of residence at time of recruitment. Transportation and subsistence expenses to work site will be paid to nonresident workers not later than upon completion of 50% of the job contract. Interviews required. Apply for this job at nearest State Workforce Agency in state in which this ad appears, or NY State Department of Labor, 1519 Nye Rd., Lyons, NY 14489, or call (877)466-9757 for nearest State Workforce Agency in which this ad appears. Provide copy of this ad. NY Job Order #NY1238813. Ad-Viser2/18/18

### **Property Manager/ Maintenance Person (Penn Yan, NY)**

- Seeking a conscientious person as full-time Property Manager/Maintenance Person for a 30-unit property in Penn Yan, NY. Benefits included. Experience in general maintenance and repair is required. Experience in property management is helpful but not a requirement. Training will be provided for the office manager duties. Interested persons may submit resumes to email provided or contact us directly at 607-962-5551. Vineland Apartments is an Equal Opportunity Employer and Provider. Craiglist post ID: 6503356127 2/20/18

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

- We Want You On Our Team! The Security Officer provides services for a variety of large and small business clients where health, safety and security is our #1 priority. This is a public environment at Keuka College and surrounding areas 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 security, law enforcement or military experience, 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 have a State of New York Security Guard License, must be able to cooperate and work as part of a team with fellow employees, customers and clients. 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=NMS00995&tz=GMT-09%3A00>

Craiglist post ID: 6497625969 2/15/18

### **Farm Equipment Operator/Mechanic (Seneca Castle, NY)**

- Large, diversified vegetable and grain farm located in the heart of the Finger Lakes is looking for people who want to be farmers. We grow grains and vegetables, both conventional and organic. We can tailor a position based on your skills with openings in management, maintenance, and operations. Agricultural education and experience are desired. Send us your resume and we will see if you fit. Craiglist post ID: 6496228496 2/14/18

### **Heavy Equipment Operator and Excavation Laborer (Penn Yan, NY)**

- City Hill Excavating Inc. is currently hiring Heavy Equipment Operators and Experienced Laborer positions in the Excavation Field. If you are looking for a competitive paid position with benefits, and plenty of room to advance your career in the Excavation and Construction Industry, this is the position for you! BENEFITS INCLUDE: Health insurance including Vision, and Dental, 401K (retirement plan), all major holidays paid, vacation time. Must Have (Operator): Valid Drivers License, prior heavy equipment operating experience, experience reading site plans. MUST HAVE (Laborer): Valid Drivers License, minimum 1 year experience in the Excavation Industry, must have experience with a grade laser, must have experience reading site plans. Pay based on experience. Craiglist post ID: 6495146106 2/13/18

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

- Seeking a Maintenance Technician for Camp Whitman on Seneca Lake. This is a seasonal, part-time position, averaging approximately 28-36 hours per week for the period of April 1- October 31. Skills, Experience, Knowledge and Abilities Needed: General maintenance processes for buildings and grounds, basic plumbing, electrical, mechanical and structural

repairs, customer service skills and willingness to work in a team environment, initiative, high school education or its equivalent or sufficient work experience to demonstrate competence, ability to work independently and under pressure, ability to understand and follow directions, ability to prioritize and manage time, ethical conduct and ability to maintain confidentiality.

Job Responsibilities & Tasks: Building Maintenance: Perform routine building inspections and report repair needs, repair items recommended by staff in cabins and buildings, maintain and clean the buildings as necessary. Groundskeeping: Maintain all lawns, pathways, trails and gardens, repair items recommended by staff including trees, pathways, trails & ropes course. Water System, Pool: Perform water tests and/or collect samples as instructed by the Camp Caretaker.

Craigslist post ID: 6488101571 2/7/18

#### **Construction Labor/Apprentice (Naples, NY)**

- Diversified Contracting is seeking construction laborers/apprentices to join our growing, quality oriented company. Immediate, full time openings now available. Be a part of our loyal team in the beautiful Finger Lakes region. Steady Work. Good Pay. Reliable transportation and a tobacco-free workplace a must. Full time, year round work! Skill Set Required: Ability to accurately measure, ability to follow all safety regulations, very comfortable and experienced with using all hand tools, equipment and materials common to the trade. For over 40 years, Diversified Contracting has been the premier contractor serving the Finger Lakes region in Western and Central New York. We offer solid construction solutions including structural renovations; jacking & leveling, foundations, basements, excavation; site preparation, remodeling, house & building moving, retaining walls, septic systems, utility installation, etc.

Craigslist post ID: 6493536387 2/12/18

#### **Agriculture Mechanic (Geneva, NY)**

- Seneca Foods Corporation has an opportunity available for a qualified Agriculture Mechanic to work at our Geneva, New York facility. The Agriculture Mechanic will monitor product flow during harvesting to ensure uninterrupted flow to the plants and relieve harvester Operators when necessary. Essential Job Functions: Assist senior mechanics with repairs and maintenance, assist with minor repairs of equipment and vehicles, assist in moving equipment to fields for harvesting, load/unload supplies as required. One (1) to three (3) years of related automotive mechanical experience. We offer a competitive wage and benefit package. If you believe that you have the necessary skills for this position, please submit your resume or apply in person at our Human Resource Office, at 100 Gambee Road, Geneva, NY 14456 Monday-Friday 7:00AM-3:30PM. By fax to: (315) 781-0797.

Craigslist post ID: 6480893015 2/1/18

#### **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: 6480564742 2/1/18

#### **Maintenance Technician (Geneva, NY)**

- The Hampton Inn Geneva, NY is looking to hire a FULL time maintenance technician. A maintenance technician is responsible for cleaning, maintaining, and repairing building fixtures including lights, locks, windows, doors, window and door screens, flooring material, gutters, and drains. The maintenance technician will take care of maintenance duties involving carpentry, painting, plumbing, and electrical repairs to guarantee that the building is properly and safely maintained. Other responsibilities include routine preventive maintenance to ensure efficient operation of building systems and to prevent deterioration of the physical condition of the buildings on the property. HVAC and POOL experience preferred. Must be flexible with schedule. Please email resume or pick up application at 43 Lake Street Geneva, New York 14456.

Craigslist post ID: 6478343297 1/30/18

#### **Greenhouse Manager (Montour Falls, NY)**

- Stillman's Greenhouse and Garden Center is looking to fill a full time position for Greenhouse Manager. Duties would include: Cultivation and care of plants, sowing and transplanting seeds, skill in assembling dish gardens, potted plants, hanging baskets ect., pruning, trimming, watering, general customer service, ability to keep track of and log Customer base, tagging and identifying plants, various other duties. Requirements: A good eye for design. Experience and prior horticultural knowledge is a MUST. A Pesticide Application license is desired, or the ability to be sent to classes to receive certification.

Craigslist post ID: 6470394338 1/23/18

#### **Shelter Farm Assistant (Watkins Glen, NY)**

- Responsibilities & Duties: Cleaning large animal and small animal shelter housing barns. Barn cleaners are assigned daily cleaning responsibilities for a full, 8 hour daily work shift day. Cleaning procedures include:
  - Raking out all bedding straw in barns
  - Scrubbing perches, nestboxes, feed & water pallets

- Scrubbing walls & gates
- Cobweb dusting barns
- Cleaning hospital barn walls and flooring
- Spreading old bedding on pastures
- Assisting with farm maintenance as needed

Qualifications:

- Reliable and dependable
- Able to work in all weather conditions
- Able to perform strenuous physical labor and lifting
- Ability to complete all barn cleaning schedules as assigned
- Team player; able to work well with a variety of people
- Perform any other tasks as assigned by supervisor
- Previous farm or work experience at animal care facility helpful
- Farm equipment knowledge & ability to drive tractors helpful

Job Specifications:

- Full-time position
- Weekends and holiday hours may be required
- Starting wage is \$11.00 per hour
- Competitive benefits package, including paid holidays; personal days; vacation and sick leave; health, dental, vision, and life insurance; 403(b) plan; flexible spending accounts; and long-term disability insurance

All interested applicants are required to complete Farm Sanctuary's Employment Application. Instructions for sending supplemental materials will be provided within the application. For questions or to request a copy of the employment application by mail, please contact [humanresources@farmsanctuary.org](mailto:humanresources@farmsanctuary.org). Apply at

<https://www.indeed.com/jobs?q&l=penn%20yan%2C%20ny&start=10&vjk=d9df990e39bc38fd>

Indeed 1/26/18

#### **Water Treatment Plant Operator (Penn Yan, NY)**

- The work involves responsibility during an assigned shift for the efficient operation and maintenance of a Type A Water Treatment Plant containing facilities for filtration with pretreatment or a chemical softening process. The work is performed under general supervision permitting some exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over subordinate employees in the performance of their assigned duties. Does related work as required. MINIMUM QUALIFICATIONS:

- Graduation from high school or possession of a New York State high school equivalency diploma; AND
- Completion of an appropriate course of instruction approved by the State Department of Health; AND
- At least one year of satisfactory experience in the actual operation of a water treatment plant.

Apply at <https://mycivilservice.yatescounty.org/jobopps>

Workforce Development 2/20/18

## **OFFICE WORK/MANAGEMENT**

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

- Document Reprocessors has immediate openings in Penn Yan, NY for Accounting Clerk/Bookkeeper/Office Manager/Estimator/Project Billing clerk. Multiple job openings in the areas above to include some or all of these tasks: posting project expenditures, accounts receivable, accounts payable, labor records, time sheets, estimating, project billing, and payroll entry. Software used: Microsoft Word, Excel, QuickBooks. Must have writing skills and a general knowledge of accounting practices. Additional administrative office support will be assigned as needed. High school diploma or GED and one year of experience required. Stop in at 26 Powell Lane to pick up an application. Chronicle Express 1/17/18

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

- Overview & Responsibilities: We currently have a full time opening for a Funeral Director at Townsend Wood Funeral Home in Penn Yan, NY. This is the opportunity to be part of the Dignity Memorial provider network and grow your career in the funeral, cremation and cemetery services business. For us, there is no greater responsibility than celebrating each life like no other and making a difference in the lives of people we serve. This position interacts directly with client families during their time of need and is responsible for creating and maintaining a premier level of client family satisfaction. Our Funeral Directors are looking for more than a career - it's a calling. Here is the chance to make a real difference helping families during difficult times through compassion, understanding and providing the utmost in service. This is a great opportunity to

develop your career, with training and advancement. Requirements & Qualifications: Associate's or Bachelor's degree preferred, must have the appropriate state funeral licensure or the ability to reciprocate license from another state, excellent interpersonal and communication skills to interact with families during time of need and create and maintain a premier level of client family satisfaction, proficient with computers and technology with knowledge of MS Office Tools, ability to manage a caseload while creating an exceptional customer experience, excellent driving skills and record, ability to lift 50 lbs. or more. Benefits Options: Health benefits (medical, dental, vision, life), 401K Retirement Savings Plan with company match, vacation and sick time, tuition reimbursement, funeral discounts, and more. SCI offers advanced on-line training resources, career advancement opportunities in the largest organization in the industry, attractive benefits, and a wonderful community to serve with plenty of culture and personality. To apply, please visit

<https://my.jobs/f4bda3dda4cd46bda893393592014891161>

OSOS 2/12/18

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

- Applicant is responsible for managing the Parish office. This person is the point person for the office, receiving phone calls, mail and meeting parishioners on a personal basis. Necessary Qualifications: 1. MUST be proficient in Microsoft Office applications 2. Ability to relate well with people on the phone or in person 3. Must have excellent verbal and written communication skills 4. General knowledge of the Catholic Church is preferred. Apply online at

<https://my.jobs/9c2576df4a964b9d969fc6f5b7943246161>

OSOS 1/22/18

#### **Assistant Public Defender (Penn Yan, NY)**

- The Assistant Public Defender shall represent without charge, indigent persons within the County of Yates entitled to such representation pursuant to Section 717 of the New York State County Law. The work of the Assistant Public Defender is performed under guidelines provided by law and under the general supervision of the Public Defender. Does related work as required. MINIMUM QUALIFICATIONS: An attorney duly licensed to practice law in the State of New York, and admitted to practice in all courts within the scope of his/her required duties. To apply, visit

<https://mycivilservice.yatescounty.org/jobopps>

Workforce Development 2/20/18

#### **Member Relations Specialist (Geneva, NY)**

- POSITION OPENING- Organization: Geneva Area Chamber of Commerce. Title: Member Relations Specialist. Posting Date: February 12, 2018. Times/Hours: Chamber Office Hours, M-F 8:30-4:30. Position/Salary Level: Hourly, Entry Level. Description: The Geneva Area Chamber of Commerce is seeking an outgoing, friendly, motivated, self-starter to add to its growing team as the Chamber's Member Relations Specialist. This is an introductory position that has the potential to transition into a mid-management role at the Chamber. Professional etiquette, experience with basic administrative and office functions, excellent communication and customer service, telephone and computer skills are required. Upon hire, a one-month training period will take place alongside Chamber management to acquire valuable on-the-job techniques from experienced industry professionals. The ideal candidate will join the team as a self-starter who is ready to hit the ground running, and be trained on general office programs and procedures. This individual will be a natural communicator and problem solver, with a strong capability of thinking outside of the box, working independently, and most importantly-taking initiative while showing motivation and ambition. The Member Relations Specialist will be involved with a variety of Chamber operations and daily administrative functions, primarily pertaining to the programs and services that the Chamber provides for its member businesses and organizations. Examples of responsibilities include but are not limited to the following duties:

- Various methods of Membership Retention Communication and Outreach techniques
  - o New and Existing Member Services Follow up
  - o Outreach for Membership News, Contact Updates, Collateral Material Requests
  - o Content creation for Member Profiles, Newsletters, and other resources
- Internal inventory management, distribution and storage of all updated member materials
- Member Database Management
- Daily Visitor Services Data Log and Monthly Reporting
- New Member Recruitment Letters and Mass Mailings
- Social Media Content Creation and Fan Interaction Management
- Content creation and management for Chamber Website
- Assisting with the creation of Member Program flyers and promotional materials
- Assisting the Member Program Coordinator with various Member Marketing and Advertising Program details
- Assisting with Monthly Business After Hours Networking Mixers
- Assisting with the administrative and logistical planning for three (3) major annual events and fundraisers

Qualifications and Requirements:

- Professional presence and demeanor, with general business knowledge of working in a professional office setting
- Use of Microsoft Office Suite program basics: Word and Excel. Knowledge of Microsoft Publisher or other design and desktop publishing programs preferred, but not required.
- Basic knowledge of Social Media Platforms . General understanding of Website and content database programs such as WordPress preferred, but not required.
- Strong communication skills- this includes written, verbal and interpersonal.
- Must be detail-oriented and able to multi-task.
- Must be accountable, punctual, and have a reliable means of transportation.

~This position reports to the Membership Programs and Events Coordinator.~

Please apply with your resume, a brief cover letter, and at least 2 professional references no later than March 1, 2018 to:  
Geneva Area Chamber of Commerce

P.O. Box 587

Geneva, NY 14456

Phone: (315) 789-1776

Fax: (315) 789-3993

Email: info@genevany.com

All applicants should have a general understanding and be familiar with the following GACoC basic "fast facts:"

- The Geneva Area Chamber of Commerce is a private, membership-based organization with a sole focus of serving and representing its member businesses and organizations.
- As a primary benefit of Membership, the Chamber generates awareness and provides exposure for its members by effectively promoting the people, property, products and services of each. (-In short, we tell the stories of our members.)
- The Geneva Area Chamber of Commerce was originally founded in 1902 and remains one of the oldest operational Chambers on record.
- Currently serving an average membership base of 300 individuals and businesses, the Chamber represents a broad array of companies and organizations of various shapes and sizes, within a diverse makeup of industries and sectors.
- Located in the Finger Lakes region of New York State, the Geneva Area Chamber of Commerce serves the greater Geneva area and surrounding communities with a membership makeup spanning the 14 county region, from Rochester to Syracuse, Corning, Ithaca and beyond.
- The Chamber is a private 501(c)(6) not-for-profit organization.
- It is non-government based, and is not tourism or tax- funded, allowing for the expanded operations to work independently, and promote businesses without geographic designations, boundaries or restrictions.
- Chamber programs and operations are managed by a team of employees under the direction of the Executive Director, with leadership provided by a representative group of members serving as the Chamber's Board of Directors.
- Please visit the Chamber's Website and review the Member Benefits Overview.

Facebook 2/20/18

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

- Carey's Farm & Home Center is currently seeking a full-time Store Manager for their True Value retail center. The Manager will be responsible for the following duties, including, but not limited to:
  - Managing and executing the day to day operations of the hardware and farm store
  - Serve as our store's representative and set an example for our staff
  - Providing first class customer service by assisting customers and responding to customer inquiries/issues.
  - Coaching staff on how to handle difficult and complicated sales.
  - Enforcing safety, security and company personnel policies and rules.
  - Evaluate employee performance and identify hiring and training needs
  - Supervise, train, coach and motivate staff to perform their best and maximize team performance
  - Schedule staff to ensure adequate coverage based on every day, seasonal and event needs
  - Monitor and manage retail operating costs, budgets and resources
  - Working with external suppliers, monitor, order and maintain relevant and adequate store inventory
  - Execute in-season pricing strategies, including promotions and markdowns to reach financial targets
  - Create reports, analyze and interpret retail data, like revenues, expenses and competition
  - Maintain cleanliness and presentation of stock room and retail floor
  - Organize store merchandise racks by size, style and color to promote visually appealing environment.
  - Analyze consumer behavior and adjust product positioning
  - Conduct regular audits to ensure the store is functional and presentable
  - Examine merchandise to verify that it was correctly priced and displayed
  - Assign employees to specific duties to best meet the needs of the store

- Train and develop new/existing associates on POS system and key sales tactics.

Requirements:

- High School diploma and minimum 5+ years of retail sales and/or management experience
- Proven track record as a problem solver with the ability to maximize profits, motivate staff, resolve conflict, create sales and develop leaders.
- Exceptional interpersonal and communication skills
- Excellent organizational, planning, forecasting, and problem-solving skills
- Proficient with computers and the use of POS systems and Microsoft Office
- Ability to work weekends, holidays, and overtime (as needed)

Salary is commensurate with experience.

Workforce Development 1/22/18

## **SKILLED/MANUFACTURING**

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

- Remedy is hiring now for Silgan Plastics. Packaging, inspection, production. Enjoy a clean and safe work environment. Pay starting at \$11.30/hr. Also recruiting for large part assembly and welding. Apply today! 315-781-6200.

Chronicle Express 1/31/18

### **Small Parts Assembly (Seneca Castle, NY)**

- Small growing company needs help with assembly of parts we use in our technical instruments. This includes operations like cutting & stripping wires, hot gluing, cutting foam, PVC gluing, screwing wire terminals. As you learn more, the operations will get progressively more involved and higher-paying. Experience in manufacturing is an advantage but we'd like to know what other skills you might have to offer that we could utilize. Our company allows more flexible hours than any other. You can literally come and go as you please within our operating hours of 7AM-7PM, and there is no such thing as late to work! It would be an advantage if you were also flexible and could increase your hours if we get busy periods. We are always striving for the most pleasant work atmosphere we can possibly provide. We are looking for around 20 hours per week right now. Benefits we offer are subsidized health coverage, 11 paid holidays. Send resume to be considered.

Craigslist post ID: 6502366323 2/19/18

### **Manufacturing Engineer (Penn Yan, NY)**

- Superior Group is currently recruiting a Manufacturing Engineer for one of our clients in Penn Yan NY. This individual will be responsible for the day to day manufacturing engineering operations in assigned areas. Specifically, meeting production needs, executing related projects, and maintaining process/equipment documentation to ensure safe, consistent, and defined processes compliant with our HSE and Quality systems. For responsibilities and qualifications and to apply, please visit <https://my.jobs/4ea4b2ec5eb6453db43cec9b7c5b70c2161>

OSOS 1/22/18

### **Technical Service Engineer (Penn Yan, NY)**

- The primary responsibility for this position is to develop optimized polishing performance data and technical sales presentations for next generation semiconductor polishing products, including ultra-fast oxide slurries and shallow trench isolation slurries, within the Surface Technology organization. This position is also serving as the key technical liaison between customers and Ferro. Ultra-fast oxide slurry is needed for the fabrication of new generation IC chips where vertical transistor integration scheme is utilized to maximize number of transistors. Required Qualifications: B.S. degree in science or engineering with extensive hands-on experience in chemical-mechanical planarization of semiconductor wafers and 5 years of experience in successful CMP process development, CMP data package development and product introduction at customers. Good fundamental understanding of polishing mechanism and chemistry is a plus. Apply at <https://my.jobs/c2cd4fcb26ee4a838b887286adebb3ab161>

OSOS 2/5/18

### **Assembly Worker (Penn Yan, NY)**

- Express Employment Professionals is currently looking for full time entry-level manufacturing workers for a client in Penn Yan. Previous assembly, welding, fabrication or electrical experience preferred. Associate must have strong attention to detail and be willing to work in a team. This is a temp-to-permanent position with a starting pay of \$12 an hour. This is a Monday-Friday position 6am-2:30pm. Interested candidates should contact Express Employment Professionals at (607) 936-0770 or apply online at [www.expresspros.com/CorningNY](http://www.expresspros.com/CorningNY)

OSOS 2/5/18

### **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**
- **Warehouse- Forklift Operator- 3<sup>rd</sup> shift**

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

Workforce Development 2/20/18

### **Job Leads for Surrounding Counties**

Yates County Job Leads: [www.yatescounty.org/wfdjobs](http://www.yatescounty.org/wfdjobs)

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/>

## February 2018

### February 2018: 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.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 <b>HSE:</b> 9am-12pm  <b>JRT:</b> 9:15am-12pm	6 <b>Exempt Meeting:</b> 11am	7 <b>HSE:</b> 9am-12pm  <b>Life Skills:</b> 1:30pm – 3:30pm	8	9	10
11	12 <b>HSE:</b> 9am-12pm  <b>JRT:</b> 9:15am-12pm	13	14 <b>HSE:</b> 9am-12pm  <b>Life Skills:</b> 1:30pm – 3:30pm	15	16	17
18	19 <b>Holiday</b> <b>OFFICE CLOSED</b>	20 <b>Jump Start:</b> 1pm	21 <b>HSE:</b> 9am-12pm  <b>Life Skills:</b> 1:30pm – 3:30pm	22	23	24
25	26 <b>HSE:</b> 9am-12pm  <b>JRT:</b> 9:15am-12pm	27	28 <b>HSE:</b> 9am-12pm  <b>Life Skills:</b> 1:30pm-3:30pm			

**\*Notes:**

\*HSE: High School Equivalency

\*Monthly Exemption Meetings: Held every 1<sup>st</sup> Tuesday of the month at Workforce Development.



**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**



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## **CAREER NAVIGATOR**

### **AN INTENSIVE TRAINING PROGRAM FOR JOB SEARCH & SUCCESS**

**Jump start your job search with this 5-day interactive, strategic approach to proactively managing your future.**

- Learn how to redefine your skills to fit existing and emerging industries and occupations.
- Design a job search strategy to fit your values, skills and goals.
- Learn the marketing techniques that will get your message out to the people that make the hiring decisions.
- Discover the increased power of working in teams, led by certified career professionals.
- Navigate the obstacles and challenges of the changing economy and learn the new rules of job search.
- Master the ability to successfully transition into new directions of employment and control future employment paths.

#### **WHO SHOULD ENROLL IN CAREER NAVIGATOR?**

**Job Seekers** who:

- Desire to stay in the same field and who want to learn how to compete.
- Require an industry and/or career change based upon their transferable skills.
- Want support in identifying new search strategies, tools and techniques.

#### **Itinerary:**

Day 1: Ground Work (Foundations, Skill Assessment) STAR Stories

Day 2: Marketing Me - Marketing Plans, Summary Qualifications

Day 3: Speed Networking / Resumes & Cover Letters

Day 4: Resume Reviews & Interviewing

Day 5: Goal Setting and Search Teams

#### **Dates and Locations:**

**Dates and Times:** April 2 – 6, 2018 9 a.m. to 1 p.m.

**Location:** Ontario County Safety Training Facility, County Road 48, Canandaigua

**Contact person:**

[Joseph.Lopez@dfa.state.ny.us](mailto:Joseph.Lopez@dfa.state.ny.us) at 585-396-4033

OR

[LeeAnn.Haust@dfa.state.ny.us](mailto:LeeAnn.Haust@dfa.state.ny.us) at 315-789-1771 Ext 117

#### **TO ENROLL:**

See a Finger Lakes Works Career Center Staff Person

Space is limited please be sure to make a reservation soon!

*Equal Opportunity Employer/Program*

*Auxiliary aids and services are available upon request to individuals with disabilities.*

A proud partner of the American  Job Center network

**Sponsored By:**  
**Finger Lakes Workforce Investment Board**  
Visit us online at: [www.fingerlakesworks.com](http://www.fingerlakesworks.com)



## Frequently Asked Questions about Career Navigator

**I have already attended workshops at Finger Lakes Works or elsewhere, why do I need this?**

Career Navigator will explore some of these topics in more depth. You will also have the opportunity to work on your own personal assessment and plan your job search within a group structure that will become an important support system throughout your search.

**I don't think I need it. I didn't have a problem finding a job before.**

Let's hope that's the case again! Today's market figures, however, point to a more extended and challenging search period. Why not arm yourself with the most effective skills and tools for creating a successful outcome in the current job market?

**I don't know what I want to do.**

It's very common, and a good idea, to reassess career options at this time. Career Navigator will walk you through the self-assessment process, help you identify the skills you have that could be applied in another industry or occupation and give you the tools you need to explore those options so that you can make the best choices.

**Will this get me a job?**

No one can get you a job except you! Career Navigator will equip you to do the best job possible in that endeavor. CN is your launching pad to identify the tools and strategies that will prepare you to compete in today's job market.

**Why do I need this? I have a good resume and/or I interview well.**

Job search has changed and the strategies for successful job search are more than a resume or interview. Over 70% of job landings contain a component of networking.

**I already have interviews lined up.**

Are you getting interviews for jobs that you would take? Do you know how to be the candidate that is chosen from the interview? Do you know how to follow up after the interview process? Career Navigator will arm you with important interview, follow-up and negotiation techniques.

**This layoff might be temporary.**

In the event that it isn't, or that it occurs again, you can use this time to get the training you'll need, regardless. If other opportunities present themselves or in a future layoff, you'll be ready.

**There aren't any jobs anyway, why should I bother.**

You're right that most jobs aren't evident, but it doesn't mean they don't exist. In Career Navigator, you'll learn to find the "hidden job market." You'll learn how to get to the hiring managers before a job is even identified or posted. And you'll get the group support you'll need to be persistent in your search.

**I am enrolled in training/school.**

Getting new skills or updating your existing skills is good strategy. You'll still need to look for a job and you need job search skills. Career Navigator is the perfect way to begin the process even before you're done with school. Wouldn't it be great to have that new job waiting for you when you're finished?

*Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request to individuals with disabilities.*

# Safe Harbors of the Finger Lakes

*Advocate. Educate. Support.*

Our mission is to provide reliable information, support, referrals, and advocacy for individuals, children, families, and communities impacted by sexual and interpersonal violence. We offer our services throughout Ontario, Seneca, and Yates Counties at no charge.

Our vision is for our communities to overcome the stigma and burdens of sexual and interpersonal violence; and to be safe and secure from these harmful acts and crimes.

## Youth Prevention Specialist

Safe Harbors of the Finger Lakes, Inc. staff are a passionate, dedicated team of professionals who strive every day to impact the communities we serve in a positive way. We maintain an unwavering commitment to ending interpersonal violence in our communities through comprehensive support and expert educational services.

### JOB SUMMARY

The Youth Prevention Specialist is responsible for presenting child sexual abuse, teen sexual assault, and abusive relationship primary prevention education programs to youth in Yates County. The Youth Prevention Specialist will provide follow up counseling and advocacy services for children and youth who have experienced or witnessed physical, sexual, or emotional abuse, as well as to their non-offending adult caregivers.

### QUALIFICATIONS

- ◆ Associates degree in human services and two years experience. Bachelors degree in social work or education preferred.
- ◆ Commitment to the mission of Safe Harbors.
- ◆ Ability to work independently, with good organizational skills
- ◆ Ability to foster a cooperative, collaborative work environment.
- ◆ Ability to plan, develop and implement short and long range goals.
- ◆ Ability to maintain emotional stability under duress.
- ◆ Excellent communication skills, including public speaking ability.
- ◆ Comfort dealing with and talking about sensitive issues.
- ◆ Must be adaptable and flexible.
- ◆ Must have reliable transportation

### WORK SCHEDULE and COMPENSATION

37.5 hours per week, Generally weekdays 9am—4:30 pm with variations based on clients needs. Some evening and weekends.  
\$15 per hour plus a generous benefits package including health and dental insurance, paid time off, and 401(3)b retirement plan.

### HOW TO APPLY

Submit cover letter and resume by email:  
Email: [info@shflny.org](mailto:info@shflny.org)

*Safe Harbors of the Finger Lakes, Inc. is an Equal Opportunity Employer*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### INTAKE AND SUPPORT

- ◆ Provide group programming to preschool, elementary, middle and senior high school aged youth in Yates county.
- ◆ Provide crisis intervention, advocacy, and mentorship to children and youth who have experienced or witnessed physical, sexual, or emotional abuse in Yates county.
- ◆ Provide crisis intervention and advocacy to non-offending adult caretakers of children and youth who have experienced or witnessed physical, sexual, or emotional abuse in Yates county.
- ◆ Inform victim/witness of their eligibility with the Office of Victim Services and complete applications as appropriate.
- ◆ Assess needs, provide referrals, and facilitate connections with other community support services.
- ◆ Provide substitute programming for the Youth Prevention Specialist in Seneca or Ontario counties.

### EDUCATION AND COLLABORATION

- ◆ Present personal safety, teen sexual assault, and healthy relationship educational programming to preschool, elementary, middle and senior high school aged youth in Yates County.
- ◆ Outreach to schools and other youth programs to schedule and provide prevention education programming.
- ◆ Provide follow up services for presentation participants requesting such; including referrals, advocacy, counseling, and mandated reporting to child protective services and law enforcement.
- ◆ Maintain professional collaborations and provide consultation and training to schools and community agencies.
- ◆ Participate in agency awareness events.
- ◆ Provide information about Safe Harbors services and maintain outreach materials in the Yates county community.

### REPORTS AND STATISTICS

- ◆ Maintain complete, accurate records on all clients and presentations.
- ◆ Complete monthly and quarterly reporting information in a timely manner.

### OTHER DUTIES AS ASSIGNED

- ◆ Follow agency confidentiality and other program policies.
- ◆ Attend monthly staff meetings and other agency meetings as requested by supervisor.
- ◆ Cover hotline backup for approximately seven weeks per year, and occasional holiday hotline coverage.
- ◆ Complete all functions in an ethically and culturally competent manner.

